



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] [FIN08 126-178 plus TRE dupes.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

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 Tiffany Liaw  Date 12/18/2018

Department/Bureau Finance/General Accounting, Accounts Payable

Records Dated From 7/1/2000 To 2/18/2015

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Office of Finance (Department/Bureau) Accounting (Division) Accounts Payable (Unit)

Location of Records City Hall - Room 214 Records Retention Schedule No. 15 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/04/D034	Remittance Advice - RF 13100390001 - 13100390120 FY13			AR+2	7/1/2012	12/30/2012	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - PES Personal Expense Statements for FY2001 - FY2004 Travel Acct 100/96/2130 TLL1960001 - TL4960017			AR+2	7/1/2000	6/30/2004	City Hall; Finance Room 214	1-Box
TRE/04/D032	Payroll Reports - FY2010 Weekly Crew Time Sheets - Exception Timekeeping and Form 41 Doc. Salary Change Rosters			AR+2	7/1/2009	6/30/2010	City Hall; Finance Room 214	1-Box
FIN/08/O039	Mileage Sheets and Form 41 Doc. Salary Change Rosters, FY2010			TO+2	7/1/2009	6/30/2010	City Hall; Finance Room 214	1-Box
FIN/08/O039	Mileage Sheets FY2012 from PP01 to PP04.			TO+2	7/1/4/2012	8/25/2012	City Hall; Finance Room 214	1-Box
FIN/08/O039	Mileage Sheets FY2012 from PP12 to PP20.			TO+2	12/15/2012	4/6/2013	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - FY2001 FMIS Doc: Enc, AFE, Travel PES, ETC, and CRC			AR+2	7/1/2000	6/30/2001	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - FY2004 - FY2009 Retired Staff, Ursie Gomez's Notes and Files			AR+2	7/1/2003	6/30/2009	City Hall; Finance Room 214	1-Box

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 12-24-2018 Page 1 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.

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Office of Finance (Department/Bureau) Accounting (Division) Accounts Payable (Unit)
 Location City Hall - Room 214 Records Retention Schedule No. 15 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		
FIN/08/O039	Mileage Sheets FY2013 PP05 to PP13			TO+2	9/7/2013	12/28/2013	City Hall; Finance Room 214	1-Box
FIN/08/O039	Mileage Sheets FY2014 PP14 to PP23			TO+2	1/4/2014	5/17/2014	City Hall; Finance Room 214	1-Box
TRE/04/D032	Payroll Reports - Payroll Check Pick Up & Distribution List FY2011 to FY2015			AR+2	1/1/2011	2/18/2015	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - RF 13100390121 - 13100390243 FY13			AR+2	1/2/2013	6/30/2013	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - GAX 13100390001-13100390450 FY13			AR+2	7/1/2012	12/30/2012	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - FY2013: GAX 13100390451-13100390559; DEX 13100390001-0038; TEX 13100390001-0050; GAETL TLL133900001-TLL13390023			AR+2	7/1/2012	6/30/2013	City Hall; Finance Room 214	1-Box
TRE/04/D034	Remittance Advice - FY2013: BGB9CON 130X0001-130X4351; GAE CO13X0001M-CO13116410M; GAFAE AEI3390001M-AEI3390017M; GAEBD; ITA; & BGAA			AR+2	7/1/2012	6/30/2013	City Hall; Finance Room 214	1-Box

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

By [Signature] Division Head Date 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.