



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 TRE04 0216 124 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

Text

O039 MILEAGE SHEET, D006 TIMEKEEPING, O003 BANK STATEMENTS,
O006 BUDGETS, O011 DAILY CASH BALANCE, O014 DAILY REPORT OF CASH
O020 PAYROLL REGISTER, D020 GENERAL LEDGER JOURNAL VOUCHER,
D028 ORDERS, CONTRACTS, & ENCUMBRANCE DOCUMENTS, D034 REMITTANCE ADVICE

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 Tiffany Liaw Date 11/4/2019

Department/Bureau Office of Finance

Records Dated 1996 - 2012
4

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location of Records City Hall Finance Room 201 Record Retention Schedule No. [X] Original Records [] Duplicate Records

Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	From No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
FIN/08/0039	Mileage Sheet-Mileage Reimbursement			TO+2	9/21/11-10/8/11, & 3/10/12		City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll adj/Reimbursements			TO+5	01/07/2006	04/28/2006	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll & Reimbursements			TO+5	01/08/2005	06/25/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll & Reimbursements			TO+5	01/07/2006	12/23/2006	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll & Reimbursements			TO+5	10/07/2006	12/23/2006	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll & Reimbursements			TO+5	07/09/2005	12/24/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll adj/Reimbursements			TO+5	04/23/2005	08/27/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll adj/Reimbursements			TO+5	05/13/2006	09/23/2006	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll & Reimbursements			TO+5	01/03/2009	12/28/2009	City Hall Finance Room 201	1-Box
FIN/08/0039	Mileage Sheet-Mileage Reimbursement			TO+2	10/22/2011	12/31/2011	City Hall Finance Room 201	1-Box
FIN/08/0039	Mileage Sheet-Mileage Reimbursement			TO+2	12/18/10-1/1/11 & 3/12/11-3/26/11		City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll adj/Reimbursements			TO+5	01/08/2005	04/13/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll & Reimbursements			TO+5	01/15/2011	06/04/2011	City Hall Finance Room 201	1-Box
FIN/08/0039	Mileage Sheet-MT Mileage Statement			TO+2	11/21/2009	01/02/2010	City Hall Finance Room 201	1-Box
TRE/04/0003	Bank Statements-Revolving Account Reconciliation			TO+10	09/01/2005	03/31/2006	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll Adj/Reimbursements			TO+5	12/22/2007	05/10/2008	City Hall Finance Room 201	1-Box
FIN/08/0039	Mileage Sheet-MT Mileage Statement			TO+2	06/19/2010	08/14/2010	City Hall Finance Room 201	1-Box
TRE/04/0003	Bank Statements-BofA Bank Analysis			TO+10	07/01/2004	12/31/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Payroll adj/Reimbursements			TO+5	09/03/2005	12/24/2005	City Hall Finance Room 201	1-Box
TRE/04/0020	Payroll Register-Sick leave audit report, sick leave detail report, Pre run gross pay			TO+5	12/31/00-12/29/01, 3/24/02-3/22/03, 6/22/08-9/27/08, 7/22/06		City Hall Finance Room 201	1-Box

Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc	From No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	08/28/2010	10/09/2010	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	03/14/2009	05/23/2009	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Weekly Crew Timesheets			TO+5	01/09/2010	09/10/2011	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Payroll Checks			TO+5	01/19/2008	12/18/2010	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Analysis Statement			TO+10	02/01/2003	07/31/2004	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Merchant Services			TO+10	10/01/2004	02/28/2005	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Payroll Reimbursement			TO+5	01/02/2010	12/18/2010	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Treasury Reports (GIC label)			TO+10	07/01/2005	10/31/2005	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	01/15/2011	02/26/2011	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-Cash Comparison			AR+2	01/01/2000	06/30/2000	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-CR FMIS Batch Listing			AR+2	07/01/1999	06/30/2000	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Sick & Vacation Reports			TO+5	03/31/2007	04/26/2008	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-Mileage Statements			TO+2	01/12/2002	12/14/2002	City Hall Finance Room 201	1-Box
TRE/04/O028	Daily Cash Balance-Transaction Batch Listing			AR+2	07/01/2001	06/30/2002	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Sick leave & detail reports			TO+5	6/22/08-6/20/09, 12/19/10-3/26/11		City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	01/16/2010	03/13/2010	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	03/27/2010	06/05/2010	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements May Wk 4 FY06			TO+10	07/01/2005	05/31/2006	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Sick & Vacation, Variation Reports FY05-10			TO+5	07/01/2004	06/30/2010	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Mileage Reimbursements			TO+5	01/14/2012	02/25/2012	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Reconciliation			TO+10	07/01/1999	12/31/1999	City Hall Finance Room 201	1-Box
TRE/04/O028	Daily Cash Balance-FMIS Encumbrance Payment Vouchers FY98			TO+5	07/01/1997	06/30/1998	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register- Payroll adj/Reimbursement			TO+5	04/28/2007	08/04/2007	City Hall Finance Room 201	1-Box
TRE/04/O006	Budgets-Budget FY1998 Accounting working file			TO+5	07/01/1997	06/30/1998	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-State Street Bank Account Reconciliation			TO+10	07/01/2002	12/31/2002	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	12/20/2008	02/08/2009	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-CR Batch Listing FY 10			AR+2	07/01/2009	06/30/2010	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	10/23/2010	12/04/2010	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-CR Batch Reports			AR+2	02/01/2011	06/23/2011	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Wells Fargo Bank Credit Card Statements			TO+10	07/01/2000	06/30/2001	City Hall Finance Room 201	1-Box

Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	From No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
TRE/04/O003	Bank Statements-US Bank NSF check images			TO+10	01/01/2005	12/31/2005	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Payroll adj/Reimbursements			TO+5	08/18/2007	12/08/2007	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register- Payroll adj/Reimbursement			TO+5	01/06/2007	04/14/2007	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Mileage Reimbursements			TO+5	07/27/2011	09/07/2011	City Hall Finance Room 201	1-Box
TRE/04/D028	SMS Payment FY09			TO+5	07/01/2008	06/30/2009	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-MT Mileage Statement			TO+2	06/06/2009	08/01/2009	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Bank Reconciliation			TO+10	01/01/2003	06/30/2003	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Mileage Reimbursements			TO+5	04/09/2011	05/18/2011	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Mileage Reimbursements			TO+5	06/01/2011	07/13/2011	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements- Revolving Fund Balances FY 05			TO+10	07/01/2004	12/31/2004	City Hall Finance Room 201	1-Box
TRE/04/D028	FMS Payables			TO+5	07/01/2010	06/30/2011	City Hall Finance Room 201	1-Box
TRE/04/D034	AD 0202-0214, 0086-0124			AR+2	4/23/03-5/9/03, 10/31/03-12/3/03		City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-26 CTV SMD FY04			AR+2	07/01/2003	06/30/2004	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-Cash Control Bundles			AR+2	07/01/2000	06/30/2001	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Reconciliation misc accounts			TO+10	05/01/2003	06/30/2005	City Hall Finance Room 201	1-Box
TRE/04/O014	Solutran check images			AR+2	01/01/2005	12/31/2005	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-US Bank reconciliation nsf checks			TO+10	01/01/2005	12/31/2005	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Bank of America active reconciliation			TO+10	06/01/2004	08/31/2004	City Hall Finance Room 201	1-Box
TRE/04/O006	Budgets-Fiscal Year Budgets FY 02-03, FY 04-05			TO+5	7/1/01-6/30/02, 7/1/02-6/30/03, 7/1/03-6/30/04, 7/1/04-6/30/05		City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Account Analysis			TO+10	12/01/2001	12/31/2002	City Hall Finance Room 201	1-Box
TRE/04/O014	Cash Receipts-Telephone Bills from ITA			AR+2	07/01/2001	04/30/2002	City Hall Finance Room 201	1-Box
TRE/04/O014	Cash Receipt-Telephone Bills from ITA			AR+2	04/01/2002	06/30/2002	City Hall Finance Room 201	1-Box
TRE/04/D020	General Ledger Journal Voucher-JV Corrections			AR+2	07/01/2003	06/30/2004	City Hall Finance Room 201	1-Box
TRE/04/O014	Daily Cash Receipts-Cash Receipts Nov 2002			AR+2	11/01/2002	11/27/2002	City Hall Finance Room 201	1-Box
TRE/04/D020	General Ledger Journal-JV 26 AD 103-168			AR+2	12/01/2003	03/31/2004	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-FMIS Treasurer Reports FY04			AR+2	08/01/2003	09/30/2003	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Quarterly Bank Certifications			TO+10	12/01/2002	12/31/2004	City Hall Finance Room 201	1-Box
FIN/08/D006	Timekeeping Records			TO+2	08/26/2000	01/12/2002	City Hall Finance Room 201	1-Box
FIN/08/D006	Timekeeping Records			TO+2	08/01/2001	01/31/2002	City Hall Finance Room 201	1-Box

Sch Item No.	Record Title (Same as on Schedule)	Conf Rcc	From No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
TRE/04/O003	Bank Statements-Bank of California account statements			TO+10	05/01/1994	06/30/1995	City Hall Finance Room 201	1-Box
FIN/08/D006	Timekeeping Records			TO+2	08/01/2002	12/31/2002	City Hall Finance Room 201	1-Box
FIN/08/D006	Timekeeping Records			TO+2	02/01/2005	05/31/2007	City Hall Finance Room 201	1-Box
FIN/08/O039	Mileage Sheet-Mileage Statements			TO+2	09/08/2012	12/10/2012	City Hall Finance Room 201	1-Box
FIN/08/D006	Timekeeping Records			TO+2	01/01/2002	12/31/2006	City Hall Finance Room 201	1-Box
TRE/04/O020	Payroll Register-Payroll adj/Reimbursements			TO+5	05/24/2008	12/08/2008	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-Cash Comparision Reports			AR+2	07/01/2000	12/31/2000	City Hall Finance Room 201	1-Box
TRE/04/O006	Budgets-Fiscal Year Budgets FY 03-04			TO+5	07/01/2003	06/30/2004	City Hall Finance Room 201	1-Box
TRE/04/D028	FMIS & SMS Payment FY09			TO+5	07/01/2008	06/30/2009	City Hall Finance Room 201	1-Box
TRE/04/D028	FMIS Payment vouchers			TO+5	07/01/2005	06/30/2006	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-Cash Control Bundles			AR+2	10/01/2008	10/10/2008	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-FMIS PVS			AR+2	07/01/2006	06/30/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-US Bank FY06-FY09 Wells Fargo FY04-05, FY05-06			TO+10	07/01/2004	06/30/2009	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Account Analysis			TO+10	01/01/2009	06/30/2009	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Account bank Analysis			TO+10	01/01/2008	12/31/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements Jun Wk 1 07-Aug wk 05 07			TO+10	06/01/2007	08/31/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Monthly Treasury Report			TO+10	07/01/2004	02/28/2005	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements- BofA Active Statement Dec Wk 1 06-Feb Wk4			TO+10	12/01/2006	02/28/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements- Monthly Treasury Report			TO+10	03/01/2005	06/30/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Bank Certifications			TO+10	01/01/2007	12/31/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Revolving Fund Reconciliation			TO+10	04/01/2007	07/31/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Account Analysis BofA Analysis			TO+10	09/01/2006	03/31/2007	City Hall Finance Room 201	1-Box
TRE/04/D028	Orders, Contracts, Encumbrance Documents SMS PO FY 06-07			TO+5	07/01/2006	06/30/2007	City Hall Finance Room 201	1-Box
TRE/04/D028	Orders, Contracts, Encumbrance Documents SMS PO			TO+5	07/01/2007	06/30/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements Sep Wk 3 06-Nov Wk 5 06			TO+10	09/01/2006	11/30/2006	City Hall Finance Room 201	1-Box
TRE/04/D028	Orders, Contracts, Encumbrance documents FMIS: AL & TA			TO+5	07/01/2004	06/30/2007	City Hall Finance Room 201	1-Box
TRE/04/D028	Orders, Contracts, Encumbrance documents FMIS PO, PV, AL, TR, & TC			TO+5	07/01/2003	06/30/2004	City Hall Finance Room 201	1-Box

Sch Item No.	Record Title (Same as on Schedule)	Conf Rec	From No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
TRE/04/D028	Orders, Contracts, Encumbrance documents FMIS PO, PV, AL, TR, & TC			TO+5	07/01/2004	06/30/2005	City Hall Finance Room 201	1-Box
TRE/04/D028	Orders, Contracts, Encumbrance documents FMIS PO, PV, AL, ALLT, EOT			TO+5	07/01/2007	06/30/2008	City Hall Finance Room 201	1-Box
TRE/04/O011	Daily Cash Balance-Cash Control Bundles			AR+2	11/21/2007	11/30/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Revolving Account Reconciliation			TO+10	01/01/2005	04/30/2005	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements			TO+10	09/01/2008	11/30/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Bank Certifications			TO+10	01/01/2008	12/31/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Account Analysis Banks			TO+10	04/01/2007	12/31/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements Mar Wk 1-Jun Wk1 07			TO+10	03/01/2007	06/30/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Bank of America Statements			TO+10	11/01/2007	03/31/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements- BofA Active Statements Sep Wk1 07			TO+10	09/01/2007	12/31/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Revolving Fund Reconciliation			TO+10	05/01/2005	08/31/2005	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Account Analysis BofA			TO+10	01/01/2006	08/31/2006	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements			TO+10	12/01/2008	04/30/2009	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Bank Reconciliations DWP Analysis, Comerica business sweep, comerica sweep analysis, wells fargo active stmts, US bank lockbox, BofA comp balances			TO+10	07/01/1999	06/30/2004	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-BofA Active Statements			TO+10	04/01/2008	08/31/2008	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Bank Certifications			TO+10	01/01/2005	12/31/2007	City Hall Finance Room 201	1-Box
TRE/04/O003	Bank Statements-Discover Card Statements			TO+10	07/01/1996	08/31/1997	City Hall Finance Room 201	1-Box
TRE/04/O011	BAMTRAC EOD Worksheets			AR+2	07/01/1998	07/31/1998	City Hall Finance Room 201	1-Box

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

By Tiffany Liaw (Division Head) 11/19 Date 11/4/19 Page 5 of 5 Pages
 By Clare Bantel 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