



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

\* **Records of Department:**

**Additional Information:**

**Submitting Date:**

**Email me a copy**

\* **Quantity:**

**Records Dated From**

**To**

**Description:**

**Attachment:** [2 MB max]

**SMgmt SVCS 20092507570 (1).pdf**

## Department Authorization

**Authorizing Person:**

**Date:**

## City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**APPROVE**

**REJECT**

**Authorizing Person:**

**Signature:**

**Date Signed:**

**Date of Notification:**

(Records will be held for 60 days from this date).

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Office of The Controller Financial Operations Demand Audit 2019  
 (Department Bureau) (Division) (Unit)

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 33 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0013	Convention Center (General Demands)			10	7/1/1994	6/30/2009	Controller's Archives	36
2	0013	City's thic Comission (General Demands)			10	7/1/1995	6/30/2007	"	12
3	0013	Fire and Police (General Demands)			10	7/1/1998	6/30/2009	"	64
4	0013	LA Fire Dept (General Demands)			10	7/1/1995	6/30/2009	"	44
5	0013	Commission Status of Women (General Demands)			10	7/1/1996	6/30/1998	"	47
6	0013	El Pueblo (General Demands)			10	7/1/1995	6/30/2002	"	22
Total Boxes of Records for Destruction									225

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By Edward Moreno 9/11/20 [Signature] 9/11/20  
 Department Head

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Office of The Controller (Department Bureau) Financial Operations (Division) Year Ending 2019  
 Check Reconciliation (Unit)

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No CTR 12 Original Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0023	Warrants (Paid Checks)			TO+10	7/1/2002	6/30/2003	Controller's Archives	129
2	0023	Warants (Paid Checks)			TO+10	7/1/2003	6/30/2004		"
		Total Boxes of Records for Destruction							260

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By veef  
 Division Head

TS  
 Department Head  
Samuel  
 9/11/2020