

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF CULTURAL AFFAIRS

QUANTITY: 18 Boxes

RECORDS

DATED FROM 2006 – 2010

DESCRIPTION Item O008 – Grant Applications.

As summarized and detailed in the attached report from Cultural Affairs.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

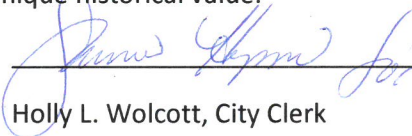
Matthew Rudnick, Interim General Manager

April 7, 2014

(signature located in attached report from Cultural Affairs)

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

  
\_\_\_\_\_  
Holly L. Wolcott, City Clerk

4/14/14  
\_\_\_\_\_  
Date

DATE OF

NOTIFICATION April 18, 2016 (Records will be held for 60 days from this date)

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: April 4, 2014

TO: The Information Technology & General Services Committee

FROM: Matthew Rudnick, Interim General Manager  
Department of Cultural Affairs

**SUBJECT: REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
CUL/01	Dept. of Cultural Affairs / Grants Division

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O008	FY 06/07 Grant Applications	CL + 3	1/3
O008	FY 07/08 Grant Applications	CL + 3	1/3
O008	FY 08/09 Grant Applications	CL + 3	5 1/3
O008	FY 09/10 Grant Applications	CL + 3	12

REASONS:

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Attachments

O:\Office\form48 ITGA sample.docx

### CERTIFICATION FOR DESTRUCTION OF RECORDS

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

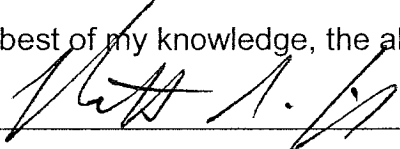
1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. 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(a)(1)B 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  Date 4/7/17

Department/Bureau \_\_\_\_\_ Department of Cultural Affairs / Grants Divison \_\_\_\_\_

Records Dated July 1, 2006 through June 30, 2010

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Department of Cultural Affairs Grants Division  
(Department/Bureau) (Division) (Unit)

Location of Records 201 N. Figueroa St, 14<sup>th</sup> Floor Records Retention Schedule No. CUL-01  Original Records  Duplicate Records

Item No	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		
1	008	FY 06/07 Grant Applications			6.8	7/1/2006	6/30/2007	201 N. Figueroa St, 14 <sup>th</sup> Floor	1/3 box
2	008	FY 07/08 Grant Applications			5.8	7/1/2007	6/30/2008	201 N. Figueroa St, 14 <sup>th</sup> Floor	1/3 box
3	008	FY 08/09 Grant Applications			4.8	7/1/2008	6/30/2009	201 N. Figueroa St, 14 <sup>th</sup> Floor	5 1/3 boxes
4	008	FY 09/10 Grant Applications			3.8	7/1/2009	6/30/2010	201 N. Figueroa St, 14 <sup>th</sup> Floor	12 boxes

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

By [Signature] [Signature] By [Signature] Date 4/4/14 Page 1 of 1 Pages  
Division Head Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION  
TO = The xTo Date@, i.e. the date of the record