



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] [DWP17 129 boxes.pdf](#)

Department Authorization

Authorizing Person: **Date:**

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

Date Signed:

APPROVE

REJECT

Signature:

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

Los Angeles  Department of Water & Power

ERIC GARCETTI
Mayor

Commission
MEL LEVINE, *President*
WILLIAM W. FUNDERBURK JR., *Vice President*
JILL BANKS BARAD
MICHAEL F. FLEMING
CHRISTINA E. NOONAN
BARBARA E. MOSCHOS, *Secretary*

MARCIE L. EDWARDS
General Manager

August 3, 2016

Mr. Todd Gaydowski
City Records Management Officer
Office of City Clerk
Space 320, Piper Technical Center
555 Ramirez Street
Los Angeles, California 90012

Dear Mr. Gaydowski:

Subject: Authority to Destroy Obsolete Records

Please process the following Request for Authority to Destroy Obsolete Records (Original/Official) forms for the Water Quality Division (DWP-17) Division:

16 000185 FJ

Also enclosed is the approved Certification for Destruction of Records form, Request to Destroy Obsolete Records Summary, and Statement of Review of Records for Historical Value forms.

If there are any questions regarding this transmittal, please contact me at (213) 367-0019.

Sincerely,


Faye Strong
Records Manager

AT:at
Enclosures

Los Angeles Aqueduct Centennial Celebrating 100 Years of Water 1913-2013

111 N. Hope Street, Los Angeles, California 90012-2607 Mailing address: Box 51111, Los Angeles, CA 90051-5700
Telephone: (213) 367-4211 www.LADWP.com

CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
INTRADEPARTMENTAL CORRESPONDENCE

Date: June 13, 2016

To: Martin L. Adams, Senior Assistant General Manager
Water Quality

From: Faye Strong, Operations Support Services

Subject: Authority to Destroy Obsolete Records – Chromium Statement

In accordance with Division 12 of the City Administrative Code, records management staff routinely processes Authority to Destroy (ATD) Obsolete Records forms for the Department.

Your signature on the approval line below confirms that no Chromium 6 chemical records or references to Chromium 6 are included in the following ATD packages:

DWP-17, Accounting
ATD package 16 000185 FJ
1955 – 2006 records, 129 boxes

APPROVED:



Martin L. Adams, Senior Assistant General Manager

AT

Attachment

c: Office of the City Clerk
File Copy

STATEMENT OF REVIEW OF RECORDS FOR HISTORICAL VALUE

The Original/Official records listed on the attached Request for Authority to Destroy Obsolete Records form(s) which are summarized below have been reviewed for historical value under procedures established by the Records Management Program of the Los Angeles Department of Water and Power.

Business Unit: Water Quality (DWP-17)
Date Range: 1955 - 2006

<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Chemical Laboratory - Workbooks	<u>129</u>

Total Boxes: 129

Historical records, including any records relating to the Manzanar Relocation Center, have been removed and processed for permanent retention by the Los Angeles Department of Water and Power. Only obsolete record and/or non-record materials remain in the original boxes which are therefore subject to destruction under Division 12 of the City of Los Angeles Administrative Code.

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

Historical Records Program Consultant:

Paul Soifer Date 7/25/16
Paul Soifer, Ph.D.

Business Unit Director/Office Records Management Coordinator:

[Signature] Date 7/20/16

System Head/Designated Executive:

[Signature] Date 7/21/16

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 7/21/16
 Martin L. Adams, Senior Assistant General Manager
 Department/Bureau Department of Water & Power, Water Quality Division DWP-17

Records Dated 1955 through 2006

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER
(Department/Bureau)

Water Quality
(Division)

Water Quality Laboratory
(Unit)

Location of Records

Records Retention Schedule No. DWP-17

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Refen. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	006	Microbiology Laboratory - Workbooks			10	07/01/1955	12/20/2006	500870 - 500889 503682 - 503731 504806 - 504864	129
TOTAL BOXES									129

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

By [Signature] Division Head [Signature] Department Head [Signature] Date 7/21/14 Page 1 of 1 Pages

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