



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:** 68 Boxes

Records Dated From 02/28/2008 **To** 10/15/2014

Description: 68 BOXES OF ITEM O042 - RESPONSES TO REQUEST FOR PROPOSALS (RFPS) - NONSELECTED

Attachment: [2 MB max] [ITA01 0102 68 boxes 2008-2016.pdf](#)

Department Authorization

Authorizing Person: Laura Ito **Date:** 11/30/2016

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Finance and Administrative Services (Unit)
(Department/Bureau) (Division)

Location of Records 200 N. Main Street, CHE 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 Request for Proposals (RFPs) – Non-Selected 3S Global Solutions – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Crescent Allied Solutions – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Exclusive Network Enterprises – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected JBA International LLC – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected MW Partners – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Prelude Systems, Inc. – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected RADgov, Inc. – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Schafer Consulting – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected SoftHQ, Inc. – IT Professionals			TO+2	5/15/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Stellar Services – IT Professionals			TO+2	5/15/14			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 Nov-30, 2016 Page 1 of 9 Pages
By [Signature] Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology Agency/Management Services Finance and Administrative Services (Unit)
(Department/Bureau) (Division)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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		
O042	Responses to Request for Proposals (RFPs) – Non-Selected ThoughtFocus, LLC – IT Professionals			TO+2	5/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected UST Global Inc – IT Professionals			TO+2	5/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Vector Resources Inc dba VectorUSA – IT Professionals			TO+2	5/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected World Wide Technology, Inc. – IT Professionals			TO+2	5/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Apex Systems – CT Professionals			TO+2	10/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Exclusive Network Enterprises - CT Professionals			TO+2	10/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Federal Technology Solutions Inc. - CT Professionals			TO+2	10/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected G4S Technology LLC - CT Professionals			TO+2	10/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Gillespie, Prudhom & Associates - CT Professionals			TO+2	10/15/14			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Presidio Networked Solutions Group, LLC - CT Professionals			TO+2	10/15/14			1

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 [Signature] Date 11-30-2016 Page 2 of 9 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology/Management Services Finance And Administrative Services
(Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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 Request for Proposals (RFPs) – Non-Selected AT&T – Voice & Data Communications			TO+2	3/5/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Intelli-Flex, Inc.- Voice & Data Communications			TO+2	3/5/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected L Tech Network Services, Inc. - Voice & Data Communications			TO+2	3/5/14			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected ACS State and Local Solutions - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected ACS State and Local Solutions (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected AT&T Corporation - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected AT&T Corporation (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Capgemini America, Inc. - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Capgemini America, Inc. (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected CGI Technologies and Solutions, Inc. - SAAS			TO+2	2/25/09			1

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

By  Division Head  Department Head Date 7/27/30, 2016 Page 3 of 9 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology Agency/Management Services Finance and Administrative Services
(Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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		
O042	Responses to Request for Proposals (RFPs) – Non-Selected CGI Technologies and Solutions, Inc. (redacted) - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected CompuCom Systems - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected CompuCom Systems (redacted) - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation (redacted) - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected IBM Corporation - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected IBM (redacted) - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Messaging Architects - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected MetroDataPath, Inc. - SAAS			TO+2	2/25/09	11/30/16		1
O042	Responses to Request for Proposals (RFPs) – Non-Selected MetroDataPath, Inc. (redacted) - SAAS			TO+2	2/25/09	11/30/16		1

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

By [Signature] Division Head Date Nov 30, 2016 Page 4 of 9 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology/Management Services Finance and Administrative Services
(Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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 Request for Proposals (RFPs) – Non-Selected Navisite, Inc. - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Navisite, Inc (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Smarsh Inc. and Intermedia Inc. - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Smarsh Inc. and Intermedia Inc. (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected speakTECH - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected speakTECH (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Western Blue - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Western Blue (redacted) - SAAS			TO+2	2/25/09			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Burntsand Corporation – Documentum Professionals			TO+2	3/9/10			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Deloitte Consulting – Documentum Professionals			TO+2	3/9/10			1

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

By  Division Head Date Nov 30, 2016 Page 5 of 9 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology Agency/Management Services Finance and Administrative Services
(Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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		
O042	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation – Documentum Professionals			TO+2	3/9/10			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Alpha Professionals – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Brenner Information Technology Staffing dba The OCJ Group			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Brillogy Corporation – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Caneum Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Computer Consulting Operations Specialists, Inc.			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Compuware Corporation – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected ExpertTech Solutions, Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Heritage Global Solutions, Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Jada Systems, Inc. – Contract Programmers			TO+2	2/28/08			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 7/20/30, 2011 Page 6 of 9 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology Agency/Management Services Finance and Administrative Services (Unit)
(Department/Bureau) (Division)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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		
O042	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected KBL Consulting, Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Kelly Services, Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected K-Micro Inc. dba CorpInfo Services Corporation			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Login Consulting Services Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Microlink Enterprise, Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Midcom Corporation – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected MISI Company – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Modis, Inc. – Contract Programmers			TO+2	2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Noorcon, Inc. – Contract Programmers			TO+2	2/28/08			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 Nov 30, 2016 Page 7 of 9 Pages
By [Signature] Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology Agency/Management Services Finance and Administrative Services
(Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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		
O042	Responses to Request for Proposals (RFPs) – Non-Selected P. Murphy & Associates, Inc. – Contract Programmers				2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected PI Technology, Inc. – Contract Programmers				2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Prelude Systems, Inc. – Contract Programmers				2/28/08			1
O042	Responses to Request for Proposals (RFPs) – Non-Selected Volt Technical Resources Inc. – Contract Programmers				2/28/08			
O042	Responses to Request for Proposals (RFPs) – Non-Selected Burritsand (redacted) – Documentum Professionals				3/9/10			
O042	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation (redacted) – Documentum Professionals				3/9/10			
O042	Responses to Request for Proposals (RFPs) – Non-Selected AT&T Corporation - Internet				11/19/08			
O042	Responses to Request for Proposals (RFPs) – Non-Selected AT&T Corporation (redacted) - Internet				11/19/08			
O042	Responses to Request for Proposals (RFPs) – Non-Selected Level 3 Communications - Internet				11/19/08			
O042	Responses to Request for Proposals (RFPs) – Non-Selected Level 3 Communications (redacted) - Internet				11/19/08			

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

By [Signature] Division Head Date Nov 30, 2016 Page 8 of 9 Pages
By [Signature] Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Information Technology Agency/Management Services Finance and Administrative Services (Unit)
(Department/Bureau) (Division)

Location of Records 200 N. Main Street, CHE Room 1400 Records Retention Schedule No. ITA/01 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 Request for Proposals (RFPs) – Non-Selected PAETEC - Internet			TO+2	11/19/08			1
0042	Responses to Request for Proposals (RFPs) – Non-Selected Verizon Business - Internet			TO+2	11/19/08			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 Nov-30, 2016 Page 9 of 9 Pages
By [Signature] Department Head