

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] [GSD09 28 Boxes 07222024.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 knowlege 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

SUBMIT

CANCEL

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 Pierre Riotoc Date 07-22-24

Records of Department/Bureau GENERAL SERVICES / MAIL SERVICES

Records Dated 4/2011 - 12/31/2018

Year Ending 2018

Request for

AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of GENERAL SERVICES/ MAIL SERVICES (Division) BARCODE (Unit)
 Location of Records STORE ROOM Schedule No. GSD/O5 [X] 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		
0001	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-11	12-31-11	COPY ROOM	3
0002	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-12	12-31-12	COPY ROOM	3
0003	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-13	12-31-13	COPY ROOM	3
0004	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-14	12-31-14	COPY ROOM	4
0005	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-15	12-31-15	COPY ROOM	3
0006	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-16	12-31-16	COPY ROOM	4
0007	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-17	12-31-17	COPY ROOM	4
0008	CORRESPONDENCE & SUBJECT FILES			AR+2	01-01-18	12-31-18	COPY ROOM	4

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 By [Signature] Date 4-17-24 Page 4 of 17 Pages
 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