



CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:**

Additional Information:

Submitting Date: ☒ **Email me a copy**

***Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [NOITDOR PER70 05142025.pdf](#)

Department Authorization

Authorizing Person: **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Date Signed:

Signature:

Date of Notification: (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 Andrew Baird Andrew Baird Date 5/08/2025

Records of
Department/Bureau Personnel Department Worker's Compensation Division (Elite Management)

Records Dated 12/17/2024-4/07/2025

Year Ending: 2025

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Personnel Department Workers' Compensation Division Elite Claims Management

(Department/Bureau) (Division) (Unit)

Location 47345 Business Park Dr, Temecula, CA 92591 Records Retention 70
of Records Schedule No. [] Original Records [X] Duplicate Records (Originals Digitized)

Sch Item No	Record Title (Same as on Sched2ule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates: From	Inclusive Dates: To	Storage Location Nos.	Quantity
	Original Records that have been scanned for reference which allows for disposition of original paper copies as described in LAAC 12.4				12/17/2024	4/07/2025	Elite Claims Management Office	3 boxes (7,500 total sheets)
01	Actual and Estimated Expenditure Report							
02	Correspondence and Subject Files (Awards)							
03	Correspondence and Subject Files (Civilian)							
04	Deposit Certificate							
05	Rehabilitation Employee Folder							
06	Workers' Comp Awards and Indemnity Cycle Initialization							
07	Worker's Compensation Employee Folder							

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

By Andrew Baird Andrew Baird Date 5/08/2025 Page 1 of 1 Pages
Division Head 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.