



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] [DOT 62 9587 Boxes Form48s.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	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.

Attachments

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:

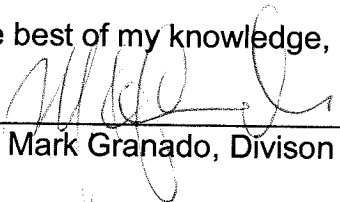
1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To 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



Mark Granado, Division Head

Date

12-14-17

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

Records Dated: 1/1/2010 through 10/31/2012

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



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

Location **IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703**

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	1/1/2010	10/31/2012	Iron Mountain	361

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

By  Mark Granado, Division Head
 By  Ken Husting, Bureau Head
 Date 12-18-17 Page 1 of 1 Pages

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination

Authority to Destroy_361_Obsolete PVB Records_121417.rtf

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:

<u>Schedule No.</u> DOT/62	<u>Department / Division</u> LADOT / Parking Operations Support Division/ Parking Violations Bureau
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<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

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  Date 10/24/17
Mark Granado, Division Head

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

Records Dated: 6/10/2011 through 7/31/2012

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

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	6/11/2011	7/31/2012	Iron Mountain	342

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

By  By  Date 10-24-17 Page 1 of 1 Pages
Mark Granado, Division Head Ken Hustung, Bureau Head


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

Authority to Destroy_342_Obsolete PVB Records_090817.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

DATE: April 3, 2017

TO: Entertainment and Facilities Committee

FROM: 
Kern 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:

<u>Schedule No.</u> DOT/62	<u>Department / Division</u> LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau
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<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	221

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.

Attachments

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  Date 4-3-17
Ken Husting, Bureau Head

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

Records Dated: 1/3/2011 through 2/29/2012

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


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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	1/3/2011	2/29/2012	Iron Mountain	221

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

By Wayne Garcia, Division Head  Date 4-3-17 Page 1 of 1 Pages

By Ken Husting, Bureau Head 

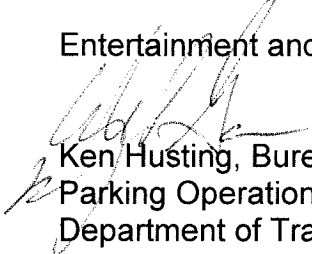
Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination

Authority to Destroy 221_Obsolete PVB Records_032117.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u> DOT/62	<u>Department / Division</u> LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau
--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

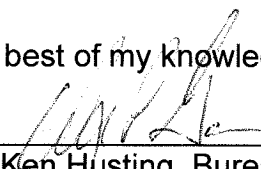
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 4-3-17
Ken Husting, Bureau Head

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

Records Dated: 4/17/2008 through 12/31/2011

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

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files -- PVB			5	4/17/2008	12/31/2011	Iron Mountain	323

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


By Wayne Garcia, Division Head  Date 4.3.17 Page 1 of 1 Pages

By Ken Husting, Bureau Head 

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

Authority to Destroy 323_Obsolete PVB Records_011717.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	114

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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

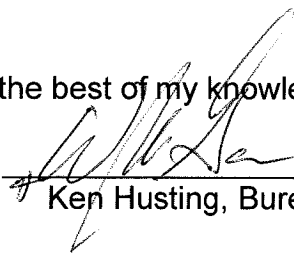
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  _____ Date 10-8-16

Ken Husting, Bureau Head

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

Records Dated: 5/1/2011 through 9/30/2011

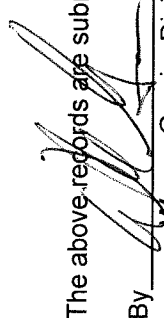
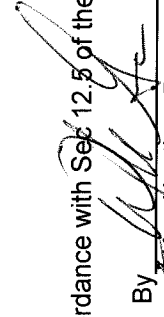
Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS
 Ending 9/30/2011

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


Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	5/1/2011	9/30/2011	Iron Mountain	114

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 By Wayne Garcia, Division Head  Ken Husting, Bureau Head 
 Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination
 Date 11-8-16 Page 1 of 1 Pages

CITY OF LOS ANGELES
Inter-Departmental Correspondence

DATE: September 21, 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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	232

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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

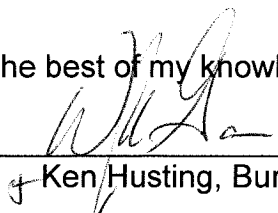
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 9-23-16
+ Ken Husting, Bureau Head

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

Records Dated: 1/1/2011 through 8/31/2011

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

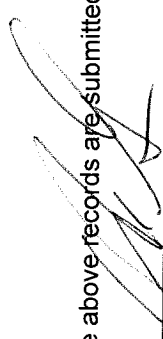
Records of LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau
 (Department/Bureau) (Division) (Unit)


Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	1/1/2011	8/31/2011	Iron Mountain	232

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


By Wayne Garcia, Division Head  Date 9-23-16 Page 1 of 1 Pages

By Ken Husting, Bureau Head 

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

Authority to Destroy_232_Obsolete PVB Records_092116.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

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

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	3/20/2010	6/30/2011	Iron Mountain	138

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

By Wayne Garcia, Division Head *[Signature]* Ken Husting, Bureau Head

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

Authority to Destroy_138_Obsolete PVB Records_071816.rtf

CERTIFICATION FOR DESTRUCTION OF RECORDS

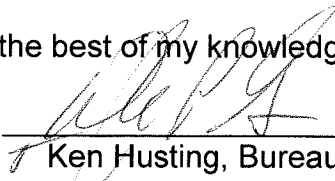
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 7-18-16
Ken Husting, Bureau Head


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

Records Dated: 3/20/2010 through 6/30/2011

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u> DOT/62	<u>Department / Division</u> LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau
--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

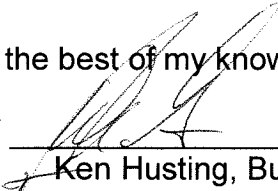
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  _____ Date 6-28-16

Ken Husting, Bureau Head

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

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

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

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	6/30/2010	5/31/2011	Iron Mountain	374

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

By Wayne Garcia, Division Head Ken Husting, Bureau Head Date 6-25-16 Page 1 of 1 Pages

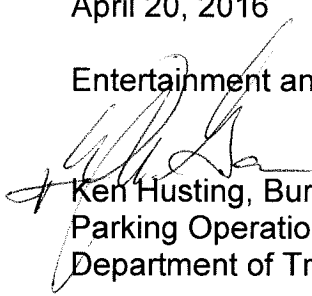
Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination

Authority to Destroy_374_Obsolete PVB Records_062716.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

DATE: April 20, 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:

<u>Schedule No.</u> DOT/62	<u>Department / Division</u> LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau
--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

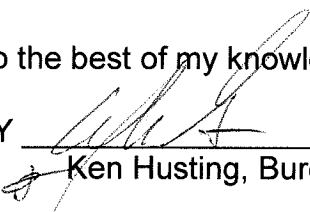
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 4-16-16
Ken Husting, Bureau Head

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

Records Dated: 3/6/2006 through 3/5/2011

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


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


Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	3/6/2006	3/5/2011	Iron Mountain	5,775

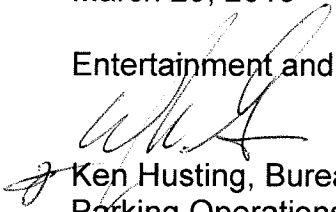
The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By Wayne Garcia, Division Head  Date 4-16-16 Page 1 of 1 Pages

By Ken Husting, Bureau Head 

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

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

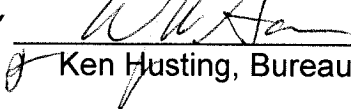
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 4-1-16
Ken Husting, Bureau Head

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

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

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

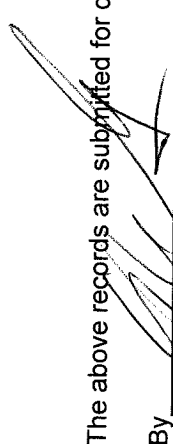
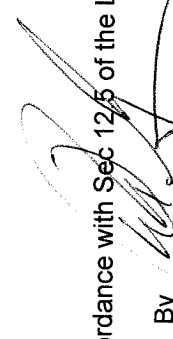
Records of LADOT / Parking Operations Support & Adjudication Division / Parking Violations Bureau
 (Department/Bureau) (Division) (Unit)

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT162 [] 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		
A003		City of LA Payment Batch Files – PVB			5	1/1/2006	2/28/2011	Iron Mountain	224

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

By  Wayne Garcia, Division Head By  Ken Husting, Bureau Head

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

Authority to Destroy_224_Obsolete PVB Records_032916.rtf

Date 4-1-16 Page 1 of 1 Pages

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u> DOT/62	<u>Department / Division</u> LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau
--------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

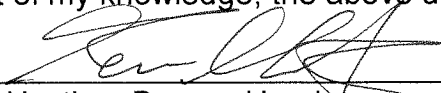
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  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

Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS
 Ending 12/31/2010

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	1/4/2010	12/31/2010	Iron Mountain	363

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

By Wayne Garcia, Division Head  By Ken Husting, Bureau Head 
 Date 1-28-16 Page 1 of 1 Pages

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


Authority to Destroy_363_Obsolete PVB Records_012716.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

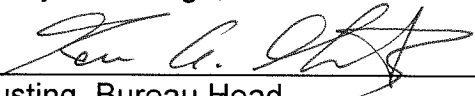
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 10-20-15
Ken Husting, Bureau Head

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

Records Dated: 4/2/2006 through 9/30/2010

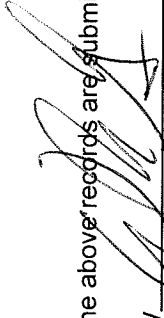
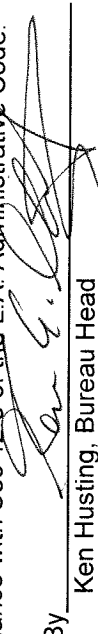
Request for
 AUTHORITY TO DESTROY OBSOLETE RECORDS
 Ending 9/30/2010

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

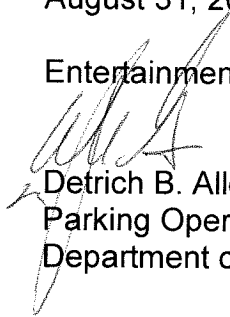
Records Retention Schedule No. DOT/62 [X] Original Records [] Duplicate Records

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		
	A003	City of LA Payment Batch Files - PVB			5	4/2/2006	9/30/2010	Iron Mountain	252

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 BY  Wayne Garcia, Division Head
 BY  Ken Hustung, Bureau Head
 Date 10-20-15 Page 1 of 1 Pages

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination
 Authority to Destroy_252_Obsolete PVB Records_101915.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Parking Operations Support and Adjudication Division/ Parking Violations Bureau

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	375

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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

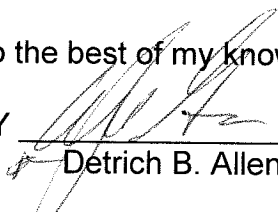
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  _____ Date 8-31-05

Detrich B. Allen, Executive Officer

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

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

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

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

Location **IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703**

Records Retention Schedule No. **DOT/62** [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	7/1/2009	7/31/2010	Iron Mountain	375

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

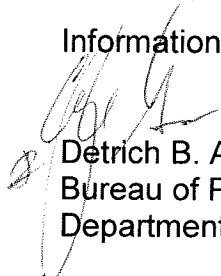
By Wayne Garcia, Division Head  Date 7/31/2010 Page 1 of 1 Pages

By Detrich B. Allen, Department Head 

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

Authority to Destroy_375_Obsolete PVB Records_083115.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Bureau of Parking Operations Support and Adjudication / Research and Compliance Division

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

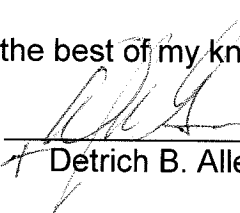
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 5-12-15
+ Detrich B. Allen, Executive Officer

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

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

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

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

Location **IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703**

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files – PVB			5	12/21/09	4/30/2010	Iron Mountain	133

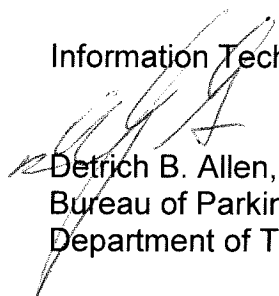
The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By Wayne Garcia, Division Head *[Signature]* Date 5-12-15 Page 1 of 1 Pages
 Detrich B. Allen, Department Head

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

Authority to Destroy_133_Obsolete PVB Records_050715.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

DATE: April 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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Bureau of Parking Operations Support and Adjudication / Research and Compliance Division

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

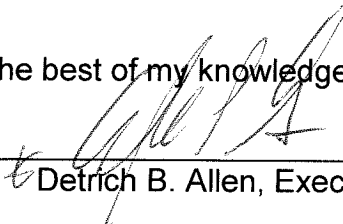
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 4-23-15
Detrich B. Allen, Executive Officer

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

Records Dated: 9/3/2009 through 3/31/2010

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

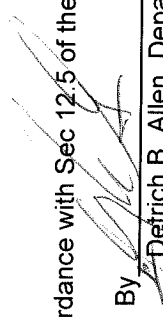

Records of LADOT / Bureau of Parking Operations Support & Adjudication / Research and Compliance Division
 (Department/Bureau) (Division) (Unit)

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files - PVB			5	9/3/2009	3/31/2010	Iron Mountain	244

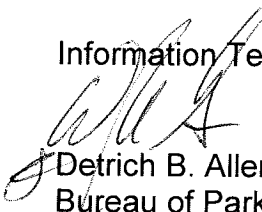
The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By Wayne Garcia, Division Head  Detrich B. Allen, Department Head  Date 4-23-15 Page 1 of 1 Pages

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

Authority to Destroy _244_ Obsolete PVB Records_042315.rtf

CITY OF LOS ANGELES
Inter-Departmental Correspondence

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:

<u>Schedule No.</u>	<u>Department / Division</u>
DOT/62	LADOT / Bureau of Parking Operations Support and Adjudication / Research and Compliance Division

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
A003	City of L.A. Payment Batch File – PVB	AU+5	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.

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

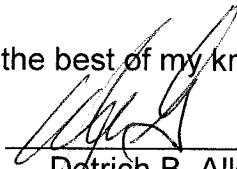
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  _____ Date 2-26-15
Detrich B. Allen, Executive Officer

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

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

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

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

Location IRON MOUNTAIN 12958 Midway Place, Cerritos, CA 90703

Records Retention Schedule No. DOT/62 [X] 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		
	A003	City of LA Payment Batch Files - PVB			5	7/1/2009	1/31/2010	Iron Mountain	116

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

By Wayne Garcia, Division Head  By Detrich B. Allen, Department Head  Date Page 1 of 1 Pages

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

Authority to Destroy 116_Obsolete PVB Records_022215