

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: INFORMATON TECHNOLOGY AGENCY

QUANTITY: 69 Boxes

RECORDS

DATED FROM 1998 – 2011

DESCRIPTION Item O041 – Radio Telephone Logs.

As summarized and detailed in the attached report from the Information Technology Agency.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

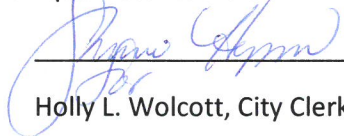
Ted Ross, General Manager

April 7, 2016

(signature located in attached report from ITA)

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.



Holly L. Wolcott, City Clerk

4/14/16

Date

DATE OF

NOTIFICATION April 18, 2016 (Records will be held for 60 days from this date)

CERTIFICATION FOR DISPOSITION OF RECORDS

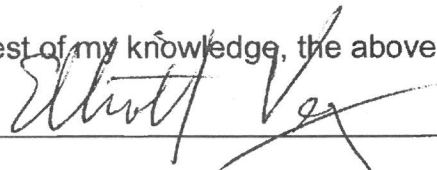
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

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  Date 4/7/16

Records of Department/Bureau Information Technology Agency / Business Admin Svcs (ITA/01)

Records Dated 1998 - 2011

City of Los Angeles
REQUEST FOR AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of: Information Technology Agency Business Administrative Services B400
 (Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main Street, Room 1028 Los Angeles, CA 90012 Records Retention Schedule No. ITA/01
 (Location Records Came From)

Record Type (Original, Duplicate, Vital, Historical, Confidential): Original

Sch. Item No.	Record Title (Same as on Schedule) and Description	Conf. Rec. ?	Form No.	Total Retention	INCLUSIVE DATES		Storage Location Nos.	Quantity
					FROM	TO		
O041	Radio/Telephone Log			3	1/1/2001	12/31/2004	000000881	1
O041	Radio/Telephone Log			3	6/1/1998	9/1/1998	000000882	1
O041	Radio/Telephone Log			3	6/1/1998	11/1/1998	000000883	1
O041	Radio/Telephone Log			3	1/1/1998	12/31/1999	000000884	1
O041	Radio/Telephone Log			3	1/1/1999	3/1/2000	000000885	1
O041	Radio/Telephone Log			3	1/1/2000	7/1/2000	000000886	1
O041	Radio/Telephone Log			3	4/1/2000	9/1/2000	000000887	1
O041	Radio/Telephone Log			3	8/1/2000	12/1/2000	000000888	1
O041	Radio/Telephone Log			3	10/1/2000	2/1/2001	000000889	1
O041	Radio/Telephone Log			3	2/1/2001	7/1/2001	000000890	1
O041	Radio/Telephone Log			3	5/1/2001	9/1/2001	000000891	1
O041	Radio/Telephone Log			3	8/1/2001	8/31/2001	000000892	1
O041	Radio/Telephone Log			3	8/1/2001	10/1/2001	000000893	1
O041	Radio/Telephone Log			3	9/1/2001	9/30/2001	000000894	1
O041	Radio/Telephone Log			3	11/1/2001	11/30/2001	000000895	1
O041	Radio/Telephone Log			3	10/1/2001	1/1/2002	000000896	1
O041	Radio/Telephone Log			3	1/1/2002	6/1/2002	000000897	1
O041	Radio/Telephone Log			3	3/1/2002	3/31/2002	000000898	1
O041	Radio/Telephone Log			3	5/1/2002	9/1/2002	000000899	1
O041	Radio/Telephone Log			3	6/1/2002	11/1/2002	000000900	1
O041	Radio/Telephone Log			3	8/1/2002	8/31/2002	000000901	1
O041	Radio/Telephone Log			3	10/1/2002	11/1/2002	000000902	1
O041	Radio/Telephone Log			3	10/1/2002	1/1/2003	000000903	1
O041	Radio/Telephone Log			3	11/1/2002	2/1/2003	000000904	1
O041	Radio/Telephone Log			3	2/1/2003	3/1/2003	000000905	1
O041	Radio/Telephone Log			3	2/1/2003	4/1/2003	000000906	1
O041	Radio/Telephone Log			3	6/1/2003	9/1/2003	000000907	1
O041	Radio/Telephone Log			3	7/1/2003	10/1/2003	000000908	1
O041	Radio/Telephone Log			3	10/1/2003	1/1/2004	000000909	1
O041	Radio/Telephone Log			3	10/1/2003	1/1/2004	000000910	1
O041	Radio/Telephone Log			3	2/1/2004	5/1/2004	000000911	1
O041	Radio/Telephone Log			3	2/1/2004	5/1/2004	000000912	1
O041	Radio/Telephone Log			3	7/1/2004	7/31/2004	000000913	1
O041	Radio/Telephone Log			3	8/1/2004	9/1/2004	000000914	1
O041	Radio/Telephone Log			3	10/1/2004	11/1/2004	000000915	1
O041	Radio/Telephone Log			3	1/1/2005	1/31/2005	000000916	1
O041	Radio/Telephone Log			3	2/1/2005	2/28/2005	000000917	1
O041	Radio/Telephone Log			3	3/1/2005	3/1/2005	000000918	1
O041	Radio/Telephone Log			3	4/1/2005	5/1/2005	000000919	1
O041	Radio/Telephone Log			3	5/1/2005	5/31/2005	000000920	1

O041	Radio/Telephone Log				3	6/1/2005	7/1/2005	00000921	1
O041	Radio/Telephone Log				3	10/1/2005	12/1/2005	00000922	1
O041	Radio/Telephone Log				3	8/1/2005	3/1/2006	00000923	1
O041	Radio/Telephone Log				3	1/1/2006	1/31/2006	00000924	1
O041	Radio/Telephone Log				3	2/1/2006	3/1/2006	00000925	1
O041	Radio/Telephone Log				3	2/1/2006	3/1/2006	00000926	1
O041	Radio/Telephone Log				3	4/1/2006	5/1/2006	00000927	1
O041	Radio/Telephone Log				3	6/1/2006	6/30/2006	00000928	1
O041	Radio/Telephone Log				3	8/1/2006	8/31/2006	00000929	1
O041	Radio/Telephone Log				3	9/1/2006	10/1/2006	00000930	1
O041	Radio/Telephone Log				3	5/1/2008	5/31/2008	00000931	1
O041	Radio/Telephone Log				3	11/1/2008	12/1/2008	00000932	1
O041	Radio/Telephone Log				3	1/1/2009	2/1/2009	00000933	1
O041	Radio/Telephone Log				3	3/1/2009	4/1/2009	00000934	1
O041	Radio/Telephone Log				3	5/1/2009	6/1/2009	00000935	1
O041	Radio/Telephone Log				3	9/1/2009	10/1/2009	00000936	1
O041	Radio/Telephone Log				3	11/1/2009	12/1/2009	00000937	1
O041	Radio/Telephone Log				3	11/1/2010	2/1/2010	00000938	1
O041	Radio/Telephone Log				3	3/1/2010	4/1/2010	00000939	1
O041	Radio/Telephone Log				3	5/1/2010	7/1/2010	00000940	1
O041	Radio/Telephone Log				3	8/1/2010	11/1/2010	00000941	1
O041	Radio/Telephone Log				3	11/1/2010	12/1/2010	00000942	1
O041	Radio/Telephone Log				3	1/1/2011	1/31/2011	00000943	1
O041	Radio/Telephone Log				3	2/1/2011	3/1/2011	00000944	1
O041	Radio/Telephone Log				3	4/1/2011	5/1/2011	00000945	1
O041	Radio/Telephone Log				3	6/1/2011	7/1/2011	00000946	1
O041	Radio/Telephone Log				3	8/1/2011	10/1/2011	00000947	1
O041	Radio/Telephone Log				3	9/1/2000	4/4/2004	00000948	1
O041	Radio/Telephone Log				3	10/1/2001	9/1/2002	00000949	1
									69 Boxes

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS), ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY: *Da Swecha* *Carl King* *4/7/16*
 Division Head Department Head Date

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT
 SU=SUPERSEDED TE=TERMINATION
 TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILM MD=MAG DISK
 MT=MAG TAPE MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO
 TAPE PC=PUNCH CARDS

RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL