



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] [GSD14 135-205 35 Boxes revised report.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature:

Date Signed:

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 David Roberts, Assistant Dir. Date 6/24/2019

Records of Department/Bureau General Services Department – Real Estate Services

Records Dated 06/30/1978 – 12/31/2011 ^{6/9/2009 mg}

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of General Services (Department/Bureau) Real Estate Services (Division) Leasing / Sales & Acquisitions (Unit)

Location of Records GSD- RES 111 E. 1st Street Room 201 Records Retention Schedule No. GSD/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		
O011	LEASE AGREEMENTS			TO+10	06/30/1978	12/31/2008		11 Boxes
O010	TERMINATED RESIDENTIAL PROPERTY LEASES			TO+10	04/15/1985	11/30/2008		3 Box
O007	SOLD SURPLUS PROPERTY			TO+8	10/31/1980	11/30/2008 6/9/2009	9th per BW for NS	20 Boxes
O09	RIGHT OF ENTRY PERMITS			TO+10	09/20/1993	12/31/2005		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 6-25-19 Page of 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.