

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: INFORMATON TECHNOLOGY AGENCY
MANAGEMENT SERVICES (ITA/01)

QUANTITY: 28 Boxes

RECORDS
DATED FROM 2008 – 2010

DESCRIPTION 28 boxes of Item O042 – Responses to RFPs – Nonselected

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

AUTHORIZED BY:

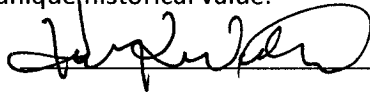
DEPARTMENT AUTHORIZATION:

Laura Ito, Chief of Finance and Administrative Services September 28, 2016

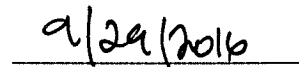
(signature located in attached report from ITA)

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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



Date

DATE OF

NOTIFICATION October 4, 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 9-28-14

Department/Bureau ITA

Records Dated various - see Form 48s

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of INFORMATION TECHNOLOGY AGENCY (Division) _____ (Unit)

Location of Records CHE 1400 (Department/Bureau)

Records Retention Schedule No. _____ 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		
ITA01	RESPONSES TO LOS ANGELES FIRE DEPARTMENT CONSOLE VOICE RADIO SWITCHING SYSTEM REQUEST FOR PROPOSALS (RFP) - NON-SELECTED AVTEC C4I HARRIS MOTOROLA RAYTHEON			TO+2	02/17/10			7 BOXES
	RESPONSES TO TRANSLATION SERVICES RFP - NON-SELECTED LANGUAGE LINE SERVICES TELELANGUAGE SERVICES				01/12/10			

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

By [Signature] Division Head FOR THE ROS Date 9-28-16 Page 1 of 4 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of INFORMATION TECHNOLOGY AGENCY (Department/Bureau) _____ (Division) _____ (Unit)

Location of Records CHE 1400 Records Retention Schedule No. _____ 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		
ITA/01	RESPONSES TO QUALITY ASSURANCE SERVICES FOR THE FINANCIAL MANAGEMENT SYSTEM REQUEST FOR PROPOSALS (RFP) - NON-SELECTED - AEF SYSTEMS CONSULTING, INC. - AERIS ENTERPRISES, INC. - AFRA CONSULTING AND SERVICES, INC. - ARCHSTONE CONSULTING - CSG - ECLIPSE SOLUTIONS - GOVERNMENT FINANCE OFFICERS ASSOCIATION - KPMG - OUTSOURCE TESTING, INC. - PI TECHNOLOGY, INC. - SOX SOLUTIONS			TO+2	04/24/09			7 BOXES

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

By [Signature] Division Head For Ted Ross Department Head
Date 9-28-16 Page 2 of 4 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of INFORMATION TECHNOLOGY AGENCY (Division) _____ (Unit)

Location of Records CHE 1400 (Department/Bureau) _____

Records Retention Schedule No. _____ 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		
ITA/01	RESPONSES TO GEOGRAPHIC INFORMATION SYSTEMS REQUEST FOR PROPOSALS (RFP) - NON-SELECTED - ASPEN ENVIRONMENTAL GROUP - EDAW, INC. - ENVICOM CORPORATION - ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. - HDR - INTEGRATED SPATIAL SOLUTIONS, INC. - JACOBS ENGINEERING GROUP, INC. - LSA ASSOCIATES, INC. - MRF GEOSYSTEMS CORPORATION - NAG, INC. DBA ENGINEERING SYSTEMS - NOBEL SYSTEMS - RBF CONSULTING - SMART DATA STRATEGIES, INC. - TECHNOLOGY ASSOCIATES - WESTON SOLUTIONS, INC. - WOOLPERT, INC.			TO+2	10/22/08			7 BOXES

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

By [Signature] Date 9-28-16 Page 3 of 4 Pages

Division Head [Signature] Department Head [Signature]

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of INFORMATION TECHNOLOGY AGENCY (Division) _____ (Unit)

Location of Records CHE 1400 (Department/Bureau)

Records Retention Schedule No. _____ 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		
ITA/01	RESPONSES TO CLOSED-CAPTIONING REQUEST FOR PROPOSALS (RFP) - NON-SELECTED - UNITED TELEVISION BROADCASTING SYSTEMS, INC. (UTB) - VITAC			TO+2	12/16/08			7 BOXES
	RESPONSES TO CLOSED-CAPTIONING RFP - NON-SELECTED - PEOPLE SUPPORT - UTB				05/30/08			

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 By [Signature] Division Head [Signature] Department Head For Ted Ross Date 9-28-16 Page 4 of 4 Pages