



# 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 21012714400.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

**APPROVE**

**REJECT**

**Date Signed:**

**Signature:**

**Date of Notification:**

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

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

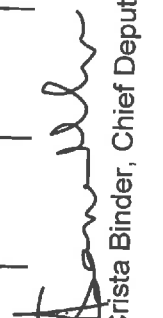
Records of Office of The Controller (Department Bureau) Financial Operations (Division) CTR 44 Year Ending 2020  
Check Reconciliation (Unit)

Location of Records Controller Archives (200 North Spring Street) Records Retention Schedule No. CTR 44 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	O023	Warrants (Paid Checks)			TO+10	7/1/2004	6/30/2005	Controller's Archives	128
2	O023	Warrants (Paid Checks)			TO+10	7/1/2005	6/30/2006	"	115
3	O023	Warrants (Paid Checks)			TO+10	7/1/2006	6/30/2007	"	110
4	O023	Warrants (Paid Checks)			TO+10	7/1/2007	6/30/2008	"	96
5	O023	Warrants (Paid Checks)			TO+10	7/1/2008	6/30/2009	"	100
6	O023	Warrants (Paid Checks)			TO+10	7/1/2009	6/30/2010	"	39
Total Boxes of Records of Destruction									588

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

By  Division Head

By  For Crista Binder, Chief Deputy Controller  
Department Head

**Request for  
AUTHORITY TO DESTROY OBSOLETE RECORDS**

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

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	Housing (General Demands)			10	7/1/2001	12/31/2009	Controller's Archives	113
2	0013	Human Relations Commission (General Demands)			10	7/1/2003	6/30/2005		41
3	0013	Elected Charter Reform (General Demands)			10	7/1/1997	6/30/1998		3
4	0013	City Clerk (General Demands)			10	7/1/1995	6/30/2007		76
5	0013	Transportation (General Demands)			10	7/1/2005	6/30/2010		119
<b>Total Boxes of Records for Destruction</b>									<b>352</b>

Records Retention Schedule No CTR 33

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

By B. b. h. X  
Division Head

[Signature]  
For Cristia Binder, Chief Deputy Controller  
Department Head

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Office of The Controller Financial Operations Year Ending 2019  
(Department Bureau) (Division) Demand Audit (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	General Services (General Demands)			10	7/1/1995	6/30/2010	Controller's Archives	214
2	0013	Employee Relations (General Demands)			10	7/1/1996	6/30/1996		1
3	0013	Elected Charter Reform (General Demands)			10	7/1/1997	6/30/1998		3
4	0013	Environmental Affairs (General Demands)			10	7/1/1995	6/30/2010		3
Total Boxes of Records for Destruction									221

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

By Bob  
Division Head

By [Signature]  
For Crista Binder, Chief Deputy Controller  
Department Head