

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0 1 2 3

APR 26 2017

REPORT RE:

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR
LOS ANGELES WORLD AIRPORTS, GOVERNMENT AFFAIRS DIVISION
(Schedule DOA/061)**

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

Honorable Members:

Transmitted herewith is the proposed new records disposition schedule for Los Angeles World Airports, Government Affairs Division (DOA/061). This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Timothy Dazé of our Office at (424) 646-5010.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By


JAMES P. CLARK
Chief Deputy City Attorney

JPC:pj

Transmittal


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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: **SEP 02 2016**

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk 

SUBJECT: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE
LOS ANGELES WORLD AIRPORTS
GOVERNMENT AFFAIRS DIVISION (Schedule DOA/061)**

Attached are proposed new records disposition schedules for the Government Affairs Division of Los Angeles World Airports. These schedules have been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and are signed by an authorized designee of LAWA and by the City's Records Management Officer for the City Clerk.

Please review these schedules and submit them with your comments and recommendations 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.

HLW:SH:TG
attachments

CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 01/07)	DOA/061	AIRPORTS	By: (Dept. Head) <i>Susan Mungur</i>	Date 8/11/16
	Rev. No.	Division	<i>M...</i>	
RECORDS RETENTION SCHEDULE (Original Official Records)		GOVERNMENT AFFAIRS	By: (City Clerk, Rec. Mgt. Off.) <i>Molly Gajdoski</i>	Date 8/31/16

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	V I T A L	H I S T O R Y	C O N F	L E G A L
			OFFICE	CENTER	DESTROY					
O001	Contract Documents		CO	CO+10	CO+10	DO	N	N	N	Y
	Contract Award Letter, Executed Documents									
	Notice to Proceed (NTP)									
	Payment Bonds & Insurance Certificates									
	Certified List of Subcontractors									
	Subcontracts/Personnel Authorizations (Prime) (Confidential Record)									
	Sub consultants/Personnel Authorizations (Prime) (Confidential Record)									
	Subcontractor Notification/Letter of Concurrence									
	Staffing Plan									
	Travel Authorizations									
	Purchase/Expense Authorizations									
	Miscellaneous									

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superceded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"
Media Code: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH= Photo VT=Video Tape
K:\Records Management\Schedules\Pending Schedule Revisions\Government Affairs\Government Affair Division Original Records Form60 .docx

Timothy J. S.
8-3-16
(Signature)

CITY CLERK - City of Los Angeles	Sch. No.	Department/Bureau	Certified per Sec. 12.3(c) of L.A. Admin. Code:	Page 1
Form Gen. 61 (Rev. 05/08)	DOA/061	AIRPORTS	By: (Dept. Head) <i>Gaston Munguia</i>	Date <i>8/1/16</i>
	Rev. No.	Division	<i>Ug...</i>	
RECORDS RETENTION SCHEDULE (Duplicate Records)		GOVERNMENT AFFAIRS	By: (City Clerk, Rec. Mgt. Off.) <i>Yvonne Gaydos</i>	Date <i>8/31/16</i>

SCHED. ITEM NO.	RECORD SERIES TITLE (OFFICE OF ORIGINAL RECORD) DESCRIPTION & NOTES SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS) *	MEDIA CODE
D001	Timesheets		TO+2	DO

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"
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MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH= Photo VT=Video Tape

* **MEDIA CODES** represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

K:\Records Management\Schedules\Pending Schedule Revisions\Government Affairs\Government Affairs Division Duplicates Records Form61.docx

OK
J. Timothy
August 3, 2016