



CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department: Department of Neighborhood Empowerment

Additional Information: DONE/02 ADMINISTRATIVE SERVICES FINANCIAL MANAGEMENT SERVICES

Submitting Date: 5/22/2024 Email me a copy

*Quantity: 8 Boxes

Records Dated From 01/01/2005 To 12/31/2019

Description: ORIGINAL RECORDS TO+2 RETENTION

Attachment: [2 MB max] [Detach](#) [DONE02 8 boxes 05222024.pdf](#)

Department Authorization

Authorizing Person: VANESSA SERRANO Date: 05/22/2024

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

PETTY SANTOS

Signature:

Date Signed:

05/22/2024

Date of Notification: 05/22/2024 (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 _____ Henry Lo _____ Date 5/22/2024

Records of
Department/Bureau _____ Neighborhood Empowerment _____

Records Dated 1/1/2005 - 12/31/2019

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Year Ending: _____

Records of Neighborhood Empowerment (Department/Bureau) Administration Services (Division) Financial Management Services (Unit)

Location Civ. Hall Main #2005 Records Retention Schedule No. DONE/02 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		
0	Original Record Series	N/A	N/A	TO+2	1/1/2005	12/31/2019		1
0001	Neighborhood Council Audit Reports	N/A	N/A	TO+2	1/1/2005	12/31/2019		1
0004	Neighborhood Council Equipment Budget	N/A	N/A	TO+2	1/1/2005	12/31/2019		1
0005	Neighborhood Council Funding Requests	N/A	N/A	TO+2	1/1/2005	12/31/2019		5
Total:								8

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

By Armando Ruiz Division Head Vanessa Serrano Department Head Date 5/14/2024 Page of Pages

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.