



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*** Records of Department:** Department of Convention and Tourism Development

Additional Information: NOW KNOWN AS CITY TOURISM DEPARTMENT/LACC/10

Submitting Date: 5/30/2023 Email me a copy

*** Quantity:** 60 Boxes

Records Dated From 01/01/1982 **To** 12/31/1990

Description: 60 BOXES O001 EVENT SERVICE ORDERS TO+2

Attachment: [2 MB max] [LACC10 60 BOXES 05302023.pdf](#)

Department Authorization

Authorizing Person: TIGRAN AVETISYAN **Date:** 05/30/2023

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 knowlege 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:
PETTY SANTOS

Signature:

Date Signed:
05/30/2023

Date of Notification: 05/30/2023 (Records will be held for 60 days from this date).

CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
 - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
 - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY Tigran Avetisyan *Tigran Avetisyan* Date 5/23/23

Records of
Department/Bureau City Tourism Department

Records Dated 1982 to 1990

Year Ending: 1990

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of City Tourism Department (formerly Los Angeles Convention Center) Admin and Finance Customer Service
 (Department/Bureau) (Division) (Unit)

Location of Records 1201 S. Figueroa St Los Angeles CA 90015 Records Retention Schedule No. LACC/10 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O001	EVENT SERVICE ORDER			TO+2	1982	1990	LACC West Hall Parking	60 boxes

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 By Tigran Avetisyan Division Head By Doane Liu Department Head Date 5/24/23 Page 1 of 1 Pages