



# 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]  [Finance-Records-Disposal-2018-08-30-Submitted.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Office of Finance (Department/Bureau) Performance Management & Administration (PMA) (Division)                      (Unit)

Location of Records Room 101 (Cage Area) Records Retention Schedule No.                       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		
TRE/4/D034	Remittance Advice			AR+2	6/8/2006	6/26/2006	Room 101	1 box
TRE/4/D034	Remittance Advice			AR+2	7/14/2005	6/27/2006	Room 101	1 box
TRE/4/D034	Remittance Advice			AR+2	12/29/2006	4/26/2007	Room 101	1 box
TRE/4/D034	Remittance Advice			AR+2	4/30/2007	6/25/2007	Room 101	1 box
TRE/4/D034	Remittance Advice			AR+2	7/5/2006	6/26/2007	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	10/19/2011	11/10/2011	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	12/8/2011	12/23/2011	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	1/3/2012	1/18/2012	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	2/5/2012	2/29/2012	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	3/1/2012	3/15/2012	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	3/16/2012	3/29/2012	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	3/30/2012	4/23/2012	Room 101	1 box
FIN/08/O006	LATA Close Receipts			TO+2	4/24/2012	5/22/2012	Room 101	1 box

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

By *Chin Chan* Division Head *Chloe Barts* Department Head Date 8/31/2018 Page 1 of 3 Pages

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

Records of Office of Finance (Department/Bureau) Performance Management & Administration (PMA) (Division) (Unit)

Location of Records Room 101 (Cage Area) Records Retention Schedule No. [X] Original Records [ ] Duplicate Records

FIN/08/O006	LATAX Close Receipts	TO+2	5/23/2012	6/25/2012	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	10/1/2012	10/31/2012	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	11/1/2012	11/27/2012	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	11/28/2012	12/13/2012	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	1/7/2013	1/23/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	2/15/2013	3/7/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	3/8/2013	3/27/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	5/10/2013	6/21/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	6/25/2013	7/31/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	9/6/2013	10/10/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	10/11/2013	11/8/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	11/12/2013	12/4/2013	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	8/13/2014	9/19/2014	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	9/23/2014	10/31/2014	Room 101	1 box
FIN/08/O006	LATAX Close Receipts	TO+2	11/3/2014	11/24/2014	Room 101	1 box

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

By Chloe Avramis (Signature) Clare Burtis (Signature) Date 8/31/18 Page 2 of 3 Pages  
Division Head Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CI=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 Office of Finance (Department/Bureau) Performance Management & Administration (PMA) (Unit)

Location of Records Room 101 (Cage Area) Records Retention Schedule No.                       Original Records  Duplicate Records

FIN/08/O006	LATAX Close Receipts	TO+2	12/16/2014	12/31/2014	Room 101	1 box
FIN/8/O014	Notice of Reversed Payments	TO+2	1/1/2002	12/31/2004	Room 101	1 box
FIN/8/O014	Notice of Reversed Payments	TO+2	1/1/2004	12/31/2006	Room 101	1 box
FIN/8/O014	Notice of Reversed Payments	TO+2	1/1/2001	12/31/2002	Room 101	1 box
FIN/08/O011	Field Receipt Books 05301-10000	TO+5	3/7/2002	6/25/2003	Room 101	1 box
FIN/08/O011	Field Receipt Books 10001-15000	TO+2	2/27/2003	5/14/2004	Room 101	1 box
FIN/08/O011	Field Receipt Books 15001-20000	TO+2	11/12/2003	2/8/2006	Room 101	1 box
FIN/08/O011	Field Receipt Books 20000-24999	TO+2	5/26/2004	11/7/2005	Room 101	1 box
FIN/08/O011	Field Receipt Books 25000-29999	TO+2	3/9/2005	3/7/2007	Room 101	1 box
FIN/08/O011	Field Receipt Books 30000-35000	TO+2	2/15/2006	9/25/2009	Room 101	1 box
FIN/08/O070	Field Representative Report	TO+4	1/1/2001	12/31/2002	Room 101	4 boxes
FIN/08/O011	Field Receipt Books - Various denominations	TO+2	1/1/2005-	12/31/2010	Room 101	1 box

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

By *Edwi Aronson* Division Head Date 8/31/18 Page 3 of 3 Pages  
By *Clare Sautel* Department Head

### 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 *Edin Aramoni* Date 8-30-18

Records of Department/Bureau Finance / Accounting, Treasury, Tax & Permit

Records Dated 2005 - 2014