



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

**\*Records of Department:** Information Technology Agency

**Additional Information:** ITA/01 MANAGEMENT SERVICES, CONTRACT ADMINISTRATION DIVISION

**Submitting Date:** 12/7/2016  Email me a copy

**\*Quantity:** 29 Boxes

**Records Dated From** 12/28/2012 **To** 07/18/2014

**Description:** 29 BOXES OF ITEM O042 - RESPONSES TO REQUEST FOR PROPOSALS (RFPS) - NONSELECTED

**Attachment:** [2 MB max]  [ITA01 0101 29 boxes 2012-2014.pdf](#)

## Department Authorization

**Authorizing Person:** Laura Ito **Date:** 12/01/2016

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

SHANNON HOPPE

**Date Signed:**

12/07/2016

**APPROVE**

**REJECT**

**Signature:**

**Date of Notification:** 12/07/2016 (Records will be held for 60 days from this date).

**SUBMIT**

**CANCEL**

### 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:

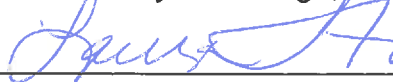
- 1. The records are under the management or control of named department head;
- 2. The Records Retention Schedule minimum time limits have been satisfied;
- 3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - 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 12/1/16

Department/Bureau Information Technology Agency

Records Dated 12/1/16

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Information Technology Agency/Management Services Contract Admin. (Unit)  
(Department/Bureau) (Division)

Location of Records ITA - 200 N. Main Street, Los Angeles, Room 1400 Records Retention Schedule No. ITA/01 [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		
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - COMgroup			TO+2	2/27/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Exclusive Network Enterprises			TO+2	3/27/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Communication Strategies			TO+2	3/26/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Communications Advantage, Inc			TO+2	3/27/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Tech/Knowledge, Inc			TO+2	3/27/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Z Consulting Group			TO+2	3/24/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - PlanNet Consulting			TO+2	3/27/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Mass-Tel Communications			TO+2	3/24/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - COMgroup (REVISED)			TO+2	7/18/2014			1
0042	Responses to Requests for Proposals (RFPs) -VoIP Non-selected - Communications Advantage, Inc			TO+2	7/18/2014			1

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

By [Signature] Division Head Date Dec 1, 2016 Page 1 of 3 Pages

Department Head

Retention Codes:

AU=AUDIT AP=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION

TO = the "To Date" i.e. the date of the record.

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By [Signature] Division Head Date Dec 1, 2016 Page 2 of 3 Pages

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					From	To		
O042	Responses to Requests for Proposals (RFPs) – eRate Non-selected – tw telecom (original and redacted)			TO+2	12/28/2012			2
O042	Responses to Requests for Proposals (RFPs) – eRate Non-selected – Zayo Group (original and redacted)			TO+2	1/3/2013			2
O042	Responses to Requests for Proposals (RFPs) – eRate Non-selected – Network Services, LLC			TO+2	1/3/2013			1
O042	Responses to Requests for Proposals (RFPs) – eRate Non-selected – Tekwerks Technology Services			TO+2	1/3/2013			1
O042	Responses to Requests for Proposals (RFPs) – eRate Non-selected – AT&T (original and redacted)			TO+2	1/3/2013			2
O042	Responses to Requests for Proposals (RFPs) – eRate Non-selected – Windstream Communications (original and redacted)			TO+2	12/31/2012			2

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By [Signature] Date Dec 1, 2016 Page 3 of 3 Pages  
Division Head Department Head