

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Public Works: Contract Administration								
Additional Information:	BCA/02 EEOE								
Submitting Date:	4/6/2017								
*Quantity:	43 Boxes								
Records Dated From	08/03/1992 To 01/31/2009								
Description:	43 BOXES OF ITEM 0004 LIVING WAGE ORDINANCE FILES FROM 1992 - 2009								
Attachment: [2 MB max]	Detach BCA02 EEOE form48 20170406.pdf								
Department Authorization									

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Authorizing Person:	Amanda Montenegro	Date:	04/06/2017	
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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 knowlege 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: • APPROVE SHANNON HOPPES **Date Signed:** Jume Denne Hypne Signature: 04/06/2017 Date of Notification: 05/11/2017 (Records will be held for 60 days from this date).

CANCEL

SUBMIT

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:

вуСе	Date 4.6.17
Records of Department/Bureau	Public Works Bur. Of Contract Admin EEOE
Records Dated	08/03/1992 - 01/31/2009

CITY CLERK City of Los Angeles Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

1.15

		Public Works/Bureau of Contract Adm.		200					EEOE				
Records of		(Department/Bureau)			(Division)				(Unit)				
Location Record		Records Rete Schedule No.	s Retention DCA/02			☐ Original Records ☐ Duplicate Records							
Item	Sch. Item			Conf. Form No.	Form No.	Total Reten.	Inclusive Dates		Storage Location Nos.		Quantity		
No.	No.			Rec.		Period	From	То					
1	O004	Living Wage Ordinance Files				8 yrs	08-03-92	01-31-09		t	43 boxes		
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The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:													
By Bed	By Becky Balbuena By Date Date Page of Pages												
Retenti	on Code	A = Audit AR = Annual Review C =	Closed or Completion	E = Expira	ation P = P	ermanent	S = Superse	ded T = Te	ermination				