

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 8, 2022

TO: Michael Holland, Records Management Officer
City Clerk, Mail Stop 161

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

SUBJECT: **DESTRUCTION OF BOARD OF HARBOR COMMISSIONERS RECORDS**

Attached please find the records from Human Board of Harbor Commissioners due for destruction. They have been reviewed and approved by Commission Office Staff, as well as the Executive Offices, and the Executive Director. There are 32 boxes in total.

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

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Harbor Department (Department/Bureau) Commission Office (Unit)

Location of Records Warehouse 1 Records Retention Schedule No. HD-2

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		
4	Insurance			2	1933	2002		1
7	Personnel			4	1912	2008		6
13	Travel Authority/Expenses			8	1951	1986		1
17	Funds (Budget)			10	1920	2004		6
18	BHC - Secretary			10	1988	1996		1
19	Revocable Permits			5	1951	1986		1
21	Organizations/Memberships			4	1912	2006		2
22	General Correspondence/Memos			6	1911	2007		15

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
By  Division Head
By  Senior Manager
By  Department Head

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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 9-8-22

Department/Bureau Harbor

Records Dated 1912-2008

DIVISION	FILE NUMBER	FILE TITLE	SUB CATEGORY	FILE DATE	ITEM #	WAREHOUSE RETENTION DATE	BOX NUMBER	CONTENT
COMMISSION OFFICE	INS-1-1	INSURANCE RECORDS - GENERAL	AUTOMOBILE - GENERAL	1933/84	4	2004	18686	
COMMISSION OFFICE	MGT-3-1	BOARD OF HARBOR COMMISSION - GENERAL	ADM - PERSONNEL - PENSION PLAN - ORDINANCE	1928/76	7	2006	15531	
COMMISSION OFFICE	MGT-3-1	BOARD OF HARBOR COMMISSIONERS - GENERAL	ADM PERSONNEL - SALARY SURVEY - JACOBS	1931/72	7	2004	16205	
COMMISSION OFFICE	ADM-1	ADMIN RECORDS - GENERAL	ADM PERSONNEL HARBOR PATROLMEN (104.427)	1966/69	7	2012	18683	
COMMISSION OFFICE	ADM-1	ADMIN RECORDS - GENERAL	ADM EMPLOYMENT TRAFFIC MANAGER - COAL EXPORT FILE II (104.428)	1981/82	7	2010	18684	
COMMISSION OFFICE	PER-8-1	SAFETY FILES - GENERAL	SAFETY ENGINEERING ASSOCIATE	1967/88	7	2011	18695	
COMMISSION OFFICE	PER-1	PERSONNEL RECORDS - GENERAL	TRAFFIC MANAGER'S REPORT OF CURRENT MATTERS - COAL EXPORT	1979/81	7	2011	18696	
COMMISSION OFFICE	412.250	TRAVEL AUTH./EXPENSES - TRADE MISSIONS	WORLD CONGRESS OF FIATA - CANNES, FRANCE	1973	13	2000	4933	SEPT. 5
COMMISSION OFFICE	403.210	BUDGET (LAHD) PROPOSED	SUPPORTING SCHEDULES BY BUDGET ITEM	1979/80	17	2002	764	
COMMISSION OFFICE	FIN-6-1	DEBT MANAGEMENT - GENERAL	THIRD ISSUE - ORIGINAL CORRESPONDENCE	1965	17	2006	17861	
COMMISSION OFFICE	BUD-1	BUDGET RECORDS - GENERAL	F&A FUNDS - APPROPRIATION OF FUNDS	1997	17	2009	17862	
COMMISSION OFFICE	BUD-1	BUDGET RECORDS - GENERAL	F&A FUNDS - AUDITS GENERAL	1922/90	17	2008	17863	
COMMISSION OFFICE	BUD-1	BUDGET RECORDS - GENERAL	F&A - MAINTENANCE IMPROVEMENT PROGRAM BUDGET	1994/95	17	2014	17887	

COMMISSION OFFICE	BUD-1	BUDGET RECORDS - GENERAL	F&A - BUDGET SUMMARY	1995/96	17	2012	17889
COMMISSION OFFICE	MGT-3	BD. OF HARBOR COMM.	BOARD SECRETARY PETER MANDIA	1/94-4/94	18	2006	13471
COMMISSION OFFICE	PUB-1	PUBLIC RELATIONS RECORDS - GENERAL	HUNT MARMILLION ASSOCIATES	1984/86	21	2003	18692
COMMISSION OFFICE	PUB-1	PUBLIC RELATIONS RECORDS - GENERAL	TRANSPORTATION (TRAFFIC & RAILROAD MATTERS) MISCELLANEOUS)	2001	21	2010	18693
COMMISSION OFFICE	PER-8-1	SAFETY FILES - GENERAL	HEALTH & SANITATION - SEWERS & SEWAGE DISPOSAL - GENERAL	8/1975-9/1980	22	2001	15426
COMMISSION OFFICE	ADM-2-6	ASSOC. & GOVT. FILES - STATE / REGIONAL	GEN CALIFORNIA, STATE OF - CALIFORNIA CHAMBER OF COMMERCE	1987/93	22	2010	15530
COMMISSION OFFICE	PER-8-1	SAFETY FILES - GENERAL	C&M- POLLUTION OF HARBOR WATERS- CEASE & DESIST-CA WATER QUALITY CTRL	1972	22	2004	17886
COMMISSION OFFICE	PER-8-1	SAFETY FILES - GENERAL	C&M- DREDGING SHEALING ETC. GENERAL	1924/77	22	2008	17888
COMMISSION OFFICE	LGL-6-4	LEGISLATION - OTHER	ASSEMBLY BILL - SENATE BILL 1265 - 604.3	1975	22	2011	17897
COMMISSION OFFICE	LGL-6-4	LEGISLATION - OTHER	PROP 13 (JARVIS AMEND) - 604.3	1978	22	2013	17898
COMMISSION OFFICE	ADM-4	ADMIN SUPPORT SERVICES	ADM-CIVIL SERVICE-CREATION OF NEW POSITION-2ND DEPUTY GENERAL MGR	1968	22	2010	17965 (104.33) (File 2)
COMMISSION OFFICE	ADM-4	ADMIN SUPPORT SERVICES	OFFICES - LA CITY HALL - GENERAL (105.2)	1913/72	22	2011	17966
COMMISSION OFFICE	ADM-4	ADMIN SUPPORT SERVICES	ADM EMPLOYMENT-RULES & REGULATIONS - RESIDENTS OF LA (104.9)	1915/75	22	2012	17967
COMMISSION OFFICE	ADM-4	ADMIN SUPPORT SERVICES	ADM PERSONNEL- SCHEDULED OF HOURS- OT (104.463)	1915/78	22	2012	17968

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COMMISSION OFFICE	FIN-1	FINANCIAL RECORDS - GENERAL	F&A INSURANCE 2ND LAYER & RICK INSURANCE \$5M	1975	22	2007	17970
COMMISSION OFFICE	FIN-1	FINANCIAL RECORDS - GENERAL	F&A ACCOUNTS RECEIVABLE- CANCELLATIONS & REFUNDS GENERAL	1924/70	22	2005	17985
COMMISSION OFFICE	ADM-2-4	ASSOC. & GOVT. FILES - CITY OF LOS ANGELES	LEGISLATIVE REPRESENTATIVE - CITY COUNCIL	1991	22	2010	18691
COMMISSION OFFICE	ADM-2-4	ASSOC. & GOVT. FILES - CITY OF LOS ANGELES	EFFECT OF INTEREST IN TRANSACTTION WITH CITY (OPINION OF CITY ATTORNEY	1993/04	22	2010	18694
COMMISSION OFFICE	ADM-1-1	ADMIN RECORDS - GENERAL	MINORITY & WOMEN BUSINESS PROGRAM (9/1993)	1993	22	2014	22024
Total Boxes							
32							