



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Public Works: Street Lighting

Additional Information: ADMINISTRATIVE SERVICES AND PRIVATE DEVELOPMENT DIVISIONS

Submitting Date: 1/24/2018 Email me a copy

***Quantity:** 60 Boxes

Records Dated From 01/01/1994 **To** 12/31/2001

Description: BSL/01 ADMIN SVCS: WORK ORDERS AND ACCOUNTING RECORDS
BSL/10 PRIVATE DEV.: PROJECT FILES

Attachment: [2 MB max] **BSL01 BSL10 60 boxes frm48.pdf**

Department Authorization

Authorizing Person: Norma Isahakian **Date:** 01/24/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

01/24/2018

APPROVE

REJECT

Signature:

Date of Notification: 02/02/2018 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of PW: Bureau of Street Lighting (Department/Bureau) Administrative Services (Division) (Unit)

Location of Records Iron Mountain Schedule No. BSL/01 & BSL/10 [X] 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		
BSL/01/0018	PDD As Built - Work Orders			5	2000	2001		44
BSL/01/0001	Material Voucher - Accounting Records			5	1995	2001		1
BSL/01/0001	Invoices - Accounting Records			5	1997	2001		2
BSL/10/0001	Disaster Boxes - Project Files			10	1994	2001		13

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

By Carleen Marquez Norma Isahakian Date 1/12/18 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Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION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.

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 *[Signature]* Date 1/24/18

Records of Department/Bureau PW: Bureau of Street Lighting

Records Dated 1994-2001