



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

\* **Records of Department:** Public Works: Sanitation

**Additional Information:**

**Submitting Date:** 3/26/2019  Email me a copy

\* **Quantity:** 28 Boxes

**Records Dated From** 06/01/1999 **To** 06/24/2005

**Description:**  
23 BOXES OF TIMESHEETS  
4 BOXES OF MILEAGE STATEMENTS  
2 BOX OF BLUE SLIPS (TIME KEEPING RECORDS)

**Attachment:** [2 MB max]  [SAN100 129-183 0239 28 boxes at Iron Mountain.pdf](#)

## Department Authorization

**Authorizing Person:** Veretta Everheart **Date:** 06/26/2014

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

**APPROVE**  **REJECT**

**Date Signed:**

**Signature:**

03/26/2019

**Date of Notification:** 03/27/2019 (Records will be held for 60 days from this date).

### CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 *Verette J. Lewis* Date June 26, 2014

Department/Bureau Public Works / Bureau of Sanitation

Records Dated June 1, 19~~89~~<sup>89</sup> through June 24, 200~~4~~<sup>5</sup>

Request for  
 AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of Public Works/ Bureau of Sanitation (Department/Bureau) Administration Division (Division) Payroll (Unit)

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	Inclusive Dates		Duplicate Records	Storage Location Nos.	Quantity
						From	To			
1	O17	Weekly Timesheets for Dept 7001-7091			TO+8	7/1/1999	6/23/2005			23
2	O18	Weekly Mileage Statements			TO+8	7/1/1999	6/23/2005			4
3	O15	Blue Slips			TO+3	1/1/1999	12/31/2003			1

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

By Verette F. [Signature] Division Head Date 7/10/14 Page 1 of 2 Pages

Retention Code: A=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination