



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] [HDX14 164-284 HUMAN RESOURCES 2021 30 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature: 

Date Signed:

Date of Notification: (Records will be held for 60 days from this date).

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: August 31, 2021

TO: Todd Gaydowski, Records Management Officer
City Clerk, Mail Stop 161

FROM: Sean J Masero, Senior Administrative Clerk
Harbor Department / Mail Stop 260

SUBJECT: DESTRUCTION OF HUMAN RESOURCES RECORDS

Attached please find the records from Human Resources due for destruction. They have been reviewed and approved by The Human Resources Staff as well as the Executive Offices and the Executive Director. There are 30 boxes in total.

Should you have any questions, please contact Sean Masero, Records Management Supervisor at (310) 221-4765 or smasero@portla.org

To		From
	BOARD OF HARBOR COMMISSIONER	
3	EXECUTIVE DIRECTOR	
2	DED & CHIEF FINANCIAL OFFICER	
	DED - DEVELOPMENT	
	CHIEF OF PUBLIC SAFETY & EMERG MGT	
	DED - MKTG & CUSTOMER RELATIONS	
	DED - STAKEHOLDER ENGAGEMENT	
	SR DIRECTOR, COMMUNICATIONS	
	ACCOUNTING	
	CARGO/INDUSTRIAL REAL ESTATE	
	CARGO MARKETING	
	CITY ATTORNEY	
	COMMISSION OFFICE	X
	COMMUNITY RELATIONS	
	CONSTRUCTION	
	CONSTRUCTION & MAINTENANCE	
	CONTRACTS & PURCHASING	
	DEBT & TREASURY MANAGEMENT	
	EMERGENCY MANAGEMENT	
	ENGINEERING	

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

July 27, 2020

To		From
	ENVIRONMENTAL MANAGEMENT	
	FINANCIAL MANAGEMENT	
	GOODS MOVEMENT	
	GOVERNMENT AFFAIRS	
	GRAPHIC SERVICES	
1	HUMAN RESOURCES	
	INFORMATION TECHNOLOGY	
	LABOR REL & WORKFORCE DEV	
	MANAGEMENT AUDIT	
	MEDIA RELATIONS	
	PLANNING & STRATEGY	
	PORT PILOTS	
	PORT POLICE	
	RISK MANAGEMENT	
	TRADE DEVELOPMENT	
	WATERFRONT/COMM REAL ESTATE	
	WHARFINGERS	
CC	CTish Lorenzana	

SUBJECT: APPROVAL OF FILES FOR DESTRUCTION – Human Resources

According to the Department's records retention schedule, the files on the attached list have exceeded their time period for storage by the Records Management Section and are now due for destruction. These records have been reviewed by Commission and are deemed okay to be destroyed. Find Form 48 and Form 48b. Please sign Form 48 and forward to the next required signature. The Executive Director is required to sign Form 48 and Form 48b. When all signatures are received, please return to Commission Office.

If you have any questions, please contact me at 424-533-0489.

Sean J. Masero

SEAN J. MASERO
Records Management Supervisor

/sjm
-Destruction of Records Request

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 Mark Bleavin Date 8-23-21

Department/Bureau Harbor

Records Dated 1974-2012

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Harbor Department Human Resources (Unit)
 (Department/Bureau) (Division)

Location of Records Warehouse No. 1 Records Retention Schedule No. HD 14 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		
2	General files			5	1994	2012	Warehouse No. 1	10
7	Employment Inquiries			2	1991	2004	Warehouse No. 1	2
10	Management Meetings			7	1985	2005	Warehouse No. 1	3
12	Salaries			10	1974	1989	Warehouse No. 1	2
16	Agreements/Contracts			8	2000	2011	Warehouse No. 1	13

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

By *Isi Davis* Division Head By *Mal Dean* Senior Manager By *Mal Dean* Department Head

Date 8.11.21 Page of Pages

HR Destruction Packet (box)

DIVISION	FILE NUMBER	FILE TITLE	SUB CATEGORY	FILE DATE	ITEM #	RECEIVED IN CENTRAL FILES	WAREHOUSE RETENTION DATE	BOX #	CONTENT
HUMAN RESOURCES	ACC-10-7-2	MILEAGE & CARFARE	CAR ALLOWANCE #4	1995	2	02-Jun-99	2014	16734	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	WEEKLY WORKSITE LOGS	2006	2	29-Dec-11	2013	19091	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	CERTIFICATE OF PARTICIPATION EXAMPLES	2007	2	29-Dec-11	2012	19092	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	POSSE NOMINATIONS	2009	2	29-Dec-11	2014	19093	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	STUDENT INTERN FILES PART I	2010	2	29-Dec-11	2015	19096	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	STUDENT FILES (GESA, MATCH, GSS, ITA I)	2008	2	29-Dec-11	2013	19097	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	SUMMER/SPRING SEMESTER GRADES	2011	2	29-Dec-11	2016	19098	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	DROPPED STUDENTS	2009	2	29-Dec-11	2014	19099	
HUMAN RESOURCES	PER-1-3	PERSONNEL RECORDS - STUDENTS	ITEP ADVISORY BOARD MTGS	2009/10	2	07-Oct-13	2017	20242	
HUMAN RESOURCES	PER-1-1	PERSONNEL RECORDS - GENERAL	EMERGENCY APPOINTMENT	2009/12	2	09-Oct-13	2017	20244	
HUMAN RESOURCES	117-103	EMPLOYMENT INQUIRIES	JULY THRU SEPTEMBER	1991	7	17-Jun-93	2000	4281	10-12
HUMAN RESOURCES	PER-1-1	PERSONNEL RECORDS - GENERAL	EMPLOYMENT INQUIRIES	2003	7	12-Jun-08	2006	16229	
HUMAN RESOURCES	PER-2-1	COLLECTIVE BARGAINING/LABOR RELATIONS - GENERAL	CIVIL SERVICE MINUTES OF 1994	1994	10	19-Feb-02	2006	13296	

HR Destruction Packet (box)

HUMAN RESOURCES	ACC-1-1	ACCOUNTING RECORDS - GENERAL	BUSINESS WRITING PILOT PROGRAM AGMTS (09/07 - 07/08)	2007/2008	16	03-Oct-18	2019	23434
HUMAN RESOURCES	PRO-5-3	BID/AWARD - RFP/RFQ	EXECUTIVE SEARCH SERVICES RFP (02/09 - 01/10)	2009/2010	16	05-Oct-18	2018	23436
HUMAN RESOURCES	ACC-1-1	ACCOUNTING RECORDS - GENERAL	THE MERCER GROUP (11/07 - 06/08)	2007/2008	16	05-Oct-18	2018	23438