

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

Records of OFFICE OF FINANCE, BILLING & COLLECTION DIVISION, Document Management Services (DMS) Unit  
 (Department/Bureau) (Division) (Unit)

Location 1200 West Seventh St, 1st Floor, Records Retention Schedule No. FIN / 08  Original Records  Duplicate Records  
 of Records Los Angeles, CA 90017.

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		
001	Business Tax Payments (Batched Payments-03/18/2017 to 12/29/2017, 42 boxes) (Audit Files-01/15/2017 to 01/15/2018, 24 boxes) (Refund Files-05/04/2016 to 05/26/2018, 13 boxes) (FORS#4636)			5	05/04/2016	05/26/2018	1200 West Seventh St, 1st Floor, Los Angeles, CA 90017.	79 boxes

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

By *Adrine Tomungan* Division Head By *Matt Crawford* Senior Manager By *Diana Mangioli* Department Head

Date 3-24-2023 Page 1 of 1 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Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION  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  Date 3/28.2023

Records of OFFICE OF FINANCE  
Department/Bureau \_\_\_\_\_

Records Dated 03/18/2017 YO 12/29/17 Batched Payment-42 boxes. \_\_\_\_\_

01/15/2017 to 01/15/2018 Audit Files-24 boxes.

05/04/2016 to 05/26/2018 Refund Files-13 boxes.