

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

*Records of Department:	Information Technology Agency	
Additional Information:	ITA/01 MANAGEMENT SERVICES, CONTRAC	CT ADMINISTRATION DIVISION
Submitting Date:	12/7/2016 ☐ Email me a copy	
*Quantity:	68 Boxes	
Records Dated From	02/28/2008 <b>To</b> 10/15/2014	
Description:	68 BOXES OF ITEM 0042 - RESPONSES TO NONSELECTED	REQUEST FOR PROPOSALS (RFPS)
Attachment: [2 MB max]	Detach ITA01 0102 68 boxes 2008-2	016.pdf
Department Authorizat	tion	
Authorizing Person:	Laura Ito	<b>Date:</b> 11/30/2016
City Clerk Authorizatio	n	
50, I hereby certify that the at and to the best of my knowle	.5 (d) of the Los Angeles Administrative Code (LAAC tached Request for Authority to Dispose of Obsolet ge is complete, accurate, and adequate. City Clerk s d any items of unique historical value.	e Records has been reviewed by my office
		Authorizing Person:
APPROVE	○ REJECT	SHANNON HOPPES
		Date Signed:

**Date of Notification:** 

Signature:

12/07/2016

Jume Denn Hygne

(Records will be held for 60 days from this date).

12/07/2016

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 July H	Date Date
Department/Bureau	Information Technology Agency
Records Dated	12/1/16

City of Los Angeles Form Gen. 48 (Rev 08/2015) City Clerk

### AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

Quantity [ ] Duplicate Records (Unit) Storage Location Nos. [X] Original Records Finance and Administrative Services Lo Inclusive Dates (Division) From 5/15/14 5/15/14 5/15/14 5/15/14 5/15/14 5/15/14 5/15/14 5/15/14 5/15/14 5/15/14 Total Retention (YEARS) Period TO+2 ITA/01 Records Retention Form No. Schedule No.\_ Conf Rec Information Technology Agency/Management Services (Department/Bureau) Responses to Request for Proposals (RFPs) - Non-Selected Responses to Request for Proposals (RFPs) - Non-Selected Responses to Request for Proposals (RFPs) - Non-Selected Responses to Request for Proposals (RFPs) -- Non-Selected Responses to Request for Proposals (RFPs) - Non-Selected Exclusive Network Enterprises - IT Professionals Record Title (Same as on Schedule) 200 N. Main Street, CHE Room 1400 Crescent Allied Solutions - IT Professionals JBA International LLC - IT Professionals Prelude Systems, Inc. - IT Professionals 3S Global Solutiions - IT Professionals Schafer Consulting – IT Professionals Stellar Services - IT Professionals RADgov, Inc. - IT Professionals SoftHQ, Inc. - IT Professsionals MW Partners - IT Professionals Records of of Records Location 0042 0042 0042 0042 0042 0042 0042 0042 0042 0042 Sch Item No

The above recorde appropriated for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED Mr. 30,2016 Date AU-AUDIT AR-ANUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED Department Head By Division Head Retention Codes:  $By_{\underline{\phantom{A}}}$ 

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

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TE=TERMINATION

City of Los Angeles Form Gen. 48 (Rev 08/2015) City Clerk

### AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

Quantity [ ] Duplicate Records (Unit) Storage Location Nos. [X] Original Records Finance and Administrative Services  $\Gamma$ Inclusive Dates (Division) 10/15/14 10/15/14 10/15/14 10/15/14 10/15/14 10/15/14 From 5/15/14 5/15/14 5/15/14 5/15/14 Total Retention Period (YEARS) TO+2 TO+2 TO+2 TO+2 TO+2 TO+2 TO+2 TO+2 TO+2 T0+2 Schedule No. ITA/01 Records Retention Form No. Information Technology Agency/Management Services Conf Rec Presidio Networked Solutions Group, LLC - CT Professionals (Department/Bureau) Responses to Request for Proposals (RFPs) - Non-Selected Vector Resources Inc dba VectorUSA - IT Professionals 200 N. Main Street, CHE Room 1400 Federal Technology Solutions Inc. - CT Professionals Gillespie, Prudhorn & Associates - CT Professionals Exclusive Network Enterprises - CT Professionals World Wide Technology, Inc. - IT Professionals Record Title (Same as on Schedule) G4S Technology LLC - CT Professionals ThoughtFocus, LLC - IT Professionals UST Global Inc – IT Professionals Apex Systems - CT Professionals Records of of Records Location 0042 0042 0042 0042 0042 0042 0042 0042 0042 0042 Sch Item No

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

AU-AUDIT AR-ANUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED EX-EXPIRATION PE-PERMANENT SU-SUPERSEDED TE-TERMINATION Retention Codes:

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### Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Quantity (Unit) [ ] Duplicate Records Storage Location Nos. Finance And Administrative Services [X] Original Records Ľ Inclusive Dates (Division) From 2/25/09 2/25/09 2/25/09 2/25/09 2/25/09 2/25/09 2/25/09 3/5/14 3/5/14 3/5/14 Total Retention Period (YEARS) TO+2 Schedule No. ITA/01 Records Retention Form No. Information Technology Agency/Management Services Conf Rec L Tech Network Services, Inc. - Voice & Data Communications (Department/Bureau) Responses to Request for Proposals (RFPs) - Non-Selected 200 N. Main Street, CHE Room 1400 Intelli-Flex, Inc.- Voice & Data Communications ACS State and Local Solutions (redacted) - SAAS Record Title (Same as on Schedule) CGI Technologies and Solutions, Inc. - SAAS Capgemini America, Inc. (redacted) - SAAS AT&T - Voice & Data Communications ACS State and Local Solutions - SAAS AT&T Corporation (redacted) - SAAS Capgemini America, Inc. - SAAS AT&T Corporation - SAAS Records of of Records Location 0042 Sch Item No 0042 0042 0042 0042 0042 0042 0042 0042 0042

The above record as submitted for destruction in accordance with Sec 12.5 of the L, A. Administrative Code:

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# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

[ ] Duplicate Records (Unit) [X] Original Records Finance and Administrative Services (Division) Records Retention Schedule No. ITA/01 Information Technology Agency/Management Services (Department/Bureau) 200 N. Main Street, CHE Room 1400 Records of of Records\_ Location

Quantity		1		_	_	П	-	-	_	_	1
Storage Location Nos.											
Inclusive Dates	To	11/30/16	11/30/16	11/30/16	11/30/16	11/30/16	11/30/16	11/30/16	11/30/16	11/30/16	11/30/16
Inclusiv	From	2/25/09	2/25/09	2/25/09	2/25/09	2/25/09	2/25/09	2/25/09	2/25/09	2/25/09	2/25/09
Total	Period (YEARS)	TO+2	T0+2	T0+2	T0+2	TO+2	T0+2	T0+2	T0+2	T0+2	TO+2
Form No.											
Conf	Nec Nec										
Record Title (Same as on Schedule)		Responses to Request for Proposals (RFPs) – Non-Selected CGI Technologies and Solutions, Inc. (redacted) - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected CompuCom Systems - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected CompuCom Systems (redacted) - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation (redacted) - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected IBM Corporation - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected IBM (redacted) - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected Messaging Architects - SAAS	Responses to Request for Proposals (RFPs) – Non-Selected MetroDataPath, Inc SAAS	Responses to Request for Proposals (RFPs) – Non-Selected MetroDataPath, Inc. (redacted) - SAAS
Sch	No	0042	0042	0042	0042	0042	0042	0042	0042	0042	0042

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

AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TO = the "To Date" i.e. the date of the record. Department Head División Head

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### AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

Records of	of Information Technology Agency/Management Services	ent Service	S	Fina	nce and Adm	Finance and Administrative Services	vices	
	(Department/Bureau)				(Division)		(Unit)	
ocation of Records	ds 200 N. Main Street, CHE Room 1400	Records Retention Schedule No	ntion	TA/01	_ [X] Origi	[X] Original Records	[ ] Duplicate Records	
Sch	Record Title (Same as on Schedule)	<u> </u>	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Quantity
No		Kec		Retention Period (YEARS)	From	To		
0042	Responses to Request for Proposals (RFPs) – Non-Selected Navisite, Inc SAAS			TO+2	2/25/09			_
0045	Responses to Request for Proposals (RFPs) – Non-Selected Navisite, Inc (redacted) - SAAS			T0+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Smarsh Inc. and Intermedia Inc SAAS			T0+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Smarsh Inc. and Intermedia Inc. (redacted) - SAAS			T0+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected speakTECH - SAAS			TO+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected speakTECH (redacted) - SAAS			T0+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Western Blue - SAAS			TO+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Western Blue (redacted) - SAAS			TO+2	2/25/09			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Burntsand Corporation – Documentum Professionals			TO+2	3/9/10			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Deloitte Consulting – Documentum Professionals			TO+2	3/9/10			

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

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Department Head

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Division Head

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### Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Quantity [ ] Duplicate Records (Unit) Storage Location Nos. [X] Original Records Finance and Administrative Services F) Inclusive Dates (Division) From 2/28/08 2/28/08 2/28/08 2/28/08 2/28/08 2/28/08 2/28/08 2/28/08 2/28/08 3/9/10 (YEARS) Retention Period Total TO+2 ITA/01 Records Retention Form No. Schedule No.\_ Information Technology Agency/Management Services Conf Rec Brenner Information Technology Staffing dba The OCJ Group (Department/Bureau) Responses to Request for Proposals (RFPs) - Non-Selected Heritage Global Solutions, Inc. - Contract Programmers ExpertTech Solutions, Inc. - Contract Programmers Compuware Corporation - Contract Programmers Computer Consulting Operations Specialists, Inc. 200 N. Main Street, CHE Room 1400 Record Title (Same as on Schedule) EMC Corporation - Documentum Professionals Alpha Professionals - Contract Programmers Brilogy Corporation - Contract Programmers Jada Systems, Inc. - Contract Programmers Caneum Inc. - Contract Programmers Records of of Records Location 0042 0042 0042 0042 0042 0042 0042 0042 0042 0042 Sch Item No

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# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	of Information Technology Agency/Management Services	Services		Financ	Finance and Administrative Services	istrative Servi	ces	
	(Department/Bureau)				(Division)		(Unit)	
Location of Records	ds 200 N. Main Street, CHE Room 1400	Records Retention Schedule No	ntion	TA/01	- [X] Origii	[X] Original Records	[ ] Duplicate Records	
Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusive Dates	Dates	Storage Location Nos.	Quantity
oN N		Rec		Retention Period (YEARS)	From	To		
0042	Responses to Request for Proposals (RFPs) – Non-Selected  EMC Corporation – Contract Programmers			TO+2	2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected KBL Consulting, Inc. – Contract Programmers			TO+2	2/28/08			-
0045	Responses to Request for Proposals (RFPs) – Non-Selected Kelly Services, Inc. – Contract Programmers			TO+2	2/28/08			<del></del>
0042	Responses to Request for Proposals (RFPs) – Non-Selected K-Micro Inc. dba Corplnfo Services Corporation			TO+2	2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Login Consulting Services Inc. – Contract Programmers			TO+2	2/28/08	•		
0042	Responses to Request for Proposals (RFPs) – Non-Selected Microlink Enterpise, Inc. – Contract Programmers			T0+2	2/28/08			
0045	Responses to Request for Proposals (RFPs) – Non-Selected Midcom Corporation – Contract Programmers			TO+2	2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected MISI Company – Contract Programmers			TO+2	2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Modis, Inc. – Contract Programmers			TO+2	2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Noorcon, Inc. – Contract Programmers			TO+2	2/28/08			_

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

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# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	of Information Technology Agency/Management Services	nt Services	70	Finan	Finance and Administrative Services	istrative Serv	ices	
	(Department/Bureau)				(Division)		(Unit)	
ocation of Records	S 200 N. Main Street, CHE Room 1400	Records Reter Schedule No.	ation	TA/01	[	[X] Original Records	Records [ ] Duplicate Records	ds
Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Quantity
No No		Kec		Retention Period (YEARS)	From	To		
0042	Responses to Request for Proposals (RFPs) – Non-Selected				2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected PI Technology, Inc. – Contract Programmers				2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Prelude Systems, Inc. – Contract Programmers				2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Volt Technical Resources Inc. – Contract Programmers				2/28/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Burntsand (redacted) – Documentum Professionals				3/9/10			
0042	Responses to Request for Proposals (RFPs) – Non-Selected EMC Corporation (redacted) – Documentum Professionals				3/9/10			
0045	Responses to Request for Proposals (RFPs) – Non-Selected AT&T Corporation - Internet				11/19/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected AT&T Corporation (redacted) - Internet			·	11/19/08			
0042	Responses to Request for Proposals (RFPs) – Non-Selected Level 3 Communications - Internet				11/19/08			
0042	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:

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AU-AUDIT AR-ANUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED EX-EXPIRATION PE-PERMANENT SU-SUPERSEDED TE-TERMINATION Department Head TO = the "To Date" i.e. the date of the record. ivision Head Retention Codes:

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# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

			Quantity		_					
ices	(Unit)	[ ] Duplicate Records	Storage Location Nos.							
Finance and Administrative Services	1)	[X] Original Records	Inclusive Dates	То						
ice and Admin	(Division)	[X] Orig	Inclusiv	From	11/19/08	11/19/08				
Finan		/01	Total	Period (YEARS)	T0+2	TO+2				
		Records Retention Schedule No. ITA/01	Form No.							
Services		Records Retent Schedule No	Conf	3 					 	
Information Technology Agency/Management Services	(Department/Bureau)	200 N. Main Street, CHE Room 1400	Record Title (Same as on Schedule)		Responses to Request for Proposals (RFPs) – Non-Selected PAETEC - Internet	Responses to Request for Proposals (RFPs) – Non-Selected Verizon Business - Internet				
Records of_		Location of Records_	Sch	No	0042 F	0042 R			 	

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

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Retention Codes:

AU-AUDIT AR-ANUAL 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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