



# 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]  [REC236 110-151 21 boxes.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

**Date Signed:**

**APPROVE**

**REJECT**

**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 MONIKA LEISRING Date 3-7-2018

Records of Department/Bureau RECREATION AND PARKS

Records Dated 2005 - 2014


**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Recreation and Parks General Manager Secretary's Office  
(Department/Bureau) (Division) (Unit)

Location of Records 221 S. Figueroa Street Records Retention Schedule No. /Rec/12A/  Original Records  Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
12345	12345								
1	O001	Correspondence & Subject Files - Ops Branch 2005-2006			AR+2	2005	2006		1
2	O001	Correspondence & Subject Files - Ops West 2007			AR+2	2007	2007		1
3	O001	Correspondence & Subject Files - Ops West 2008			AR+2	2008	2008		2
4	O001	Correspondence & Subject Files - Ops West 2009			AR+2	2009	2009		2
5	O001	Correspondence & Subject Files - Ops West 2010			AR+2	2010	2010		2
6	O001	Correspondence & Subject Files - Ops Branch 2011			AR+2	2011	2011		2
7	O001	Correspondence & Subject Files - Ops Branch 2012			AR+2	2012	2012		2
8	O001	Correspondence & Subject Files - Ops Branch 2013			AR+2	2013	2013		2
9	O001	Correspondence & Subject Files - Ops Branch 2014			AR+2	2014	2014		2
10	O001	Correspondence & Subject Files - Projects 2012, 2013, 2014			AR+2	2012	2013		1
11	O002	Corresp. & Subj. Files - Audits, Claims & Wrk Assignments 2008, 2009, 2010			CL+2	2008	2010		1
12	O002	Work Assignments - Region - 2006			CL+2	2006	2006		1
13	O002	Work Assignments - Region - 2007, 2008, 2009, 2010			CL+2	2007	2010		1
14	O001	Correspondence & Subject Files - Signature Items			AR+2	2013	2014		1

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

By Monika Leising  By \_\_\_\_\_ Date 03/07/18 Page 1 of 1 Pages

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination