



# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

**\*Records of Department:** Public Works: Contract Administration

**Additional Information:** BCA/02 OFFICE OF CONTRACT COMPLIANCE

**Submitting Date:** 11/2/2017  Email me a copy

**\*Quantity:** 20 Boxes

**Records Dated From** 06/01/2003 **To** 09/30/2009

**Description:** LABOR COMPLIANCE DOCUMENTATION, INCLUDING: CERTIFIED PAYROLL REPORTS, ASSESSMENTS, OCC-1'S, EMPLOYEE INTERVIEWS, CORRESPONDENCE, ET AL, FOR VARIOUS PROJECTS.

**Attachment:** [2 MB max]  [BCA02 105-140 20 boxes 23 files.pdf](#)

## Department Authorization

**Authorizing Person:** John L. Reamer, Jr. **Date:** 11/01/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

11/02/2017

**APPROVE**

**REJECT**

**Signature:**

**Date of Notification:** 11/14/2017 (Records will be held for 60 days from this date).

**SUBMIT**

**CANCEL**



Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of BUREAU OF CONTRACT ADMINISTRATION (BCA) OFFICE OF CONTRACT COMPLIANCE (OCC) LABOR  
(Department/Bureau) (Division) (Unit)

Location PWB, 1149 S. BROADWAY #300 Records Retention Schedule No. 002 [ X ] Original Records [ ] Duplicate Records  
LOS ANGELES, CA 90015

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		
002	ALL LABOR COMPLIANCE DOCUMENTS (INCLUDING BUT NOT LIMITED TO (CERTIFIED PAYROLL REPORTS, ASSESSMENTS, OCC-1'S, EMPLOYEE INTERVIEWS, CORRESPONDENCE, ETC.) FOR THE FOLLOWING PROJECTS:			7 years	9/2005	05/2008		5 BOXES
002	P05-256 Rampart Police Station			7 years	7/2005	3/2009		4 BOX
002	<del>K08-002 Gilbert Lindsey Synthetic Soccer Field Phase 2</del>			7 years	1/2008	03/2010		3 BOXES
002	P04-240 North Central Animal Services Center			7 years	8/2004	7/2007		2 BOXES

The above records are submitted for destruction in accordance with Sec 125 of the L.A. Administrative Code:

By *[Signature]* Division Head Date 9/22/17 Page 1 of 3 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.

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**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of BUREAU OF CONTRACT ADMINISTRATION (BCA) OFFICE OF CONTRACT COMPLIANCE (OCC) LABOR  
(Department/Bureau) (Division) (Unit)  
Location PWB, 1149 S. BROADWAY #300  
of Records LOS ANGELES, CA 90015 Records Retention Schedule No. 002  Original Records  Duplicate Records

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					From	To		
	ALL LABOR COMPLIANCE DOCUMENTS (INCLUDING BUT NOT LIMITED TO (CERTIFIED PAYROLL REPORTS, ASSESSMENTS, OCC-I'S, EMPLOYEE INTERVIEWS, CORRESPONDENCE, ETC.) FOR THE FOLLOWING PROJECTS:							
002	P03-058 Little Tokyo Branch Library			7 years	06/2003	09/2009		6 BOXES
002	P04-247 Harbor Gateway Harbor City Branch Library			7 years	9/2004	8/2008		1 BOX
002	A04-006 VNY - Vault & Westside Signage Upgrade			7 years	6/2004	6/2005		1 BOXES
002	P05-102 Landscape Maintenance of Median Islands at Specific Locations South I			7 years	5/2005	6/2006		1 BOX
	P05-103 Landscape Maintenance of Median Islands at Specific Locations South II							
	P05-104 Landscape Maintenance of Median Islands at Specific Locations East Valley							

The above records are submitted for destruction in accordance with Section 125 of the Public Access to Information Act. Administrative Code:

By [Signature] Division Head Date 9/22/17 Page 2 of 3 Pages

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002	ALL LABOR COMPLIANCE DOCUMENTS (INCLUDING BUT NOT LIMITED TO CERTIFIED PAYROLL REPORTS, ASSESSMENTS, OCC-I'S, EMPLOYEE INTERVIEWS, CORRESPONDENCE, ETC.) FOR THE FOLLOWING PROJECTS:							
002	P05-375 Fire Station No. 043			7 years	11/2/2005	1/21/2008		7 FILES
002	P06-213 Montecito Dr. Retaining Wall Replacement - Phase II			7 years	6/15/2006	1/8/2007		7 FILES
002	<del>P07-037 Hypoxen Treatment Plant (HTP) Class "A" Batch Process Expansion</del>			<del>7 years</del>	<del>1/31/2007</del>	<del>7/7/2010</del>		<del>5 FILES</del>
002	P07-254 Temple Street Widening at Vignes St. and Garey St.			7 years	11/14/2007	3/11/2009		9 FILES

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

By *[Signature]* Division Head Date 9/22/17 Page 3 of 3 Pages

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