



CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department: Department of Transportation

Additional Information: DOT/64/PERSONNEL

Submitting Date: 5/16/2024 [] Email me a copy

*Quantity: 65 Boxes

Records Dated From 01/01/1997 To 12/31/2019

Description: OBSOLETE RECORDS DATED FROM 1997 TO 2019. RETENTION PERIOD OF TO+4 YEARS

Attachment: [2 MB max] Detach DOT64 65 Boxes 05162024.pdf

Department Authorization

Authorizing Person: ELBA PALLAIS Date: 05/16/2024

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

[X] APPROVE [] REJECT

Authorizing Person: PETTY SANTOS

Signature:

[Handwritten signature]

Date Signed: 05/16/2024

Date of Notification: 05/16/2024 (Records will be held for 60 days from this date).

SUBMIT CANCEL

CERTIFICATION FOR DISPOSITION OF RECORDS

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

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
 - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
 - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY Elva Pallai Date 5/16/24

Records of Department/Bureau Dept of Transportation

Records Dated 1997-2019

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Dept of Transportation (Department/Bureau) Personnel (Division) (Unit)

Location of Records 100 S. Main St - 10th Floor DOT/64 Schedule No. DOT/64 Records Retention Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
DOT	Personnel Information file (Per Dept; DOT Per Sves Division) Records A - Application for Employment I - Request to fill vacancy DT-681 K - Summary of Candidates rating			To+4	1997	2019	100 S. MAIN ST 10th Floor	65

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

By Elva Pallas Division Head By Kevin Minne Senior Manager Department Head

Date 05/15/2024 Page of Pages