



CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

Additional Information: MANAGEMENT, MANAGEMENT SERVICES, AND OPERATIONS DIVISIONS

Submitting Date: 6/4/2018 Email me a copy

***Quantity:** 127 Boxes

Records Dated From 1/1/1964 **To** 12/31/2004

Description:
ITA/01 AND ITA/02 - MANAGEMENT SERVICES - 99 BOXES OF VARIOUS RECORD SERIES FROM 1964 – 2004
ITA/03 - MANAGEMENT – 21 BOXES OF CORRESPONDENCE AND SUBJECT FILES FROM 1973 – 2002

Attachment: [2 MB max] [ITA 111-152 4 Divisions 127 Boxes.pdf](#)

Department Authorization

Authorizing Person: Ted Ross **Date:** 05/21/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

06/04/2018

APPROVE

REJECT

Signature:

Date of Notification: 06/04/2018 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

Text

ITA/01 AND ITA/02 - MANAGEMENT SERVICES - 99 BOXES OF VARIOUS RECORD SERIES FROM 1964 - 2004

ITA/03 - MANAGEMENT - 21 BOXES OF CORRESPONDENCE AND SUBJECT FILES FROM 1973 - 2002

ITA/06 - OPERATIONS - 7 BOXES OF VARIOUS RECORD SERIES FROM 1967 - 1984

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/16/2018

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES

/ITA/01/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O003.	AUTOMATED WANT AND WARRANT SYSTEM	1/1/1981	1/25/1988	CL+10	60
O004.	AUTOMATED WANT AND WARRANT SYSTEM INVOICES (I	1/1/1972	12/31/1977	AU+2	1
O007.	CLASS FILE	2/1/1972	11/1/1999	AR+2	2
O028.	RESOURCE BILLING SYSTEM	7/1/1998	6/30/1999	TO+10	1
O031.	SYSTEM DOCUMENTATION	1/1/1968	12/31/1976	CL+2	2
O034.	WORK ORDERS BY REQUESTING AGENCY	3/1/1985	12/27/2002	CL+15	23
O038.	PERSONAL SERVICES CONTRACTS	1/1/1998	9/1/2003	CL+5	1
O041.	RADIO/TELEPHONE LOG	7/1/1986	8/31/1986	TO+3	1
O042.	RESPONSES TO REQUEST FOR PROPOSALS (RFPs) - NON	7/1/1964	3/1/2004	TO+2	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

95

Minus excluded boxes:

(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

95

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:

I HEREBY CERTIFY THAT, THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): *[Signature]*

BY (DEPT HEAD): *[Signature]*

DATE: 5/21/18

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/16/2018

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 4

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES						/ITA/01/			
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ETRS Printouts 12/20/1984 - 02/05/1985	CL+10	12/20/1984	2/5/1985		000000054 CRC	800413	1	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 01/04/1985 - 01/15/1985	CL+10	1/4/1985	1/15/1985		000000055	800414	2	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 01/16/1985 - 01/26/1985	CL+10	1/16/1985	1/26/1985		000000056	800415	3	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 01/08/1985 - 01/12/1985	CL+10	1/8/1985	1/12/1985		000000057	800416	4	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS JCL 01/03/1985 - 01/11/1985	CL+10	1/3/1985	1/11/1985		000000058 CRC	800417	5	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS JCL 01/12/1985 - 01/23/1985	CL+10	1/12/1985	1/23/1985		000000059	800418	6	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS JCL 01/24/1985 - 02/01/1985	CL+10	1/24/1985	2/1/1985		000000060	800419	7	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 01/15/1985 - 01/23/1985	CL+10	1/15/1985	1/23/1985		000000061	800420	8	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 01/24/1985 - 01/30/1985	CL+10	1/24/1985	1/30/1985		000000062	800421	9	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 01/31/1985 - 02/06/1985	CL+10	1/31/1985	2/6/1985		000000063 CRC	800422	10	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 01/29/1985 - 02/09/1985	CL+10	1/29/1985	2/9/1985		000000064	800423	11	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 1/29/1985 - 2/9/1985. Phonetic Code Reports.	CL+10	1/29/1985	2/9/1985		000000064 CRC	812357	12	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 02/13/1985 - 02/15/1985	CL+10	2/13/1985	2/15/1985		000000065 CRC	800424	13	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 02/16/1985 - 02/20/1985	CL+10	2/16/1985	2/20/1985		000000066 CRC	800425	14	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 02/20/1985 - 02/20/1985	CL+10	2/20/1985	2/20/1985		000000067 CRC	800426	15	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 02/20/1985 - 02/20/1985, box 2	CL+10	2/20/1985	2/20/1985		000000067	809631	16	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 02/15/1985 - 02/20/1985	CL+10	2/20/1985	2/20/1985		000000068 CRC	800427	17	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 02/07/1985 - 02/12/1985	CL+10	2/7/1985	2/12/1985		000000069 CRC	800428	18	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 02/13/1985 - 02/20/1985	CL+10	2/13/1985	2/20/1985		000000070	800429	19	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS JCL 02/05/1985 - 02/09/1985	CL+10	2/5/1985	2/9/1985		000000071	800430	20	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS JCL 02/12/1985 - 02/16/1985	CL+10	2/12/1985	2/16/1985		000000072	800431	21	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 02/12/1985 - 02/16/1985	CL+10	2/12/1985	2/16/1985		000000073	800432	22	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 02/21/1985 - 02/26/1985	CL+10	2/21/1985	2/26/1985		000000074	800433	23	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM Mohawk 1-4; March 1985	CL+10	3/1/1985	3/31/1985		000000075 CRC	810440	24	
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4 02/27/1985 - 03/02/1985	CL+10	2/27/1985	3/2/1985		000000075	800434	25	

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page:

25

Reviewer Initials:

[Handwritten Signature]

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/16/2018

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 4

RECORDS OF:		INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES				/ITA/01/		
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle: 2/27/1985 - 3/5/1985	CL+10	2/27/1985	3/5/1985		00000077 CRC	809525	26
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 03/6/1985 - 03/12/1985	CL+10	3/6/1985	3/12/1985		00000078 CRC	809625	27
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle 3/13/1985 - 3/19/1985	CL+10	3/13/1985	3/19/1985		00000079 CRC	809526	28
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4: 3/4/1985 - 3/8/1985	CL+10	3/4/1985	3/8/1985		00000082 CRC	809538	29
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ETRS printouts: Feb. - March 1985.	CL+10	2/1/1985	3/31/1985		00000084 CRC	809532	30
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD Cycle: 3/20/1985 - 3/27/1985	CL+10	3/20/1985	3/27/1985		00000088 CRC	809528	31
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk JCL 12/19/1983 - 12/29/1983. Box 2 of 2.	CL+10	12/19/1983	12/29/1983		00000131 CRC	809632	32
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS: "1980-1981 Salvage MOB 2/1/1982 - 1/1/1985."	CL+10	1/1/1981	12/31/1985		00000135 CRC	809879	33
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ADD cycle to: AWWS.	CL+10	7/21/1986	8/5/1986		00000249 CRC	798579	34
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4 8/27/1986 to 09/05/1986	CL+10	8/27/1986	9/5/1986		00000255 CRC	809629	35
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4 09/06/1986 to 09/15/1986	CL+10	9/6/1986	9/15/1986		00000256 CRC	798526	36
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS ADD Cycle: 8/20/1986 - 9/4/1986	CL+10	8/20/1986	9/4/1986		00000257 CRC	810295	37
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Add Cycle 09/05/1986 to 09/23/1986	CL+10	9/5/1986	9/23/1986		00000261 CRC	798520	38
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4: 9/16/1986 to 9/29/1986	CL+10	9/16/1986	9/29/1986		00000263 CRC	809534	39
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS ETRS 8/16/1986 to 9/29/1986	CL+10	8/16/1986	9/29/1986		00000264 CRC	809527	40
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4 09/30/1986 to 10/15/1986	CL+10	9/30/1986	10/15/1986		00000267 CRC	798525	41
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS MOHAWK 1-4: 10/16/1986 to 10/28/1986.	CL+10	10/16/1986	10/28/1986		00000271 CRC	810287	42
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk. ADD cycle 10/29/1986 to 11/12/1986.	CL+10	10/29/1986	11/12/1986		00000274 CRC	808311	43
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS - ADD Cycle: 12/4/1886 - 12/24/1986	CL+10	12/4/1986	12/24/1986		00000281 CRC	810439	44
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4; 12/12/1986 to 12/26/1986.	CL+10	12/12/1986	12/26/1986		00000284 CRC	811264	45
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4; 12/30/1986 to 01/14/1987	CL+10	12/30/1986	1/14/1987		00000287 CRC	798521	46
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk; 2/3/1987 - 2/13/1987.	CL+10	2/3/1987	2/13/1987		00000294 CRC	811266	47
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS/ETRS Printouts 2/4/1987 to 3/31/1987	CL+10	2/4/1987	3/31/1987		00000296 CRC	798360	48
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS - ADD Cycle 2/17 - 3/5/1987.	CL+10	2/17/1987	3/5/1987		00000298 CRC	808328	49
O003. #ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4; 2/17/1987 - 3/5/1987	CL+10	2/17/1987	3/5/1987		00000299 CRC	809530	50

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 25

Reviewer Initials: LL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/16/2018

BOX LISTING BY RECORD SERIES:

Box List Page 3 of 4

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES /ITA/01/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS - ADD Cycle 3/6/1987 - 3/23/1987.	CL+10	3/6/1987	3/23/1987		00000301 CRC	808334	51
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM MOHAWK 1-4. 3/6 to 3/23/1987.	CL+10	3/6/1987	3/23/1987		00000302 CRC	811624	52
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS EIRS. 4/1/1987 - 6/4/1987.	CL+10	4/1/1987	6/4/1987		00000305 CRC	808312	53
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 03/24/1987 to 04/06/1987	CL+10	3/24/1987	4/6/1987		00000314 CRC	798522	54
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 04/07/1987 to 04/21/1987	CL+10	4/7/1987	4/21/1987		00000315 CRC	798614	55
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk; 4/22/1987 - 5/1/1987.	CL+10	4/22/1987	5/1/1987		00000316 CRC	811267	56
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk. Agency Batch Error Reports 5/4/1987 - 5/14/1987.	CL+10	5/4/1987	5/14/1987		00000317 CRC	808310	57
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1-4: 5/15/1987 to 5/27/1987.	CL+10	5/15/1987	5/27/1987		00000318 CRC	809533	58
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM AWWS Mohawk 1/11/1987 - 1/25/1988.	CL+10	1/11/1987	1/25/1988		00000391 CRC	119959	59
O003. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM ARRYREND Dec. 1981	CL+10	12/1/1981	2/28/1982		00000457 CRC	798583	60
O004. /ITA/01/	AUTOMATED WANT AND WARRANT SYSTEM INVOICI AWWS Invoices 1972 - 1977. FM8.	AU+2	1/1/1972	12/31/1977		00000102 CRC	798358	61
O007. /ITA/01/	CLASS FILE CLASS FILE - DIVISION 900	AR+2	6/1/1972	11/1/1999		00000484 CRC	625162	62
O007. /ITA/01/	CLASS FILE CLASS FILE - DIVISION 900	AR+2	2/1/1972	2/1/1997		00000485 CRC	625163	63
O028. /ITA/01/	RESOURCE BILLING SYSTEM RESOURCE BILLING SYSTEM BY DEPARTMENT - LIBRARY - DWP	TO+10	7/1/1998	6/30/1999		00000458 CRC	600415	64
O031. /ITA/01/	SYSTEM DOCUMENTATION MIMIS [Municipal Improvement Management Information System] records. Approximately 1968 - 1974.	CL+2	1/1/1968	12/31/1974		00000000 CRC	809315	65
O031. /ITA/01/	SYSTEM DOCUMENTATION "Deleted Production Jobs" 1976.	CL+2	1/1/1976	12/31/1976		000000553 CRC	808336	66
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 27-2008 - 27-2254	CL+15	3/1/1985	4/10/1998		00000100N CRC	611377	67
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 79-3531 - 95-0180 (Box 111)	CL+15	2/8/2000	10/24/2002		000000514 CRC	631955	68
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 30-3391 - 43-4545 (Box 145)	CL+15	1/11/2000	12/1/2002		000000515 CRC	631956	69
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0333 - 93-0127 (Box 195)	CL+15	3/27/1997	2/3/2000		000000521 CRC	631962	70
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0335 - 86-0225 (Box 196)	CL+15	12/5/1997	3/13/2000		000000522 CRC	631963	71
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0346d - 87-0307g (Box 198)	CL+15	1/28/1998	10/5/2000		000000523 CRC	631964	72
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 25-3061 - 74-3088d (Box 200)	CL+15	3/27/1998	11/20/2000		000000524 CRC	631965	73
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0375 - 79-3639d (Box 202)	CL+15	4/17/1997	12/12/2000		000000526 CRC	631967	74
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 04-3148 - 93-0140 (Box 206)	CL+15	12/10/1996	3/13/2001		000000530 CRC	631971	75

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page:

25

Reviewer Initials:

[Signature]

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

BOX LISTING BY RECORD SERIES:

RECORDS OF:		INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES				/ITA/01/		
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0376 - 95-0175 (Box 208)	CL+15	7/1/1997	12/12/2001		00000532 CRC	631973	76
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 30-0550s - 79-3734 (Box 209)	CL+15	2/5/1996	7/11/2001		00000533 CRC	631974	77
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 12-0246 - 70-0719 (Box 210)	CL+15	8/21/1995	8/1/2001		00000534 CRC	631975	78
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0306 - 79-3213 (Box 211)	CL+15	1/12/1995	8/1/2001		00000535 CRC	631976	79
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0357 - 85-0716 (Box 212)	CL+15	2/13/1998	10/16/2001		00000536 CRC	631977	80
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0352 - 43-4277 (Box 214)	CL+15	10/6/1998	10/18/2001		00000538 CRC	631979	81
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0370 - 71-0313 (Box 216)	CL+15	1/26/1998	12/27/2002		00000540 CRC	631981	82
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0388 - 79-3907 (Box 250)	CL+15	1/10/2001	10/21/2002		00000542 CRC	631983	83
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 36-3175 - 50-0352 (Box 252)	CL+15	4/27/2001	12/6/2002		00000544 CRC	631985	84
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 43-3287 - 85-0738 (Box 253)	CL+15	12/31/1997	10/24/2002		00000545 CRC	631986	85
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 02-0355 - 95-0172 (WO BOX 197)	CL+15	8/7/1998	5/5/2000		00000567 CRC	637214	86
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 03-0214 - 85-0681 (WO BOX 199)	CL+15	1/28/2000	7/21/2000		00000568 CRC	637215	87
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 12-3439 - 79-3935 (WO BOX 260)	CL+15	1/28/2000	7/21/2000		00000569 CRC	637216	88
O034. /ITA/01/	WORK ORDERS BY REQUESTING AGENCY 28-3153 - 85-0779 (WO BOX 262)	CL+15	1/28/2000	7/21/2000		00000570 CRC	637217	89
O038. /ITA/01/	PERSONAL SERVICES CONTRACTS Personal Services Contracts - Channel 35 original contracts	CL+5	1/1/1998	9/1/2003		00000849 CRC	758182	90
O041. /ITA/01/	RADIO/TELEPHONE LOG Traffic Signal Repair(Radio dispatched requests for services)	TO+3	7/1/1986	8/31/1986		00000629 CRC	646262	91
O042. /ITA/01/	RESPONSES TO REQUEST FOR PROPOSALS (RFPs) Tag inside box: "RFQ 8823 07/31/1964"	TO+2	7/31/1964	7/31/1964	DO	00000000 CRC	798524	92
O042. /ITA/01/	RESPONSES TO REQUEST FOR PROPOSALS (RFPs) Bids for new computer equipment	TO+2	7/1/1964	1/31/1965	DO	00000060 CRC	14012	93
O042. /ITA/01/	RESPONSES TO REQUEST FOR PROPOSALS (RFPs) "AIS Proposal for Citywide Service Request System"	TO+2	3/1/2004	3/1/2004	DO	00000738 CRC	711286	94
O042. /ITA/01/	RESPONSES TO REQUEST FOR PROPOSALS (RFPs) Non-selected proposals for the following RFP's - Originals	TO+2	9/2/1988	9/2/1988	DO	00000758 CRC	712360	95

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

95

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED
 TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"
 MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 20

Reviewer Initials: JA

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/17/2018

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES //ITA/02/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D007.	CORRESPONDENCE AND SUBJECT FILES	1/1/2001	12/31/2001	AR	4
<u>Excluded Boxes:</u>					4
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					4
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u>4</u>

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:
I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] BY (DEPT HEAD): [Signature] DATE: 5/21/18

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/17/2018

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT SERVICES **/ITA/02/**

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
D007. /ITA/02/	CORRESPONDENCE AND SUBJECT FILES 2001 INCOMING CORRESPONDENCE	AR	1/1/2001	12/31/2001		000000814 CRC	734220	1
D007. /ITA/02/	CORRESPONDENCE AND SUBJECT FILES 2001 INCOMING CORRESPONDENCE	AR	1/1/2001	12/31/2001		000000815 CRC	734221	2
D007. /ITA/02/	CORRESPONDENCE AND SUBJECT FILES 2001 OUTGOING CHRONO	AR	1/1/2001	12/31/2001		000000816 CRC	734222	3
D007. /ITA/02/	CORRESPONDENCE AND SUBJECT FILES 2001 OUTGOING CHRONO	AR	1/1/2001	12/31/2001		000000817 CRC	734223	4

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **4**

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 TE=TERMINATION **TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"**
 MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE
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 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 4

Reviewer Initials: LD

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/17/2018

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/MANAGEMENT

/ITA/03/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O002.	CORRESPONDENCE AND SUBJECT FILES	1/1/1973	9/11/2002	TO+15	21
<u>Excluded Boxes:</u>				TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	21
				Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u>21</u>

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BY (DIV HEAD): [Signature]

BY (DEPT HEAD): [Signature]

DATE: 5/21/18

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/17/2018

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF:		INFORMATION TECHNOLOGY AGENCY/MANAGEMENT			/ITA/03/			
SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Correspondence, Incoming: 1984. Convention Center - Non-City.	TO+15	1/1/1984	12/31/1984		CRC	812354	1
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Outgoing Correspondence 1977	TO+15	1/1/1977	12/31/1977		000000007 CRC	810294	2
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Incoming Correspondence 1977 (from other departments).	TO+15	1/1/1977	12/31/1977		000000009 CRC	811463	3
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Bos numbered #10 and #11.	TO+15	1/1/1976	12/31/1977		000000010 CRC	812000	4
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Materials Management System - notebooks, etc. 1976 to 1981	TO+15	1/1/1976	12/31/1981		000000082 CRC	798242	5
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Outgoing Correspondence 1976. Box also labelled Box "8"	TO+15	1/1/1976	12/31/1976		000000241 CRC	811430	6
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Grant Papers and Invoices for AWDI, AFI, MILE. 1973-1975.	TO+15	1/1/1973	12/31/1975		000000408 CRC	811269	7
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES IINCOMING: CONTROLLER - MAYOR	TO+15	7/1/1996	6/30/1997		000000419 CRC	600418	8
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES OUTGOING: ALL DEPT. HEADS - CLA	TO+15	7/1/1996	6/30/1997		000000421 CRC	600420	9
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES OUTGOING: ACCOUNTING - MAYOR	TO+15	7/1/1997	6/30/1998		000000425 CRC	600424	10
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Correspondence & Subject Files -SERTS Work Orders - 16801 thru 17600	TO+15	12/6/2000	6/11/2001		000000730 CRC	705551	11
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Correspondence & Subject Files -SERTS Work Orders - 17601 thru 18300	TO+15	6/11/2001	11/26/2001		000000731 CRC	705552	12
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Correspondence & Subject Files -SERTS Work Orders - 18301 thru 19000	TO+15	11/26/2001	4/29/2002		000000732 CRC	705553	13
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Correspondence & Subject Files -SERTS Work Orders - 19001 thru 19700	TO+15	4/29/2002	9/11/2002		000000733 CRC	705554	14
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES "Correspondence & Subject Files -	TO+15	5/16/1997	12/31/1997		000000740 CRC	711502	15
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES "Correspondence & Subject Files -	TO+15	8/3/1998	12/31/1998		000000741 CRC	711503	16
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES "Correspondence & Subject Files -	TO+15	1/5/1999	7/30/1999		000000742 CRC	711504	17
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES Correspondence and Subject files for the Democratic National Convention (DNC) detailed below	TO+15	10/25/1999	8/17/2000		000000743 CRC	711505	18
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES "Correspondence & Subject Files -	TO+15	8/3/1999	12/29/1999		000000750 CRC	712075	19
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES SERTS Work Order ITA-15801 TO ITA-16800	TO+15	3/22/2000	12/6/2000		000000751 CRC	712076	20
0002. /ITA/03/	CORRESPONDENCE AND SUBJECT FILES "Correspondence & Subject Files -	TO+15	1/7/1998	7/31/1998		000000755 CRC	712357	21

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

21

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Number Boxes to be Destroyed This Page: 21

Reviewer Initials: LL

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/17/2018

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/OPERATIONS

/ITA/06/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D003.	DOCUMENTATION	1/1/1967	12/31/1981	SU	1
D008.	MEMORANDA	1/1/1981	12/31/1984	AR	5
D011.	REQUISITIONS AND PURCHASE ORDERS	1/1/1976	12/31/1978	TO+5	1
<hr/>					
<u>Excluded Boxes:</u>					
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					7
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u><u>7</u></u>

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BY (DIV HEAD): *[Signature]*

BY (DEPT HEAD): *[Signature]*

DATE: 5/21/18

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/17/2018

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 1

RECORDS OF: INFORMATION TECHNOLOGY AGENCY/OPERATIONS

/ITA/06/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
D003. /ITA/06/	DOCUMENTATION Box 534.	SU	1/1/1967	12/31/1981		000000005 CRC	798494	1
D008. /ITA/06/	MEMORANDA Shannon files [OPNS Memos], Outgoing Correspondence 1983-1984	AR	1/1/1983	12/31/1984		000000001 CRC	3646	2
D008. /ITA/06/	MEMORANDA Shannon files [OPNS Memos], #4 - 1983; # 1, 2,- 1984.	AR	1/1/1983	12/31/1984		000000002 CRC	3648	3
D008. /ITA/06/	MEMORANDA Shannon files [OPNS Memos] # 3, 4, 5 - 1984.	AR	1/1/1984	12/31/1984		000000003 CRC	3652	4
D008. /ITA/06/	MEMORANDA Memoranda 1981: GC38-1002-9. #104-107. "Box 130: Shannon File #1 and #1."	AR	1/1/1981	12/31/1981		000000006 CRC	810300	5
D008. /ITA/06/	MEMORANDA (Copies of memoranda)	AR	1/1/1981	12/31/1982		000000129 CRC	798359	6
D011. /ITA/06/	REQUISITIONS AND PURCHASE ORDERS Box 98	TO+5	1/1/1976	12/31/1978		000000035 CRC	798496	7

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

7

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Number Boxes to be Destroyed This Page: 7

Reviewer Initials: SP