

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF CULTURAL AFFAIRS

QUANTITY: 12 Boxes

RECORDS

DATED FROM 1982 – 2010

DESCRIPTION Item O002 – Correspondence and Subject Files.

12 boxes of Correspondence and Subject Files from the Community Arts program of the Department of Cultural Affairs, as detailed in the attached report from the Department of Cultural Affairs.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

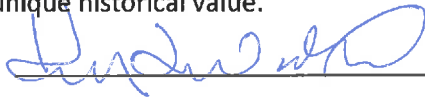
Alma Gibson, Senior Management Analyst II

July 14, 2016

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

7/18/2016

Date

DATE OF

NOTIFICATION July 20, 2016 (Records will be held for 60 days from this date)

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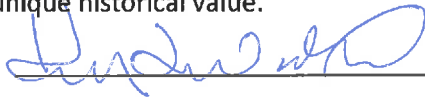
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7/18/2016

Date

DATE OF

NOTIFICATION

July 20, 2016 (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  Date 7-14-16

Records of Department/Bureau Cultural Affairs

Records Dated 1982 - 2010

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Form Gen 48 (R 3/87)

Year Ending \_\_\_\_\_

Records of Cultural Affairs (Department/Bureau) Community Arts (Division) Box 7 (Unit)

Location of Records Mezzanine/Bernard Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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.		checking deposit slips							500
2.		checking deposit slips							30
3.		"In the Spirit" Memos				1990			30
4.		"Elements"				1990			60
5.		Raul Anguiano Loan Agreement				1990			36
6.		"Basic Expression" CVS				1990			28
7.		"Interior Expression" ALL				1990			68
8.		"The Human Condition"				1990			32
9.		"Wall Wall Arts"				1990			50

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code.  
 By [Signature] By [Signature] Date 6-7-16 Page \_\_\_\_\_ of \_\_\_\_\_ Pages  
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination











**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Form Gen. 48 (R 3/87)

Year Ending 2006

Records of Cultural Affairs Community Arts Box 12  
 (Department/Bureau) (Division) (Unit)

Location of Records Mezzanine/Barracks  Original Records  Duplicate Records  
 Records Retention Schedule No. \_\_\_\_\_

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		
<u>1.</u>		<u>COLA</u>					<u>2006</u>		<u>482</u>
<u>2.</u>		<u>MISC. DOCUMENTS</u>				<u>1982</u>	<u>1984</u>		<u>1501</u>

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code.  
 By [Signature] By [Signature] Date 6-7-06 Page 1 of 1982 Pages  
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts BOX 2  
(Department/Bureau) (Division) (Unit)

Location of Records Mezzanine/Romero Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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		GUEST BOOKS				1990	1993	MEZZANINE	2 boxes
2		TIME SHEETS					1993	MEZZANINE	261
3		PRINTING LISTS				1993	1994	MEZZANINE	10 pgs
4		AES				1993	1994	MEZZANINE	10 pgs
5		ROLL 10705 Pension				1993		MEZZANINE	18 pgs
6		1001-1001 Petition to Elect				1993		MEZZANINE	27 pgs
7		Accounting Procedures				1993	1994	MEZZANINE	31 pgs
8		Payroll Distribution				1993		MEZZANINE	22 pgs
9		Internal Cont. Program				1993	1994	MEZZANINE	31 pgs
10		Office Memoranda				1993		MEZZANINE	30 pgs
11		Inter-office Correspondence				1993		MEZZANINE	6 pgs
12		Schedule of Activities L.C.C.A.				1993	1994	MEZZANINE	21 pgs
13		Internal Control Cont. Procedures				1993		MEZZANINE	9 pgs
14		Contractor Letters				1993	1994	MEZZANINE	3 pgs
15		AES Sup. Reports				1993		MEZZANINE	70 pgs
16		Temporary Time Sheets					1994	MEZZANINE	11 pgs
17		Complaint Procedure				1993		MEZZANINE	4 pgs
18		Complaint Procedure Form				1993		MEZZANINE	2 pgs
19		Temporary Time Sheets				1993		MEZZANINE	39 pgs
20		Contract				1993		MEZZANINE	5 pgs
21		1001-1001 Petition to Elect				1993	1994	MEZZANINE	27 pgs
22		Travel Exp. C.C.				1993		MEZZANINE	58 pgs

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

By [Signature] By [Signature] Date \_\_\_\_\_ Page 1 of 1000 Pages  
Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

[Signature] 6-7-94

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts Box 1  
(Department/Bureau) (Division) (Unit)

Location of Records Barnsdall Park Records Retention Schedule No.           Original Records  Duplicate 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		
23		MISC. MUSEUMS INFO				1988		MEZZANINE	18,000
24		BUDGET INFO				1992		MEZZANINE	29,000
25		SALVAGE GALLERY BUDGET				1991		MEZZANINE	11,000
26		ART SPACE				1993		MEZZANINE	18,000
27		BUDGET				1992	1993	MEZZANINE	2,000
28		BUDGET				1991	1992	MEZZANINE	55,000
29		BUDGET				1990	1991	MEZZANINE	23,000
30		BUDGET				1989	1990	MEZZANINE	70,000
31		FORM 100 REPORT				1992		MEZZANINE	21,000
32		ART CONTRACT				1992		MEZZANINE	23,000
33		MEETING				1990		MEZZANINE	31,000
34		ART RESTRICTION SCHEDULE				1993		MEZZANINE	31,000
35		MUSIC CENTER				1993		MEZZANINE	12,000
36		MEETING				1992		MEZZANINE	51,000
37		NEW ADMINISTRATION				1992	1993	MEZZANINE	125,000
38		YOUTH ARTS PROGRAM					1992	MEZZANINE	44,000
39		ARTS CENTER PROGRAM					1993	MEZZANINE	6,000
40		CONVOLUTION OF ART CENTER					1993	MEZZANINE	16,000
41		ART SPACE				1991	1994	MEZZANINE	3,000
42		ART SPACE				1989	1990	MEZZANINE	4
43		ART SPACE					1990	MEZZANINE	27
44		ART SPACE					1991	MEZZANINE	33

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

By [Signature] By [Signature] Date          Page 1000 of 2000 Pages

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination  
[Signature] 67-69

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts Box 2  
(Department/Bureau) (Division) (Unit)

Location of Records Barbara Barnhill Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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		Mileage Statement				1990	1993	MEZZANINE	14
2		MIS. JOURNAL				1986	1990	MEZZANINE	83
3		Service Request Record				1990	1993	MEZZANINE	65
4		Satellite Callers				1990	1993	MEZZANINE	43
5		Satellite Callers Orders					1992	MEZZANINE	19
6		PR Requests for Artwork					1990	MEZZANINE	6
7		Allen Insurance Policy				1992	1993	MEZZANINE	32
8		Winston Black Ins. Co. Insurance (AAA)				1990	1992	MEZZANINE	102
9		Invited Partnership Contracts					1992	MEZZANINE	65
10		Artspace Invitations				1988	1989	MEZZANINE	30
11		Letters of Recommendation					1993	MEZZANINE	31
12		Relocation Letters						MEZZANINE	24
13		Relocation Letters				1989	1990	MEZZANINE	12
14		Artspace Letters				1991	1992	MEZZANINE	58
15		Submission Letters					1992	MEZZANINE	57
16		Submission Letters					1992	MEZZANINE	48
17		Submission Letters					1993	MEZZANINE	45
18		Submission Letters					1993	MEZZANINE	60
19		Submission Letters					1993	MEZZANINE	84
20		Submission Letters					1994	MEZZANINE	24
21		Cancellation Letters				1987	1991	MEZZANINE	86
22		Final Letters				1986	1987	MEZZANINE	8

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

By [Signature] By [Signature] Date \_\_\_\_\_ Page 1 of 1048 Pages

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[Signature] 6-7-16

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 1994

Records of Cultural Affairs Community Arts Box 2  
(Department/Bureau) (Division) (Unit)

Location of Records LAMAG, Broadwell Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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		Mailing Lists				1990		Mezzanine	27
2		PRINTING REQUESTS				1990	1994	mezzanine	41
3		Mailing Lists				1992		Mezzanine	235
4		ArtSpace Exhibit proposals				1991		Mezzanine	91
5		Interdepartmental Corresp.				1988	1990	Mezzanine	174
6		Truck maintenance				1990	1993	Mezzanine	18
7		ArtSpace inter memos				1990	1993	Mezzanine	32
8		Memos					1991	Mezzanine	124
9		MEMOS					1991	Mezzanine	106
10		Memos/THEFT VOIDS				1991	1992	Mezzanine	30
11		ArtSpace memos					1991	Mezzanine	61

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

By [Signature] By [Signature] Date \_\_\_\_\_ Page 1048 of 1987 Pages

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[Signature] 6-7-14

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts Box 3  
(Department/Bureau) (Division) (Unit)

Location of Records Barnsdell Park Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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		Accounting memos				1991	1992	Mezzanine	175
2		memos					1992	Mezzanine	396
3		memos					1993	Mezzanine	591
4		Correspondance				1988	1993	Mezzanine	48
5		Misc. Correspondance					1994	Mezzanine	6
6		Security memos					1998	Mezzanine	6
7		Inter departmental letters				1990	1993	Mezzanine	215
8		Satellite Galleries memos					1991	Mezzanine	29
9		Satellite Galleries memos					1991	Mezzanine	17
10		ArtSpace Gallery rejected proposals				1989	1991	Mezzanine	20
11		ArtSpace correspondence					1991	Mezzanine	54
12		ArtSpace Gallery proposals					1992	Mezzanine	40
13		Press requests					1992	Mezzanine	15
14		ArtSpace calendar					1994	Mezzanine	19
15		Salva surreys				1987		Mezzanine	80
16		Gallery schedules					1992	Mezzanine	38
17		ArtSpace correspondence				1989		Mezzanine	77
18		Mailing Lists						Mezzanine	35
19		Mailing Labels AE					1991	Mezzanine	2

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code.  
By [Signature] By [Signature] Date \_\_\_\_\_ Page 1 of 2224 Pages

Retention Code A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination  
[Signature] 67-14

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts (Department/Bureau) Box 4 (Division) (Unit)

Location of Records Barnwell Park Records Retention Schedule No.           Original Records  Duplicate 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		Mileage receipts				1989	1989	MEZZANINE	131
2		Annual Report				F87	1985	MEZZANINE	216
3		Management Training						MEZZANINE	50
4		Purchase Orders					1992	MEZZANINE	36
5		Accounting Reports					1993	MEZZANINE	210
6		Timesheets - Artspace				1990		MEZZANINE	375
7		Payroll expenditures					1993	MEZZANINE	10
8		Artspace Utility Bills					1993	MEZZANINE	75
9		Purchase Orders					1992	MEZZANINE	130
10		Office Supplies					1993	MEZZANINE	12
11		Purchase Orders					1993	MEZZANINE	50
12		AES					1992	MEZZANINE	17
13		Artspace Bills					1992	MEZZANINE	65
14		Accounting documents					1992	MEZZANINE	120
15		Timesheets					1990	MEZZANINE	250
16		AES					1991	MEZZANINE	311
17		AES					1990	MEZZANINE	298

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:  
 By [Signature] By [Signature] Date          Page 1 of 2012 Pages  
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[Signature] 6-7-19

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts Box 5  
(Department/Bureau) (Division) (Unit)

Location of Records Barnsdall Park Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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		TIMIRSH PETS/ARTSPACE					1981	MEZZANINE	102
2		Arts Advisory MTG Minutes					1990	MEZZANINE	143
3		ARTSPACE CORRESPONDANCE					1994	MEZZANINE	80
4		ARTSPACE TEACHING DOCS					1993	MEZZANINE	40
5		ARTSPACE Poetry Letters					1993	MEZZANINE	11
6		School Tour Form					1993	MEZZANINE	4
7		Education Guide/Info					1993	MEZZANINE	17
8		Warner Center memos				1988		MEZZANINE	4
9		Cultural Foundation				1988		MEZZANINE	28
10		Gallery Advisory Board				1987		MEZZANINE	34
11		Gallery Budget Warner						MEZZANINE	5
12		MISC Correspondence						MEZZANINE	4
13		MISC envelopes/cards				1989		MEZZANINE	7
14		ArtSpace (handwritten)					1990	MEZZANINE	30
15		EXHIBIT DOCS						MEZZANINE	52
16		AS PRINTING					1994	MEZZANINE	6
17		envelopes					1993	MEZZANINE	1
18		Mailing List						MEZZANINE	68
19		BIOGRAPHIES					1993	MEZZANINE	80
20		BIOGRAPHIES					1994	MEZZANINE	8
21		REC.					1993	MEZZANINE	4
22		PRINTING RE					1994	MEZZANINE	7

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:  
By [Signature] By [Signature] Date \_\_\_\_\_ Page 1 of 1982 Pages  
Retention Code A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

[Signature] 67-14



**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts (Department/Bureau) Box 5 (Division) (Unit)

Location of Records Boonville Park Records Retention Schedule No.           Original Records  Duplicate 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.		Loan Agreements					1994	MEZZANINE	69
2.		Application Forms						MEZZANINE	30
3.		Mailing list						MEZZANINE	11
4.		Fruit of the Spirit movies					1994	MEZZANINE	58
5.		Jurial Exhibition movies					1993	MEZZANINE	60
6.		"SITE" BIOS & RESUMES					1993	MEZZANINE	81
7.		"Defender" movies					1993	MEZZANINE	2
8.		"Defender" letters					1993	MEZZANINE	17
9.		Loan Agreements					1993	MEZZANINE	31
10.		RESUMES						MEZZANINE	20
11.		Questionnaires					1993	MEZZANINE	26
12.		WATERCOLOR					1993	MEZZANINE	68
13.		MISC WATER COLOR Correspondance					1993	MEZZANINE	112
14.		MISC CORRESPONDANCE					1993	MEZZANINE	105
15.		Fantasy & Surreal					1992	MEZZANINE	82

The above records are submitted for destruction in accordance with Sec. 12.5 of the L A Administrative Code:  
 By [Signature] By [Signature] Date          Page 198 of 2124 Pages  
 Retention Code: A = Audit AR = Annual Review C = Closed of Completion E = Expiration P = Permanent S = Superseded T = Termination

[Signature] 6-7-16

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Cultural Affairs Community Arts Box 6  
(Department/Bureau) (Division) (Unit)

Location of Records Remodeling Pk Records Retention Schedule No. \_\_\_\_\_  Original Records  Duplicate 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.		Visual Utterances Memos					1993	Mezzanine	43
2.		Mailing List						Mezzanine	3
3.		SITE Exhibit Memos					1993	Mezzanine	32
4.		The Written Word Bids					1992	Mezzanine	48
5.		The Written Word Submission					1992	Mezzanine	37
6.		AE PRESS MATERIAL					1992	Mezzanine	5
7.		Written Word CVS					1992	Mezzanine	41
8.		Eyes to See Loan Agreements					1992	Mezzanine	20
9.		Eyes to See Misc Memos					1992	Mezzanine	92
10.		AE Press Fiber Arts					1992	Mezzanine	12
11.		Fiber Arts Memos					1992	Mezzanine	50
12.		Fiber Arts Loan Agreements					1990	Mezzanine	40
13.		Loan Agreements					1992	Mezzanine	30
14.		Animal Mineral Vegetable Memos					1992	Mezzanine	57
15.		Los Angeles River Loan Agreements					1992	Mezzanine	26
16.		LA River Misc Memos					1992	Mezzanine	43
17.		LA RIVER DOCUMENTS				1990		Mezzanine	51
18.		LA RIVER INFORMATION					1992	Mezzanine	82
19.		Mailing List						Mezzanine	78
20.		Mailing List						Mezzanine	86
21.		Misc Memos					1992	Mezzanine	21
22.		Loan Agreements					1991	Mezzanine	38

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

By [Signature] By [Signature] Date \_\_\_\_\_ Page 1 of 1820 Pages

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[Signature] 67-14

