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CARMEN A. TRUTANICH  
City Attorney

REPORT NO. R 1 2 - 0 3 4 9  
NOV 0 5 2012

**REPORT RE:**

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE  
LOS ANGELES WORLD AIRPORTS, ACCOUNTING – REVENUE  
(DOA/41– 438 BOXES) FOR THE PERIOD OF 01/01/1966 – 12/31/1994**

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 – Revenue (DOA/41 – 438 boxes) for the period 01/01/1966 – 12/31/1994 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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178

**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 EastFROM:  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 - Revenue (DOA/41 438 boxes) Samson Mengistu December 18, 2009	01/01/1966 - 12/31/1994

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 438 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 \$68.33 per month, or \$819.96 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  
d0142

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records from 01/01/1966 through 12/31/1994 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 – Revenue (DOA/41)****4**

11	boxes of Deposit Certificate Register
223	boxes of Cash Receipts - Slips
7	boxes of Cash Transmittals
8	boxes of Joint Use Reports
4	boxes of Aircraft/Plane Parking Report
3	boxes of Bank Statement and Deposit Slips
6	boxes of Credit Memos
9	boxes of Check Register
3	boxes of Permits
43	boxes of Aged Accounts Receivables Report
3	boxes of Revenue Detail Journal
10	boxes of Bills Collectible Register
2	boxes of Cash Receipts Register
4	boxes of Billing Cards
102	boxes of Paid Invoices

DOA41 d0142 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  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> DOA /41/	<u>Department/Division</u> Los Angeles World Airports/Accounting Revenue		
<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
0015	Deposit Certificate Register	CL+15	11
0010	Cash Receipt Slips	TO+15	223
0011	Cash Transmittals Airport Taxi Cab Service	TO+15	7
0016	Joint Use Reports	TO+15	8
0002	Aircraft/Plane Parking Report	TO+15	4
0003	Bank Statement and Deposit Slips	TO+15	3
0013	Credit Memo's Paid Invoices	TO+15	6
0012	Check Register	CL+15	9
0020	Permits – Film	TO+15	3
0001	Aged Accounts Receivables <i>Report</i>	TO+15	43
0022	Revenue Detail Journal	CL+15	3
0005	Bills Collected Register	TO+15	10
0009	Cash Receipt Register	CL+15	2
0004	Billing Cards	TO+15	4
000919	Paid Invoices – Green Invoices	TO+15	102

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 Sansar Menguth Date 12/18/09

Department/Bureau Los Angeles World Airports

Records Dated 1-1-1960 to 12-31-1994



Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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

Location of Records Records Retention Center Records Retention Schedule No. DOA/41  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	O015	Deposit Certificate Register			CL+15	1977	1991	Records Center	11
2	O010	Cash Receipt Slips			TO+10 15	1983	1992	Records Center	223
3	O011	Cash Transmittals Airport Taxi Cab Service			TO+15	1980	1986	Records Center	7
4	O016	Joint Use Reports			TO+15	1984	1986	Records Center	8
5	O002	Aircraft/Plane Parking Report			TO+15	1966	1990	Records Center	4
6	O003	Bank Statement and Deposit Slips			TO+15	1986	1989	Records Center	3
7	O013	Credit Memo's-Paid Invoices			TO+15	1986	1994	Records Center	6
8	O012	Check Register			CL+15	1983	1992	Records Center	9
9	O020	Permits Film			TO+15	1988	1992	Records Center	3
10	O001	Aged Accounts Receivables Report			TO+15	1966	1994	Records Center	43
11	O022	Revenue Detail Journal			CL+15	1985	1994	Records Center	3

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

By Sandra M. J. Gilbert (Division Head) By Sandra M. J. Gilbert (Department Head) 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 A.To Date, i.e. the date of the record

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*S. Timothy J. ...*  
*DEPUTY CITY ATTORNEY*  
*1-22-10*

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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

Location of Records Records Retention Center Records Retention Schedule No. DOA/41  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	0005	Bills Collected Register			TO+15	1969	1991	Records Center	10
13	0009	Cash Receipt Register			CL+15	1980	1983	Records Center	2
14	0004	Billing Cards			TO+15	1980	1991	Records Center	4
15	0099/9	Paid Invoices Green Invoices			TO+15	1988	1994	Records Center	102

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

By Sanborn J. Suber (Division Head) By Swanson (Department Head) Date 12/18/09 Page 2 of 2 Pages

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

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*Timothy D. Deputy City Attorney*  
1-22-10