



# 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]

[DestRequest Form 7-23-21 v2 signed.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Financial Operations Demand Audit Year Ending 2022  
 (Department Bureau) (Division) (Unit)

Location of Records Controller Archives 200 N Spring St. B10B Records Retention Schedule No CTR33 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	13	Los Angeles Police Dept. (General Demands)			10	1999	12/31/2001	Controller Archives	27
2	13	Los Angeles Fire Dept. (General Demands)			10	1999	12/31/2000	Controller Archives	29
3	13	Transportation			10	1998	12/31/2003	Controller Archives	62
4	13	Cultural Affairs			10	2003	12/31/2005	Controller Archives	29
5	13	Recreation and Parks			10	2003	12/31/2005	Controller Archives	20
6	13	Personnel (Records/Payroll)			10	1998	12/31/2000	Controller Archives	9
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Total Boxes of Records for Destruction

176

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

By *Edward Moreno* ~~8/22/21~~ 8/3/2021  
 Division Head

For By *[Signature]* 8/3/2021  
 Department Head