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CARMEN A. TRUTANICH
City Attorney

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

REPORT RE:

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE
LOS ANGELES WORLD AIRPORTS, AIRPORT POLICE/BADGING UNIT
(LAWA/80 – 302 BOXES) FOR THE PERIOD OF 01/01/1978 – 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, Airport Police/Badging Unit (LAWA/80 – 302 boxes) for the period 01/01/1978 – 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

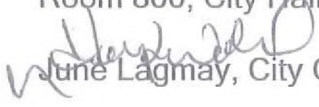
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#200

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: August 11, 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 Airport Police/Badging Unit (LAWA/80 302 boxes) Samson Mengistu July 7, 2010	01/01/1978 - 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 302 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 \$47.11 per month, or \$565.34 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
Attachments
d0181

RECEIVED

AUG 12 2010

CITY ATTORNEY
LOS ANGELES

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records pertaining to 302 boxes of records from 01/01/1978 through 12/31/1999 from the Airport Police Division / Badging Unit of Los Angeles World Airports (LAWA/80), and the request is signed by authorized designee Samson Mengistu, and is dated July 7, 2010; 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)
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LOS ANGELES WORLD AIRPORTS

Airport Police Division / Badging Unit (LAWA/80)


2

302 boxes of records from 01/01/1978 – 12/31/1999

O:\Records Correspondence\DOA80 d0181 302 boxes 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: July 7, 2010

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 / 800/	Los Angeles World Airports/Airport Police/Badging

<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
0001	Correspondence & Subject Files	AR+ 5	1
0005	Operations Log Book BACKGROUND INV.	CL+10	3
0016	Identification Badge Applications	TO+5	298

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Los Angeles World Airports (Department/Bureau) Airfield Permits (AP Police/Badging) (Division) _____ (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DOA/85 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	Correspondence & Subject Files			AR+5	1-1-1999	12-31-1999	Records Center	1
2	O005	Operations Log Book BACKGROUN INVESTIGATIONS			CL+10	1-1-1995	5-31-1998	Records Center	3
3	O016	Identification Badge Applications			TO+5	1-1-1978	12-31-1990	Records Center	298

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

By _____ By _____ Date _____ Page _____ of _____ Pages
Division Head Department Head

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

K:\RRC\ Destruction Request to City\ Auth Div 83 Airfield Permits-Police-Badging 7-10-10.doc

D. Timothy
DEPUTY CITY ATTORNEY
7-9-10