



# 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]  [CUL01 105-142 19 boxes.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:**

**Date Signed:**

**APPROVE**

**REJECT**

**Signature:**

**Date of Notification:**  (Records will be held for 60 days from this date).

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

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

Location of Records 201 N. Figueroa St, Suite 1400 Records Retention Schedule No. CUL-01  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		
008	Panel scoring and notes on FY05-06 grant proposals			11.3	7/1/2005	6/30/2006	201 N. Figueroa St, Suite 1400	2 boxes
008	Final invoice reports for FY05/06 grant contracts			11.3	7/1/2005	6/30/2006	201 N. Figueroa St, Suite 1400	1/3 box
008	Final invoice reports for FY06/07 grant contracts			10.3	7/1/2006	6/30/2007	201 N. Figueroa St, Suite 1400	1/3 box
008	Grants division administrative records for FY06-07			10.3	7/1/2006	6/30/2007	201 N. Figueroa St, Suite 1400	1/3 box
008	Panel scoring and notes on FY06-07 grant proposals			10.3	7/1/2006	6/30/2007	201 N. Figueroa St, Suite 1400	1 1/2 boxes
008	Panel scoring and notes on FY07-08 grant proposals			9.3	7/1/2007	6/30/2008	201 N. Figueroa St, Suite 1400	2 boxes
008	Panel scoring and notes on FY08-09 grant proposals			8.3	7/1/2008	6/30/2009	201 N. Figueroa St, Suite 1400	1/2 box
008	Grants division administrative records for FY07-08			9.3	7/1/2007	6/30/2008	201 N. Figueroa St, Suite 1400	1/2 box
008	Grants division administrative records for FY08-09			8.3	7/1/2008	6/30/2009	201 N. Figueroa St, Suite 1400	1 box
008	Panel scoring and notes on FY09-10 grant proposals			7.3	7/1/2009	6/30/2010	201 N. Figueroa St, Suite 1400	1 1/2 boxes
008	Grants division administrative records for FY09-10			7.3	7/1/2009	6/30/2010	201 N. Figueroa St, Suite 1400	1/2 box

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

By [Signature] Division Head Date 11-1-17 Page 1 of 2 Pages  
By [Signature] 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 "To Date" i.e. the date of the record.

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

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

Location 201 N. Figueroa St, Suite 1400 Records Retention Schedule No. CUL-01  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		
008	FY09-10 Summer Nights Lights grant applications			7.3	7/1/2009	6/30/2010	201 N. Figueroa St, Suite 1400	1/2 box
008	FY10-11 grant applications (disqualified & decline)			6.3	7/1/2010	6/30/2011	201 N. Figueroa St, Suite 1400	2 boxes
008	FY10-11 grant applications (recommended for grants)			6.3	7/1/2010	6/30/2011	201 N. Figueroa St, Suite 1400	5 boxes
008	Panel scoring and notes on FY10-11 grant applications			6.3	7/1/2010	6/30/2011	201 N. Figueroa St, Suite 1400	1 box
008								
008								
008								
008								

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

By [Signature] Division Head By Alma Ribera for [Signature] Department Head Date 11-1-17 Page 2 of 2 Pages

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

### 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 Joseph Rauch-Swacke Date 10/30/17

Records of Department/Bureau Dept. of Cultural Affairs

Records Dated July 1, 2005 through June 30, 2011