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CARMEN A. TRUTANICH
City Attorney

REPORT NO. R 1 2 - 0 3 4 5
NOV 0 5 2012

REPORT RE:

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE
LOS ANGELES WORLD AIRPORTS, ACCOUNTING – MAIN OFFICE
(DOA/40 – 365 BOXES) FOR THE PERIOD OF 01/01/1948 – 12/31/1999**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012

Honorable Members:


Transmitted herewith is a request by the Los Angeles World Airports, Accounting – Main Office (DOA/40 – 365 boxes) for the period 01/01/1948 – 12/31/1999 to destroy certain obsolete records.

This Office finds that this request for destruction of obsolete records has been processed in accordance with the requirements of Los Angeles Administrative Code (LAAC) Section 12.5 and accordingly approves the destruction thereof. Also attached to this letter is a certification of the City Clerk and a form of resolution as required by LAAC Section 12.5. Should you have any questions, please contact Deputy City Attorney D. Timothy Dazé at (424) 646-5010.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By


WILLIAM W. CARTER
Chief Deputy City Attorney

WWC:pj
Transmittal

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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

CITY ATTORNEY
MUNICIPAL COUNSEL BRANCH
RECEIVED

DATE: February 24, 2010

MAR 02 2010

TO: Honorable Carmen A. Trutanich, City Attorney
Room 800, City Hall East

FROM:  June Lagmay, City Clerk

SUBJECT: REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Attached is a Request for Authority to Destroy Obsolete Records from the Los Angeles World Airports, signed by an authorized designee on the date indicated and for the period listed below:

DEPARTMENT/DESIGNEE/DATE	DATES OF RECORDS
Los Angeles World Airports Accounting - Main Office (DOA/40 365 boxes) Samson Mengistu December 18, 2009	01/01/1948 - 12/31/1999

CITY CLERK RECORDS REVIEW

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Destroy 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value. This file is therefore forwarded to your office for review and confirmation of consent on the attached Consolidated Request for Authority to Destroy Obsolete Records (Form Gen. 48a).

FISCAL IMPACT STATEMENT

The retention of 365 records boxes beyond the required retention time period, based on industry commercial standard rates, will continue to cost the City the equivalent of a minimum of \$56.94 per month, or \$683.28 per year.

Please return this letter and the enclosed documents to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

JL:HLW:TG:IS
Attachments
d0141

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records from 01/01/1948 through 12/31/1999 from the Los Angeles World Airports, and the request is signed by authorized designee Samson Mengistu, and is dated December 18, 2009; and

WHEREAS, said records are fully described on the attached Request for Authority to Destroy Obsolete Records and are certified for destruction by the head of said department; and

WHEREAS, none of said records: (a) affect title to real property or liens thereon; (b) are records of any court or any records required to be held by State statute; (c) are less than 2 years old, except those records with a shorter retention period specified by law; or (d) are minutes, ordinances, or resolutions of the City Council of the City of Los Angeles, or of any Board or Commission thereof; and

WHEREAS, all other provisions of Section 12.5 of the Los Angeles Administrative Code have been complied with.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Los Angeles, that, pursuant to the provisions of Section 12.5 of the Los Angeles Administrative Code, the destruction of said records within the limitations recommended by the Information Technology and Government Affairs Committee is hereby approved.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Los Angeles City Council at its meeting of _____.

JUNE LAGMAY - CITY CLERK

BY _____
Deputy

Council File No. _____

AUTHORITY TO DESTROY OBSOLETE RECORDS

Honorable Council of the City of Los Angeles

The following departments respectfully request authority to destroy the obsolete records listed herein. The records have been retained for the period of time prescribed on approved Records Retention Schedules and have been certified for destruction in accordance with Section 12.5 of the Los Angeles Administrative Code:

DEPARTMENT

PAGE(S)

LOS ANGELES WORLD AIRPORTS

Accounting – Main Office (DOA/40)

5

- 95 boxes of Financial Report - Monthly
- 44 boxes of Audit Reports
- 77 boxes of Correspondence & Subject Files
- 5 boxes of Budget Requests/Worksheets
- 30 boxes of Revenue Landings Report
- 1 boxes of Budget Final
- 4 boxes of Air Traffic Reports
- 3 boxes of Airline Report of Operations
- 1 box of General Ledger
- 2 boxes of Gasoline Usage Reports/Tax Refund Requests
- 4 boxes of Depreciation Annual Report
- 2 boxes of Budget Preparation – Computer Runs
- 4 boxes of Telephone Billing
- 12 boxes of Airfield Passenger Bus Reports
- 10 boxes of Orders for Equipment
- 49 boxes of Vehicle Impound Reports
- 21 boxes of Leases, Operating Agreements, License Agreements
- 1 box of Board Resolutions

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Consent of the City Attorney is hereby given in accordance with Section 34090 of the Government Code:
 See attached letter for exceptions. No exceptions.

By  Date 11/2/12 Council File No. _____
City Attorney

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 14, 2009

TO: The Information Technology & Government Affairs Committee

FROM: Samson Mengistu
Deputy Executive Director, Administration
Los Angeles World Airports

SUBJECT: REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY

SITUATION:

In accordance with instructions from the Information Technology & Government Affairs Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

<u>Schedule No.</u>	<u>Department/Division</u>
DOA / 40 /	Los Angeles World Airports/Accounting Main Office

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O021	Financial Report-Monthly	TO+10	95
O009	Audit Reports	TO+10	44
O016	Correspondence & Subject Files	AR+2	77
O013	Budget Requests/Worksheets	TO+5	5
O033	Revenue Landings Reports	TO+20	30
O010	Budget Final	TO+20	1
O002	Air Traffic Reports	TO+20	4
O007	Airline Report of Operations	TO+15	3
O023	General Ledger	CL+25	1
O022	Gasoline Usage Reports/Tax Refund Rpts <i>Requests</i>	TO+20	2
O018	Depreciation Annual Report	TO+10	4
O011	Budget Preparation - <i>Computer Runs</i>	TO+3	2
O034	Telephone Billing	TO+5	4
D002	Airfield Passenger Bus Reports	TO+10	12
D012	Orders for Equipment	TO+1	24
D019	Vehicle Impound Reports	TO+10	10
D011	Leases, Op Agmts, License Agreements	EX+2	49
D005	BOAC Resolutions	TO+5	1

REASONS:

The 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

GML:SM:MJO:NJC

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 Samuel Mergutz Date 12/18/09

Department/Bureau Los Angeles World Airports, Accounting - Main Office

Records Dated, 1-1-1948 to 12-31-1999

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports (Department/Bureau) Accounting Payroll (Division) Main Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/40 Original Records Duplicate Records

Item No	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		
1	0021	Financial Report-Monthly			TO+10	1948	1998	Records Center	95
2	0009	Audit Reports			TO+10	1956	1995	Records Center	44
3	0016	Correspondence & Subject Files			AR+2	1949	1995	Records Center	77
4	0013	Budget Requests/Worksheets			TO+5	1986	1999	Records Center	5
5	0033	Revenue Landings Reports			TO+20	1976	1986	Records Center	30
6	0010	Budget Final			TO+20	1982	1985	Records Center	1
7	0002	Air Traffic Reports			TO+20	1970	1982	Records Center	4
8	0007	Airline Report of Operations			TO+15	1981	1991	Records Center	3
9	0023	General Ledger			CL+25	1982	1983	Records Center	1
10	0022	Gasoline Usage Reports/Tax Refund Requests			TO+20	1972	1984	Records Center	2
11	018	Depreciation Annual Report			TO+10	1980	1987	Records Center	4

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 12/18/09 Page 1 of 2 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
TO = The & To Date, i.e. the date of the record

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[Handwritten Signature]
DEPUTY CITY ATTORNEY
1-22-10

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports (Department/Bureau) Accounting Payroll Main Office (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/40 Original Records Duplicate Records

Item No	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		
12	0011	Budget Preparation - Computer Runs			TO+3	1993	1996	Records Center	2
13	0034	Telephone Billing			TO+5	1981	1987	Records Center	4

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

By Samson A. Furler (Division Head) Samson A. Furler (Department Head) Date 12/18/09 Page of Pages

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TO = The A To Date®, i.e. the date of the record

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J. Timothy G.
DEPUTY CITY ATTORNEY
1-22-10

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports (Department/Bureau) Accounting Main Office (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/40 Original Records Duplicate Records

Item No	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		
1	D002	Airfield Passenger Bus <i>Reports</i>			TO+10	1986	1986	Records Center	12
2	D011	Lease, Op Lease, Op Agmt, Lic, Term Leases			EX + 2	1983	1996	Records Center	21
3	D012	Order for Equipment			TO+1	1981	1994	Records Center	10
4	D019	Vehicle Impound Reports & Subject Files			TO+10	1975	1997	Records Center	49
5	D005	BOAC Resolutions <i>Board</i>			TO+5	1976	1978	Records Center	1

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

By *[Signature]* Division Head By *[Signature]* Department Head Date 12-18-09 Page 1 of 1 Pages

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[Handwritten Signature]
DEPUTY CITY ATTORNEY
1-22-10