



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

Additional Information: FINANCE AND ADMINISTRATIVE SERVICES (ITA/01)

Submitting Date: 5/6/2019 Email me a copy

***Quantity:** 35 Boxes

Records Dated From 01/01/2000 **To** 12/31/2014

Description:
9 BOXES OF O038 PERSONAL SERVICES CONTRACTS FROM 2008 - 2013
26 BOXES OF O042 REQUESTS FOR PROPOSAL FROM 2000 - 2014

Attachment: [2 MB max] [ITA01 131-186 35 Boxes 2019-04-23.pdf](#)

Department Authorization

Authorizing Person: Laura Ito **Date:** 04/23/2019

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

SHANNON HOPPES

Signature:

Date Signed:

05/06/2019

Date of Notification: 05/06/2019 (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  Date 4/23/19

Department/Bureau Information Technology Agency/Finance & Admin Services

Records Dated various, see attached

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location of Records 200 N. Main St, CHE Room 1400 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		
0038	Personal Services Contracts Artisan Global, LLC - Citywide Geographic Information Systems (GIS) C-117430			CL+5	06/17/10	06/06/13		1
0038	Personal Services Contracts Latitude Geographics Group Ltd. - Citywide Geographic Information Systems (GIS) C-117878			CL+5	09/22/10	09/21/13		1
0038	Personal Services Contracts NorthSouth GIS, LLC - Citywide Geographic Information Systems (GIS) C-117743			CL+5	8/12/10	08/11/13		1
0038	Personal Services Contracts Pasomas - Citywide Geographic Information Systems (GIS) C-117487			CL+5	06/25/10	06/24/13		1
0038	Personal Services Contracts Glenn A. Rick Engineering & Development Company - Citywide Geographic Information Systems (GIS)			CL+5	06/18/10	06/17/13		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 4/23/19 Page 1 of 6 Pages
 By [Signature] Department Head

Retention Codes: AU=AUDIT AR=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.



Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location 200 N. Main St, CHE Room 1400 Schedule No. ITA/01 [x] Original Records [] Duplicate Records

Item No.	Description	Retention	Original	Duplicate	Quantity
0038	C-117467 Personal Services Contracts Aerial Information Systems, Inc. - Citywide Geographic Information Systems (GIS) C-117486	CL+5	06/25/10	6/24/13	1
0038	Personal Services Contracts D&W Consulting, Inc. - Citywide Geographic Information Systems (GIS) C-117485	CL+5	06/25/10	06/24/13	1
0038	Personal Services Contracts The Sanborn Map Company, Inc. - Citywide Geographic Information Systems (GIS) C-117431	CL+5	06/17/10	06/16/13	1
0042	Responses to Request for Proposals (RFPs) - Non Selected Avum - Citywide Geographic Information Systems (GIS)	TO+2	07/14/08		1
0042	Responses to Request for Proposals (RFPs) - Non Selected LISTA - Citywide Geographic Information Systems (GIS)	TO+2	09/24/08		1
0042	Responses to Request for Proposals (RFPs) - Non Selected MARRS - Citywide Geographic Information Systems (GIS)	TO+2	10/20/08		1
0042	Responses to Request for Proposals (RFPs) - Non Selected Olympic - Citywide Geographic Information Systems (GIS)	TO+2	10/13/08		1

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 By  Department Head Page 2 of 6 Pages

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

Location 200 N. Main St. CHE Room 1400 Schedule No. ITA/01 Records Retention Original Records Duplicate Records

Item No.	Description	Retention	Original Records	Duplicate Records	Quantity
0042	Responses to Request for Proposals (RFPs) – Non Selected SuperGIS – Citywide Geographic Information Systems (GIS)	TO+2	10/20/08		1
0042	Responses to Request for Proposals (RFPs) – Non Selected Matt Caraway– Citywide Geographic Information Systems (GIS)	TO+2	09/25/08		1
0038	Personal Services Contracts Fujitsu Network Communications – Dense Wave Division Multiplexed (DWDM) Optical Network C-118082	CL+5	11/03/10	11/02/13	1
0042	Responses to Request for Proposals (RFPs) – Cancelled Com Plus, Inc. – Ed Sogge – Communications Technology Professionals RFP	TO+2	10/15/14	10/15/14	1
0042	Responses to Request for Proposals (RFPs) – Cancelled Wireless Infrastructure Services - Communications Technology Professionals RFP	TO+2	10/15/14	10/15/14	1
0042	Responses to Request for Proposals (RFPs) – Cancelled Nexus IS, Inc. - Communications Technology Professionals RFP	TO+2	10/15/14	10/15/14	1
0042	Responses to Request for Proposals (RFPs) – Cancelled World Wide Technology, Inc - Communications Technology Professionals RFP	TO+2	10/15/14	10/15/14	1

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By [Signature] Division Head Date 4/23/19 Page 3 of 6 Pages
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Records of Information Technology Agency/ Management Services Finance and Administrative Services
 (Department/Bureau) (Division) (Unit)

Location of Records 200 N. Main St, CHE Room 1400 Schedule No. ITA/01 Records Retention
 Original Records Duplicate Records

Code	Description	Retention	Start Date	End Date	Quantity
0042	Responses to Request for Proposals (RFPs) - Cancelled Motorola Solutions - Communications Technology Professionals RFP	TO+2	10/15/14	10/15/14	1
0042	Request for Proposal (RFP) Cable Television Sys Tech Auditing RFP	TO+2	04/7/04		1
0042	Request for Proposal (RFP) Cable Television Franchise Fees and Rating Review auditing Svcs	TO+2	06/15/04		1
0042	Request for Proposal (RFP) Translation Services	TO+2	03		1
0042	Request for Proposal (RFP) Cable TV Consumer Satisfaction	TO+2	06/25/99		1
0042	Request for Proposal (RFP) Cable TV Peg Access Facilitie and Needs	TO+2	03/16/01		1
0042	Request for Proposal (RFP) Cable Television Rete Regulation anal	TO+2	2000		1

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By  Division Head Date 4/23/19 By Shane H Department Head Page 4 of 6 Pages

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Request for Proposal (RFP)	TO+2	TO+2	TO+2	TO+2	TO+2	TO+2	TO+2	TO+2
0042 Request for Proposal (RFP) Cable TV Sys Technical Auditing Services Request for Proposal (RFP) Ch. 35 2003	10/06/00	2003						1
0042 Request for Proposal (RFP) Ch. 35 2006	2006							1
0042 Request for Proposal (RFP) Ch. 35 2008	2008							1
0042 Request for Proposal (RFP) Voice and Data Communication Services	08/05/05							1
0042 Request for Proposal (RFP) Contract Programmers 08	11/06/08							1
0042 Request for Proposal (RFP) IT Professional Services	04/10/11							1
0042 Request for Proposal (RFP) Internet Services RFP	11/03/08							1
0042 PeopleSoft Support Services for Supply Management System	07/22/14							1

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 of Records ITA/01 Schedule No. ITA/01 Original Records Duplicate Records

RFP							

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