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CARMEN A. TRUTANICH
City Attorney

REPORT NO. R 1 2 - 0 3 4 6
NOV 0 5 2012

REPORT RE:

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE
LOS ANGELES WORLD AIRPORTS, ACCOUNTING – PAYROLL
(DOA/42 – 186 BOXES) FOR THE PERIOD OF 01/01/1982 – 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 – Payroll (DOA/42 – 186 boxes) for the period 01/01/1982 – 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 - Payroll (DOA/42 186 boxes) Samson Mengistu December 18, 2009	01/01/1982 - 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 186 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 \$29.02 per month, or \$348.24 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
d0143

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records from 01/01/1982 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 – Payroll (DOA/42)

3

- 169 boxes of Daily Time Reports
- 5 boxes of Payroll – Bi-Weekly Hours Summary
- 5 boxes of Payroll Disbursements – Bi-Weekly
- 4 boxes of Payroll Master
- 1 box of Payroll Reconciliations
- 2 boxes of Vacation/Sick Time Report

DOA42 d0143 div.docx


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 *[Signature]* Date 11/2/12 Council File No. _____
City Attorney

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 20, 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 /42/	Los Angeles World Airports/Accounting Payroll

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
0001	Daily Time Reports-Time Slips	TO+3	169
0002	Payroll-Bi-Weekly Hours <i>Summary</i>	TO+7	5
0003	Payroll Disbursements - <i>Bi-Weekly</i>	TO+15	5
0005	Payroll Master	TO+7	4
0007	Payroll Reconciliations	TO+7	1
0010	Vacation/Sick Time Report	TO+10	2

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 Samsan Menguth Date 12/18/09

Department/Bureau Los Angeles World Airports

Records Dated 1-1-1982 to 12-31-1999

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

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

Location of Records Records Retention Center Records Retention Schedule No. DOA/42 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	O001	Daily Time Reports-Time Slips			TO+3	1982	1999	Records Center	169
2	O002	Payroll Bi-Weekly Hours Summary			TO+7	1983	1986	Records Center	5
3	O003	Payroll Disbursements - Bi-Weekly			TO+15	1984	1993	Records Center	5
4	O005	Payroll Master			TO+7	1982	1995	Records Center	4
5	O007	Payroll Reconciliations			TO+7	1985	1987	Records Center	1
6	O010	Vacation/Sick Time Report			TO+10	1985	1986	Records Center	2

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

By [Signature] Division Head By Susan Mangerson Department Head Date 12/18/09 Page 1 of 1 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION

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

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