

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Depai	rtment: Department of Transportation	Department of Transportation			
Additional Inform	nation: PARKING OPERATIONS (DOT/62	PARKING OPERATIONS (DOT/62)			
Submitting Date:	7/5/2018 ☐ Email me a	сору			
*Quantity:	9587 Boxes				
Records Dated Fr	rom $01/01/2006$ To $12/31/201$	2			
Description:	9,587 BOXES OF BATCH PAYME	NT FILES FROM 2006 - 2012			
Attachment: [2 N	MB max] Detach DOT 62 9587 Boxe	s Form48s.pdf			
Department Aut	horization				
Authorizing Person	on: Mark Granado	Date: 07/05/2018			
City Clerk Autho	rization				
50, I hereby certify the and to the best of m	_	e Code (LAAC) and the Mayor's Executive Directive No. se of Obsolete Records has been reviewed by my office e. City Clerk staff have reviewed the request for			
		Authorizing Person:			
APPROVE	○ REJECT	SHANNON HOPPES			
		Date Signed:			
Signature:	Sum Dum Horn	07/05/2018			

Date of Notification:

07/06/2018

(Records will be held for 60 days from this date).

SUBMIT CANCEL

DATE:

December 14, 2017

TO:

Entertainment and Facilities Committee

FROM:

Mark Granado, Division Head

Parking Operations Support Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support Division/

Parking Violations Bureau

Schedule

Record Series Title

Total

Quality of Boxes

Item No. A003

City of L.A. Payment Batch File – PVB AU+5

Retention

361

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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 dete	rminations are true:
BY ///	ado, Divison Head	Date
Department/Bure	्र au: LADOT/Parking Operat	ions Support & Adjudication Division
Records Dated:	1/1/2010 through 10/31/2	2012

Recyclable and made from recycled waste. City Clerk
City of Los Angeles
Form Gen. 48 (R 3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 7/31/2012 Request for

LADOT / Parking Operations & Support Division / Parking Violations Bureau Records of

(Department/Bureau)

(Division)

(Unit)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity		361			
Storage Location Nos.	;	Iron Mountain			
Inclusive Dates	То	10/31/2012		 	
Inclus	From	1/1/2010			
Total Reten Period	Ų	ဂ			
Form No.					
Conf Rec					
Record Title (Same as on Schedule)	City of I A Payment Batch Eiles - DVR				
Sch Item No	A003				·
No No					

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

Mark Granado, Division Head

B

By Ken Husting, Bureau Head E=Expiration

P=Permanent S=Superseded

T=Termination

Date

of 1 Pages

Authority to Destroy_361_Obsolete PVB Records_121417.rtf

Retention Code: A=Audit AR=Annual Review C=Closed or Completion

FORM GEN. 160 (Rev.6-80)

CITY OF LOS ANGELES

Inter-Departmental Correspondence

DATE:

October 20, 2017

TO:

Entertainment and Facilities Committee

FROM:

Mark Granado, Division Head

Parking Operations Support Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support Division/

Parking Violations Bureau

Schedule Item No.

Record Series Title

Total Retention Quality of Boxes

A003

City of L.A. Payment Batch File - PVB AU+5

342

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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
- 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:

- 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:
- 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 bes	t of my knowledge, the above determir	nations are t	true:	
	Ultabo	Date	10/24	/17
Mar	k Granado, Divison Head		(

Department/Bureau: LADOT/Parking Operations Support & Adjudication Division

Records Dated: <u>6/10/2011</u> **through** <u>7/31/2012</u>

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

Recyclable and made from recycled waste.

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 7/31/2012 Request for

LADOT / Parking Operations & Support Division / Parking Violations Bureau Records of

(Department/Bureau)

(Division)

(Unit)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity		342	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	То	7/31/2012	
Inclusiv	From	6/11/2011	
Total Reten Period		5	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
No No			

The above records are submitted for destruction in accordance with Sec 12,5 of the L.A. Administrative Code:

By

Mark Granado, Division Head

B Z

Ken Husting, Bureau Head E=Expiration Retention Code: A=Audit AR=Annual Review C=Closed or Completion

P=Permanent S=Superseded

T=Termination

of 1 Pages

Page 1

Date

Authority to Destroy_342_Obsolete PVB Records_090817.rtf

DATE: April 3, 2017

TO: Entertainment and Facilities Committee

FROM: Kerr Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No. Department / Division

DOT/62 LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

ScheduleTotalQualityItem No.Record Series TitleRetentionof BoxesA003City of L.A. Payment Batch File – PVBAU+5221

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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
- 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:

- 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 f	he best of my knowledge, the above determinatio		
	/ · 1 / / 161	ins are u	ue.
BY	41/2/-	Date	4-3-17
	Ken Husting, Bureau Head	_	
	4//		
Dep	artment/Bureau: LADOT/Parking Operations Su	upport 8	Adjudication Division

Records Dated: <u>1/3/2011</u> through 2/29/2012

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

Recyclable and made from recycled waste.

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 2/29/2012 Request for

Violations Bureau	
/ Parking	
n Division	
djudication	
pport & A	
erations Su	
Parking Ope	
LADOT /	
Records of	

(Department/Bureau)

(Division)

(Unit)

. CA 90703
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12958 Midway Place, Cerritos,
/ Place,
Midway
N 12958
IRON MOUNTAIN 12958 Mic
IRON M
Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity	221	
Storage Location Nos.	Iron Mountain	
Inclusive Dates	To 2/29/2012	
Inclusi	From 1/3/2011	
Total Reten Period	5	
Form No.		
Conf		
Record Title (Same as on Schedule)	City of LA Payment Batch Files – PVB	
Sch Item No	A003	
No N		

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

<u>&</u>

Wayne Garcia, Division Head

B,

Ken Husting, Bureau Head

P=Permanent S=Superseded

E=Expiration Retention Code: A=Audit AR=Annual Review C=Closed or Completion Authority to Destroy_221_Obsolete PVB Records_032117.rtf

T=Termination

4.3.1

Date

DATE:

April 3, 2017

TO:

Entertainment and Facilities Committee

FROM:

Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule Item No.

Record Series Title

Total Retention Quality of Boxes

A003

City of L.A. Payment Batch File – PVB AU+5

323

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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
 - 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
- 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:

- 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;
- 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 de	eterminations are true	e :	
BY Ken Husting, Bureau Head	Date	4-3-17	
Ken Husting, Bureau Head			
Department/Bureau: LADOT/Parking Ope	rations Support & /	Adjudication Divis	ion
Records Dated: 4/17/2008 through 12	/31/2011		

City Clerk Recyc City of Los Angeles Form Gen. 48 (R 3/87)

Recyclable and made from recycled waste.

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 12/31/2011

Violations Bureau
ı / Parking
n Division
Adjudicatio
Support &
Operations
I / Parking
LADO
Records of

(Department/Bureau)

(Unit)

(Division)

, CA 90703
., Cerritos, CA 90703
Place
tion IRON MOUNTAIN 12958 Midway
IRON
Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity		323	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	То	12/31/2011	
Inclusi	From	4/17/2008	
Total Reten Period		5	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
Item No			

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

Wayne Garcia, Division Head

B₁

By Ker Husting, Bureau Head etion E=Expiration P=Per

P=Permanent S=Superseded

T=Termination

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Date 4.3

Authority to Destroy_323_Obsolete PVB Records_011717.rtf

Retention Code: A=Audit AR=Annual Review C=Closed or Completion

DATE: November 2, 2016

TO: Entertainment and Facilities Committee

FROM: Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No. <u>Department / Division</u>

DOT/62 LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

ScheduleTotalQualityItem No.Record Series TitleRetentionof BoxesA003City of L.A. Payment Batch File – PVBAU+5114

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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
- 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:

- 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;
- 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 determinati	ons are tru	ue:
BY_/////e_	Date	10-8-16
Ken Husting, Bureau Head		
Department/Purcour LADOT/Parking Operations S	Cumpart 9	Adjudication Division

Department/Bureau: LADOT/Parking Operations Support & Adjudication Division

Records Dated: <u>5/1/2011</u> **through** <u>9/30/2011</u>

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

Recyclable and made from recycled waste.

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 9/30/2011 Request for

Bureau
Violations
/ Parking
Division
djudicatior
upport & A
perations S
/ Parking O
LADOT
Records of

(Department/Bureau)

(Division)

[X] Original Records [] Duplicate Records

(Unit)

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/ Place, Cerritos,
v Place,
Midway
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IRON MOUNTAIN 12958 Midy
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Records Retention Schedule No. DOT/62

Quantity		41	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	To	9/30/2011	
Inclus	From	5/1/2011	
Total Reten Period		2	
Form No.			
Conf			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
Item No		-	

The above redords age submitted for destruction in accordance with Set 12,8 of the L.A. Administrative Code:

Vayne Garcia, Division Head

B,

By // //// Y FKen/Husting, Bureau Head Retention/Code: A=Audit AR=Annual Review C=Closed or Completion

√E=Expiration

P=Permanent S=Superseded

T=Termination

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Page_1

Date

Authority to Destroy_114_Obsolete PVB Records_110216.rtf

DATE: September 21, 2016

TO: Entertainment and Facilities Committee

FROM: A Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No. Department / Division

DOT/62 LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

ScheduleTotalQualityItem No.Record Series TitleRetentionof BoxesA003City of L.A. Payment Batch File – PVBAU+5232

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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
- 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 determination	ns are f	rue:
BY MAa		9-23-16
Ken Husting, Bureau Head		
Department/Bureau: LADOT/Parking Operations Su	upport (& Adjudication Division

Records Dated: <u>1/1/2011</u> **through** <u>8/31/2011</u>

Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R 3/87) City Clerk

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 8/31/2011 Request for

LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau Records of

(Department/Bureau)

(Division)

(Unit)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity		232	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	То	8/31/2011	
Inclusi	From	1/1/2011	
Total Reten Period		Ŋ	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
No No			

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

Wayne Garcia, Division Head

By

By Mr. Ken Husting, Bureau Head

E=Expiration

of 1 Pages

Page_1

9.53.4

Date

Authority to Destroy_232_Obsolete PVB Records_092116.rtf

Retention Code: A=Audit AR=Annual Review C=Closed or Completion

S=Superseded P=Permanent

T=Termination

DATE:

July 18, 2016

TO:

Entertainment and Facilities Committee

FROM:

/Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule Item No.

Record Series Title

Total Retention

Quality of Boxes

A003

City of L.A. Payment Batch File – PVB AU+5

138

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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

Recyclable and made from recycled waste.

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 6/30/2011

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(Department/Bureau)

(Division)

(Unit)

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Records Retention Schedule No. DOT/62

[] Duplicate Records [X] Original Records

Quantity		138	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	То	6/30/2011	
Inclusi	From	3/20/2010	
Total Reten Period		2	
Form No.			
Conf			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
S E			

The above records are submitted for destruction in accordance with Sec/12/5 of the L.A. Administrative Code:

Wayne Garcia, Division Head

B,

By Wy Husting, Bureau Head É=Expiration Retention Code: A=Audit AR=Annual Review C=Closed or Completion

P=Permanent S=Superseded

φ

Page 1

Date

Authority to Destroy_138_Obsolete PVB Records_071816.rtf

T=Termination

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
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- 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;
- 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	ally	Date _	7-18-16	
	Ken Husting, Bureau Head			
Dep	partment/Bureau: LADOT/Parking Operation	ons Support 8	Adjudication Division	

Records Dated: <u>3/20/2010</u> through <u>6/30/2011</u>

DATE:

June 27, 2016

TO:

Entertainment and Facilities Committee

FROM:

Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule Item No.

Record Series Title

Total Retention Quality of Boxes

A003

City of L.A. Payment Batch File - PVB AU+5

374

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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
- 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:

- 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 determina	ations are true:
To the best of my knowledge, the above determine	ations are true.
BY MA	Date <u>6-28-16</u>
Ken Husting, Bureau Head	_
Department/Bureau: LADOT/Parking Operations	Support & Adjudication Division

Records Dated: 6/30/2010 through 5/31/2011

Recyclable and made from recycled waste. City Clerk
City of Los Angeles
Form Gen. 48 (R 3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 5/31/2011 Request for

LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau Records of

(Department/Bureau)

(Division)

(Unit)

90703
S
Cerritos, CA 90703
Place
IRON MOUNTAIN 12958 Midway
112958
JNTAIN
OM NO
<u>8</u>
ocation

[X] Original Records [] Duplicate Records Records Retention Schedule No. DOT/62

Quantity		374	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	10	5/31/2011	
Inclusiv	From	6/30/2010	
Total Reten Period		5	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
Item No			

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

Wayne Garcia, Division Head

By I

P=Permanent E=Expiration

-Ken Husting, Bureau Head

Æ'√

S=Superseded

Page 1 of 1 Pages

Date

T=Termination

Authority to Destroy_374_Obsolete PVB Records_062716.rtf

Retention Code: A=Audit AR=Annual Review C=Closed or Completion

DATE:

April 20, 2016

TO:

Entertainment and Facilities Committee

Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule Item No.

Record Series Title

Total Retention Quality of Boxes

A003

City of L.A. Payment Batch File – PVB AU+5

5,775

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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;
- The Records Retention Schedule minimum time limits have been satisfied:
- 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
- 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;
- 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 determination	ons are t	rue:	
BY MA	_ Date _	4-16-16	
Ken Husting, Bureau Head			

Department/Bureau: LADOT/Parking Operations Support & Adjudication Division

Records Dated: <u>3/6/2006</u> through <u>3/5/2011</u>

Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R 3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 3/5/2011 Request for

LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau Records of

(Department/Bureau)

(Division)

(Unit)

A 90703
S.
idway Place, Cerritos,
Place,
Midway
12958
IRON MOUNTAIN 12958 Midw
Location <u>IR</u>

[X] Original Records [] Duplicate Records Records Retention Schedule No. DOT/62

Quantity		5,775	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	То	3/5/2011	
Inclusiv	From	3/62006	
Total Reten Period		2	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
S S S			

The above records are submitted for destruction in accordance with Sec 12,6 of the L.A. Administrative Code:

Wayne Garcia, Division Head

B,

A Ken Husting, Bureau Head

<u>&</u>

E=Expiration

P=Permanent

Page 1 of 1 Pages

Date

Authority to Destroy_5775_Obsolete PVB Records_042016.rtf

/A=Audit AR=Annual Review C=Closed or Completion 🌶

Retention Code: /

S=Superseded

T=Termination

DATE:

March 29, 2016

TO:

Entertainment and Facilities Committee

FROM: Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule

Record Series Title

Total Retention

Quality of Boxes

Item No. A003

City of L.A. Payment Batch File – PVB AU+5

224

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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 determination	ons are tr	ue:
BY WW.Ya	Date	4-1-16
Ken Husting, Bureau Head	-	
Department/Bureau: LADOT/Parking Operations Su	upport &	Adjudication Division

Records Dated: 1/1/2006 through 2/28/2011

Recyclable and made from recycled waste. City Clerk
City of Los Angeles
Form Gen. 48 (R 3/87)

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 2/28/2011

ivision / Parking Violations Bureau	(Division)
LADOT / Parking Operations Support & Adjudication Divi	(Department/Bureau)
Records of	

(Division)

(Unit)

Quantity

224

A 90703
S
Cerritos,
y Place,
Midwa
12958 N
RON MOUNTAIN
IRON MOU
Location

[X] Original Records [] Duplicate Records	Conf Form No. Total Inclusive Dates Storage Location Nos. Rec Reten Period	From To	5 1/1/2006 2/28/2011 Iron Mountain		
Records Retention Schedule No. DOT/62	Record Title (Same as on Schedule)		City of LA Payment Batch Files - PVB		
ls Retent	Sch Item No		A003		
Record	ltem No				

The above records are submitted for destruction in accordance with Sec 12/5 of the L.A. Administrative Code:

B,

Mayne Garcia, Division Head

By

A=Audit AR=Annual Review C=Closed or Completion

Retention Code:

Authorify to Destroy_224_Obsolete PVB Records_032916.rtf

Ken Husting, Bureau Head E≂Expiration

S=Superseded P=Permanent

T=Termination

Page 1 of

Date 4-1-16

DATE:

January 27, 2016

TO:

Entertainment and Facilities Committee

FROM:

Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule

Total

Quality

Item No.

Record Series Title

Retention

of Boxes

A003

City of L.A. Payment Batch File - PVB AU+5

363

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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
- 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:

- 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 determination	ons are true	e:
BY end	_ Date	1-28-16
Ken Husting, Bureau Head		

Department/Bureau: LADOT/Parking Operations Support & Adjudication Division

Records Dated: 1/4/2010 through 12//31/2010

Recyclable and made from recycled waste. City Clerk
City of Los Angeles
Form Gen. 48 (R 3/87)

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Ending 12/31/2010

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LADOT / Parking Operations Support & Adjudication Division
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(Department/Bureau)

(Division)

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(Unit)

90703
CA
Midway Place, Cerritos, C
Place,
Midway
12958
IRON MOUNTAIN 12958 Midy
RO
Location

[X] Original Records [] Duplicate Records Records Retention Schedule No. DOT/62

Quantity		363	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	То	12/31/2010	
	From	1/4/2010	
Total Reten Period		S	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No	·	A003	,
No No	***************************************		

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

Wayne Garcia, Division Head

B,

By Ken Husting, Bureau Head E=Expiration

S=Superseded P=Permanent

Date

T=Termination

Page 1 of 1 Pages

Authority to Destroy_363_Obsolete PVB Records_012716.rtf

A=Audit AR=Annual Review C=Closed or Completion

Retention Code:

DATE:

October 19, 2015

TO:

Entertainment and Facilities Committee

FROM:

Ken Husting, Bureau Head

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

Schedule

Item No. **Record Series Title** Total

Retention

Quality of Boxes

A003

City of L.A. Payment Batch File – PVB AU+5

252

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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 determination	ns are tr	ue:
BY Ken Husting, Bureau Head	Date _	10-20-15

Department/Bureau: LADOT/Parking Operations Support & Adjudication Division

Records Dated: <u>4/2/2006</u> through <u>9/30/2010</u>

Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R 3/87) City Clerk

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 9/30/2010

LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau (Division) (Department/Bureau) Records of

(Unit)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

[X] Original Records [] Duplicate Records Records Retention Schedule No. DOT/62

Quantity	252		
Storage Location Nos.	Iron Mountain		
Inclusive Dates	To 9/30/2010		
Inclusi	From 4/2/2006		
Total Reten Period	S.		
Form No.			
Conf Rec			
Record Title (Same as on Schedule)	City of LA Payment Batch Files – PVB		
Sch Item No	A003		
No No			

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

By Ken Husting, Bureau Head E=Expiration A=Audit AR=Annual Review C=Closed or Completion

S=Superseded P=Permanent

T=Termination

/0-20-/_ Page_1__of_1_Pages

Date_

Authority to Destroy_252_Obsolete PVB Records_101915.rtf

Mayne Garcia, Division Head

By.

Retention Code:

DATE: August 31, 2015

TO: Entertainment and Facilities Committee

FROM: Detrich B. Allen, Executive Officer

Parking Operations Support and Adjudication Division

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No. Department / Division

DOT/62 LADOT / Parking Operations Support and Adjudication Division/

Parking Violations Bureau

ScheduleItem No.Record Series TitleTotalQualityA003City of L.A. Payment Batch File – PVBAU+5375

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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 determination	ons are t	rue:
BY ////		8-31-05°
Detrich B. Allen, Executive Officer	_	
Department/Bureau: LADOT/Parking Operations Su	upport 8	& Adjudication Division

Records Dated: 7/1/2009 through 7/31/2010

Recyclable and made from recycled waste. City Clerk
City of Los Angeles
Form Gen. 48 (R 3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 7/31/2010 Request for

LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau Records of

(Department/Bureau)

(Unit)

(Division)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity		375	
Storage Location Nos.		Iron Mountain	
Inclusive Dates	To	7/31/2010	
Inclusi	From	7/1/2009	
Total Reten Period		2	
Form No.			
Conf Rec			
Record Title (Same as on Schedule)		City of LA Payment Batch Files – PVB	
Sch Item No		A003	
No No			

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

Wayne Garcia, Division Head

<u>'</u>

By / ///w/ v Detrich B. Allen, Department Head É=Expiration

P=Permanent

S=Superseded

Date

Page 1 of 1 Pages

T=Termination

Authority to Destroy_375_Obsolete PVB Records_083115.rtf

A=Audit AR=Annual Review C=Closed or Completion

Retention Code:/

DATE:

May 7, 2015

TO:

Information Technology and General Services Committee

FROM:

Detrich B. Allen, Executive Officer

Bureau of Parking Operations Support and Adjudication

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Bureau of Parking Operations Support and Adjudication /

Research and Compliance Division

Schedule Item No.

Record Series Title

Total

Quality

A003

City of L.A. Payment Batch File – PVB AU+5

Retention

of Boxes 133

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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.

1	
To the best of my knowledge, the above determinate	ions are true:
BY	Date 5-72-75
Detrich B. Allen, Executive Officer	
Department/Bureau: LADOT/Bureau of Parking O	norationa Cunnaut 9 Adiudia etia

Records Dated: 12/21/2009 through 4/30/2010

Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R 3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 3/31/2010 Request for

on / Research and Compliance Division	(Division)
LADOT / Bureau of Parking Operations Support & Adjudication	(Department/Bureau)
Records of	

(Cunit)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity	133	
Storage Location Nos.	Iron Mountain	
Inclusive Dates	To 4/30/2010	
Inclusi	From 12/21/09	
Total Reten Period	5.	
Form No.		
Conf Rec		
Record Title (Same as on Schedule)	City of LA Payment Batch Files – PVB	
Sch Item No	A003	
Item No		

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

 $\mathbf{E}_{\mathbf{r}}$

Wayne Garcia, Division Head

Detrich B. Allen, Department Head Retention/Code: A=Audit AR=Annual Review C=Closed or Completion

P=Permanent

Date

Page 1 of 1 Pages

Authority to Destroy_133_Obsolete PVB Records_050715.rtf

S=Superseded

T=Termination

DATE:

April 23, 2015

TO:

Information Technology and General Services Committee

FROM:

MDetrich B. Allen, Executive Officer

Bureau of Parking Operations Support and Adjudication

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Bureau of Parking Operations Support and Adjudication /

Research and Compliance Division

Schedule

Record Series Title

Total

Quality of Boxes

Item No. A003

City of L.A. Payment Batch File – PVB

Retention AU+5

244

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

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:

- 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 determ	ninations are t	rue:	
BY /////	Date	4-23-15	
Detrich B. Allen, Executive Officer	-		
/			

Department/Bureau: LADOT/Bureau of Parking Operations Support & Adjudication

Records Dated: <u>9/3/2009</u> **through** <u>3/31/2010</u>

Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R 3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 3/31/2010 Request for

LADOT / Bureau of Parking Operations Support & Adjudication / Research and Compliance Division Records of

(Department/Bureau)

(Division)

(Unit)

IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703 Location

Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity	244	
Storage Location Nos.	Iron Mountain	
Inclusive Dates	To 3/31/2010	
Inclusi	From 9/3/2009	
Total Reten Period	Ŋ	
Form No.		
Conf		
Record 1 tte (Same as on Schedule)	City of LA Payment Batch Files – PVB	
No No	A003	
S S		

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

<u>&</u>

Wayne Garcia, Division Head

B,

Detrich B. Allen, Department Head E=Expiration Retention Code: A=Audit AR=Annual Review C=Closed or Completion

S=Superseded

of 1 Pages

_ Page_1_

Date 4-3375

Authority to Destroy_244_Obsolete PVB Records_042315.rtf

P=Permanent

T=Termination

DATE:

February 23, 2015

TO:

Information Technology and General Services Committee

FROM:

Detrich B. Allen, Executive Officer

Bureau of Parking Operations Support and Adjudication

Department of Transportation

SUBJECT: REQUEST TO DESTROY OBOLSETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology and General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Schedule No.

Department / Division

DOT/62

LADOT / Bureau of Parking Operations Support and Adjudication /

Research and Compliance Division

Schedule Item No.

<u>lo</u>. <u>Record</u> Series Title

Total

Quality of Boxes

A003

City of L.A. Payment Batch File - PVB

Retention

116

REASONS:

These records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

I hereby certify that the following determinations have been maaz 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
- 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:

- 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;
- 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 determination	ons are	true:
BY Detrich B. Allen, Executive Officer		2-26-15
Department/Bureau: LADOT/Bureau of Parking Op	eration	s Support & Adjudication
Records Dated: 7/1/2009 through 1/31/2010		

Recyclable and made from recycled waste. City of Los Angeles Form Gen. 48 (R 3/87) City Clerk

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS Ending 12/31/2009

LADOT / Bureau of Parking Operations Support & Adjudication / Research and Compliance Division Records of

(Department/Bureau)

(Division)

(Unit)

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Records Retention Schedule No. DOT/62

[X] Original Records [] Duplicate Records

Quantity	116	
Storage Location Nos.	Iron Mountain	
Inclusive Dates	To 1/31/2010	
Inclusi	From 7/1/2009	
Total Reten Period	5	
Form No.		
Conf Rec		
Record Title (Same as on Schedule)	City of LA Payment Batch Files – PVB	
Sch Item No	A003	
ltem No		

The above records/are/glubmitted for destruction in accordance with Sec がら the L.A. Administrative Code:

B

Wayne Garcia, Division Head

Retention 66de: A=Audit AR=Annual Review C=Closed or Completion

P≂Permanent E=Expiration

Detrich B. Allen, Department Head

S=Superseded

T=Termination

Date

of 1 Pages

Authority to Destroy_116_Obsolete PVB Records_02221\$