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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Date 4/14/16

DATE OF NOTIFICATION April 18, 2016 (Records will be held for 60 days from this date)
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:
Schedule No. Department/Division
CUL/01 Dept. of Cultural Affairs / Grants Division

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

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 6/7/10

Department/Bureau Department of Cultural Affairs / Grants Division

Records Dated July 1, 2006 through June 30, 2010
Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Department of Cultural Affairs
(Department/Bureau)

Grants Division
(Division)

(Unit)

Location
of Records
201 N. Figueroa St, 14th Floor

Records Retention
Schedule No. CUL-01

[X] Original Records
[ ] Duplicate Records

<table>
<thead>
<tr>
<th>Item No</th>
<th>Sch Item No</th>
<th>Record Title (Same as on Schedule)</th>
<th>Conf Rec</th>
<th>Form No.</th>
<th>Total Retention Period (YEARS)</th>
<th>Inclusive Dates</th>
<th>Storage Location Nos.</th>
<th>Quantity</th>
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</thead>
<tbody>
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<td>1</td>
<td>008</td>
<td>FY 06/07 Grant Applications</td>
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<td>6.8</td>
<td>7/1/2006 - 6/30/2007</td>
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<td>5.8</td>
<td>7/1/2007 - 6/30/2008</td>
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<td>7/1/2008 - 6/30/2009</td>
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<td>4</td>
<td>008</td>
<td>FY 09/10 Grant Applications</td>
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<td>3.8</td>
<td>7/1/2009 - 6/30/2010</td>
<td>201 N. Figueroa St, 14th Floor</td>
<td>12 boxes</td>
<td></td>
</tr>
</tbody>
</table>

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

By: [Signature]
Division Head

By: [Signature]
Department Head

Date: 4/4/14

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION

TO = The At Date, i.e. the date of the record

保管程序\销毁过时记录\48 - 城市销毁过时记录4-4-14.docx