



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 various 77 Boxes Form48.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).


Text

DOT/12 0002 STREET LOCATION FILES (10 YEAR RETENTION) FROM 1988 - 2000
DOT/14 0013 0014 & 0015 TIMESHEETS (2 YEAR RETENTION) FROM 991 - 2000
DOT/16 0002 AUDIT WORKING PAPERS (2 YEAR RETENTION) FROM 1987 - 1991
DOT/26 0001 & 0002 TRAFFIC COUNTS (5 YEAR RETENTION) FROM 1991 - 2000

CITY OF LOS ANGELES
Inter-Departmental Correspondence

DATE: January 15, 2016

TO: Information Technology and General Services Committee

FROM:  Selwyn Hollins, Assistant General Manager
Administration Group
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/12, 14, 16 and 26	LADOT / Administrative Services - Payroll - Accounting - Traffic Management Divisions

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quality of Boxes</u>
O (various)	Master Files / Timesheets Vouchers / Traffic Counts	AU+5-10	77

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

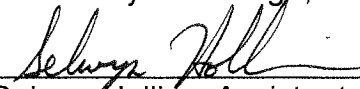
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 1-15-16
Selwyn Hollins, Assistant General Manager

Department/Division: **LADOT/ Administrative Services, Payroll, Accounting and Traffic Management Divisions**

Records Dated: **1987 through 2000**

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS
 Years Ending 1987-2000

Records of LADoT / Administrative Services / Payroll / Accounting / Traffic Management Divisions
 (Department) (Division)

Location of Records Iron Mountain, 520 E. Easy Street Simi Valley, CA 93065

Records Retention Schedule No. DOT/12 - 14 - 16 - 26 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		
DOT/ 12	O002	Street Location Files			10	1988	2000	VARIOUS - LIST IS ATTACHED	
DOT/ 14	O013 O014 O015	Weekly, Daily and Overtime Timesheets			5	1991	2000	VARIOUS - LIST IS ATTACHED	
DOT/ 16	O002	Audit Working Papers			10	1987	1991	VARIOUS - LIST IS ATTACHED	
DOT/ 26	O001 O002	Volume Counts			5	1991	2000	VARIOUS - LIST IS ATTACHED	

The above records are submitted for destruction in accordance with Sec 12.5 of the I. A. Administrative Code:
 By [Signature] Wayne Garcia By [Signature] Selwyn Hollins Date 1-15-16 Page 1 of 1 Pages
 Division Head - WAYNE GARCIA Department Head - SELWYN HOLLINS
 Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination
 Authority to Destroy Obsolete FINAL 77 IM Records_Jan 2016.rtf