

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

QUANTITY: 22 Boxes

RECORDS
DATED FROM 1996 – 2012

DESCRIPTION 22 boxes of Items
0038 – Contracts
and
0042 – Responses to RFPs – Nonselected

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

AUTHORIZED BY:

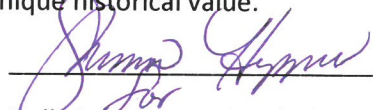
DEPARTMENT AUTHORIZATION:

Laura Ito, Chief of Finance and Administrative Services November 23, 2016

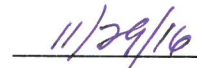
(signature located in attached report from ITA)

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 December 7, 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 *Laura A* Date *11-23-16*

Department/Bureau *ITA*

Records Dated *Various, see attached*

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
(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/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Gartner Inc., C-114813			CL+5	11/19/08	6/30/11		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Blucrane, Inc., C-109871			CL+5	6/9/06	6/8/09		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Columbia Telecommunications Corp., C-107637			CL+5	11/18/04	11/17/07		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Columbia Telecommunications Corp., C-110924			CL+5	11/29/06	11/28/09		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Columbia Telecommunications Corp., C-111279			CL+5	2/6/07	2/5/10		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Teldata Control Inc. - Name change to Control Point Solutions Inc., C-106206			CL+5	1/30/04	1/29/07		1

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

By [Signature] Division Head Date 11-22-16 Page 1 of 7 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION FE=PERMANENT SU=SUPERSEDED TE=TERMINATION

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
 (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/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Fluor A&E Services Inc., C-110751			CL+5	10/19/06	10/18/11		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Motorola Inc., C-110673			CL+5	10/11/06	10/10/09		1

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By [Signature] Division Head Date 11-22-16 Page 2 of 7 Pages

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Records of INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
 (Department/Bureau)

(Division) _____ (Unit) _____

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					From	To		
ITA/01/0042	RESPONSES TO REQUEST FOR PROPOSALS (RPPs) - NONSELECTED Deloitte Proposal for Citywide Service Request System			TO + 2	3/1/04	3/1/04		1
N/A	Memoranda of Understanding between ITA and BSL for attachments of radios, transmitters, and antennas on streetlights around Van Nuys Civic Center for Wireless Network Trial Project			N/A	6/5/07	6/4/12		1

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By [Signature] Division Head Date 11-22-16 Page 3 of 7 Pages
 Department Head

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(Department/Bureau)

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					From	To		
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Michael R. Baker, C-104815			CL+5	05/21/03	05/20/11		1
ITA/01/0038	PERSONAL SERVICES CONTRACT RECORD TYPE: B - CONTRACT Civitem, LLC, C-111807			CL+5	06/25/07	06/24/10		1
ITA/01/0038	PERSONAL SERVICES CONTRACT RECORD TYPE: B - CONTRACT Harris Stratix Networks Operating Corporation, C-114914			CL+5	12/15/08	12/14/09		1
ITA/01/0038	PERSONAL SERVICES CONTRACT RECORD TYPE: B - CONTRACT J. Douglas Potter, C-104816			CL+5	5/21/03	5/20/09		1
ITA/01/0038	PERSONAL SERVICES CONTRACT RECORD TYPE: B - CONTRACT Unisys Corporation, C-107631			CL+5	02/29/04	06/30/07		1

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

By *[Signature]* Division Head By *[Signature]* Department Head
Date 11-23-16 Page 4 of 7 Pages

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

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					From	To		
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Control Software, Inc. -Maximus, Inc. C-93574			CL+5	04/08/1996	03/31/2007		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT Gartner, Inc. C-114812			CL+5	11/20/2008	11/20/2011		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT DLT Solutions, Inc. C-115506			CL+5	04/01/2009	09/30/2009		1
ITA/01/0038	PERSONAL SERVICES CONTRACTS RECORD TYPE: B - CONTRACT EMC, Corporation. C-115506			CL+5	06/07/2005	06/06/2010		1

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By [Signature] Division Head By [Signature] Department Head
Date 11-23-16 Page 5 of 7 Pages

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Records of INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES
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					From	To		
ITA/01	RESPONSES TO STRATEGIC ADVISOR FOR TECHNOLOGY SERVICES REQUEST FOR PROPOSALS (RFP) – NON-SELECTED - THIRD WAVE CORP. - EXCIPIO CONSULTING - GRANT THORNTON - TPI INFORMATION SERVICES GROUP - GARTNER - KPMG - SYNOPTEK			TO+2	11/28/11			1 BOX

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Date 11-23-16 Page 6 of 7 Pages

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Records of INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES (Division) _____ (Unit)

(Department/Bureau)

Location of Records CHE 1400 Records Retention Schedule No. _____

[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		
ITA/01	RESPONSES TO DENSE WAVE DIVISION MULTIPLEXED OPTICAL NETWORK REQUEST FOR PROPOSALS (RFP) - NON-SELECTED - PACIFIC SERVICE & MRV - MILLENIUM NETWORK, INC. - VERIZON - AT&T			TO+2	02/11/10			2 BOXES

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Date 11-23-16 Page 7 of 7 Pages