

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your **INFORMATION TECHNOLOGY AND GENERAL SERVICES** **Committee**

reports as follows:

INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT and RESOLUTION relative to authorization to destroy certain obsolete records from the Los Angeles World Airports (LAWA), Accounting Main Office, for the period of January 1, 1969 through December 31, 2002.

Recommendation for Council action:

ADOPT the accompanying RESOLUTION to authorize the destruction of certain obsolete records from the LAWA, Accounting Main Office, for the period of January 1, 1969 through December 31, 2002.

Fiscal Impact Statement: The City Clerk reports that the retention of 93 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 \$14.51 per month, or \$174.12 per year.

[These records will be retained for a period of 60 days after the City Council's action to authorize their destruction to allow for public inspection. Contact the Records Management Division at (213) 473-8449 or via email at Todd.Gaydowski@lacity.org to arrange for inspection of records.]

Community Impact Statement: None submitted.

Summary:

The City Clerk certifies that the request for authority to destroy obsolete records is complete, accurate, and adequate. Also, City Clerk staff reviewed the request for historical content and removed any items of unique historical value. In a communication dated November 5, 2012, the City Attorney states that it finds that the request for destruction of obsolete records has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.5 and approves the destruction thereof. At a meeting held on November 26, 2012, your Committee recommended that Council adopt the Resolution to authorize the destruction of said records. This matter is now submitted to Council for its consideration.

Respectfully submitted,

INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
PERRY	YES
BUSCAINO	ABSENT
CARDENAS	YES

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