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CARMEN A. TRUTANICH
City Attorney

REPORT NO. R 1 3 - 0 1 4 5

MAY 2 8 2013

REPORT RE:

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE
DEPARTMENT OF TRANSPORTATION, PARKING OPERATIONS/SUPPORT
AND ADJUDICATION (DOT/12 AND DOT/62 - 50 BOXES)
FOR THE PERIOD OF 01/01/2001 – 12/31/2008**

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 Department of Transportation, Parking Operations/Support and Adjudication (DOT/12 and DOT/62 - 50 boxes) for the period 01/01/2001 – 12/31/2008, 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 Michael Nagle at (213) 978-8141.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By 

WILLIAM W. CARTER
Chief Deputy City Attorney

WWC:pj
Transmittal

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: January 30, 2013

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 Department of Transportation, signed by the authorized designees on the date indicated and for the period listed below:

DEPARTMENT/DESIGNEE/DATE	DATES OF RECORDS
Department of Transportation / Parking Operations / Support and Adjudication Master Files (DOT/12 41 boxes from 01/01/2001 - 12/31/2008) Support and Adjudication (DOT/62 9 boxes from 01/01/2004 - 12/31/2007) Robert Andalón January 24, 2013	01/01/2001 - 12/31/2008

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 50 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 \$8.10 per month, or \$97.20 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
0199

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy 9 boxes of Obsolete Records from 01/01/2001 through 12/31/2008 from the Los Angeles Department of Transportation, and the request is signed by authorized designee Robert Andalón, and is dated January 24, 2013; 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 Governmental 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 DEPARTMENT OF TRANSPORTATION

Parking Operations Support and Adjudication

50 boxes from 01/01/2001 - 12/31/2008

6 pages

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 5/24/12 Council File No. _____
City Attorney

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE:

TO: The Information Technology & General Services Committee

FROM: Robert Andalón
Department of Transportation/Parking Operations/Support and Adjudication

SUBJECT: **REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY**

SITUATION:

In accordance with instructions from the Information Technology & General Services Committee, it is requested that authority be granted to destroy the following records.

RECORDS OF:

Department of Transportation / Parking Operations / Support and Adjudication

DOT/12 Master Files

<u>Schedule Item No</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O001	CORRESPONDENCE & SUBJECT FILES	2 Years	2 Boxes
O008	STREET LOCATION FILES	10 Years	39 Boxes

DOT/62 Parking Operations

<u>Schedule Item No</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O004	TELEPHONE & CORRESPONDENCE FILES	5 Years	9 Boxes

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

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/16/2013

PAGE: Page 1 of 2

RECORDS OF: TRANSPORTATION/MASTER FILES

/DOT/12/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O001. /DOT/12/	CORRESPONDENCE & SUBJECT FILES Miscellaneous thru Speed Zone Survey	TO+2	1/1/2007	12/31/2007	DO	000001157	779385	1
O001. /DOT/12/	CORRESPONDENCE & SUBJECT FILES Miscellaneous thru Traffic (various)	TO+2	1/1/2008	12/31/2008	DO	000001176	779405	2
O002. /DOT/12/	STREET LOCATION FILES 1st St. (Address) thru 12th St. & Sycamore Way	TO+10	1/1/2001	12/31/2001	DO	000001060	725856	3
O002. /DOT/12/	STREET LOCATION FILES 13th St. & Alma St. thru Abbot King Bl. & Washington Way	TO+10	1/1/2001	12/31/2001	DO	000001061	725857	4
O002. /DOT/12/	STREET LOCATION FILES Alberdeen Ave. (Address) thru Armstrong Ave. & Silverlake Bl.	TO+10	1/1/2001	12/31/2001	DO	000001062	725858	5
O002. /DOT/12/	STREET LOCATION FILES Arnaz Dr. (Address) thru Bel Air Rd. & Sunset Bl.	TO+10	1/1/2001	12/31/2001	DO	000001063	725859	6
O002. /DOT/12/	STREET LOCATION FILES Bellagio Pl. & Bellagio Rd. thru Buffalo Ave. & Oxnard St.	TO+10	1/1/2001	12/31/2001	DO	000001064	725860	7
O002. /DOT/12/	STREET LOCATION FILES Bundy Dr. (Address) thru Cazador St. & Cypress Ave.	TO+10	1/1/2001	12/31/2001	DO	000001065	725861	8
O002. /DOT/12/	STREET LOCATION FILES Cedarhurst Circle & Cederhurst Dr. thru Colorado Bl. & Loleta Ave.	TO+10	1/1/2001	12/31/2001	DO	000001066	725862	9
O002. /DOT/12/	STREET LOCATION FILES Columbus Ave. & Devonshire St. thru Desmond Estates & Mulholland Dr.	TO+10	1/1/2001	12/31/2001	DO	000001067	725863	10
O002. /DOT/12/	STREET LOCATION FILES De Soto Ave. (Address) thru Excelsior St. & Herrick Ave.	TO+10	1/1/2001	12/31/2001	DO	000001068	725864	11
O002. /DOT/12/	STREET LOCATION FILES "F" St. & Hawaiian Ave. thru Gilmore St. & Willis Ave.	TO+10	1/1/2001	12/31/2001	DO	000001069	725865	12
O002. /DOT/12/	STREET LOCATION FILES Ginger Lane & Kewen Ave. thru Highlander Rd. & Valley Circle Bl.	TO+10	1/1/2001	12/31/2001	DO	000001070	725866	13
O002. /DOT/12/	STREET LOCATION FILES High Oak Dr. & Hill Oak Dr. thru Kenmore Ave. & Olympic Bl. Bl.	TO+10	1/1/2001	12/31/2001	DO	000001071	725867	14
O002. /DOT/12/	STREET LOCATION FILES Kenter Ave. (Address) thru Liberty St. & Reservoir St.	TO+10	1/1/2001	12/31/2001	DO	000001072	725868	15
O002. /DOT/12/	STREET LOCATION FILES Liggett St. (Address) thru Marathon St. & Virgil Ave..	TO+10	1/1/2001	12/31/2001	DO	000001073	725869	16
O002. /DOT/12/	STREET LOCATION FILES March Ave. & Roscoe Bl. Thru Normandie & Wilshire Bl.	TO+10	1/1/2001	12/31/2001	DO	000001074	725870	17
Files Referenced:								
	File No.	File Name / Description		File Request Date				
	56734	All-Way Stop Control memo May 25, 2001		3/31/2011				
O002. /DOT/12/	STREET LOCATION FILES Norris Ave. & Olden St. thru Pyramid Pl. & Mulholland Dr.	TO+10	1/1/2001	12/31/2001	DO	000001075	725871	18
O002. /DOT/12/	STREET LOCATION FILES "Q" St. & Wilmington Ave. thru Santee St. & 12th St	TO+10	1/1/2001	12/31/2001	DO	000001076	725872	19
O002. /DOT/12/	STREET LOCATION FILES San Vicente Bl. (Address) thru Sunnyslope Ave. & Vose St.	TO+10	1/1/2001	12/31/2001	DO	000001077	725873	20
O002. /DOT/12/	STREET LOCATION FILES Sunset Bl. (Address) thru Variel Ave. & Vanowen St.	TO+10	1/1/2001	12/31/2001	DO	000001078	725874	21
O002. /DOT/12/	STREET LOCATION FILES Vernon Ave. (Address) thru Zoo Dr. & Forest Lawn Ave.	TO+10	1/1/2001	12/31/2001	DO	000001079	725875	22
O002. /DOT/12/	STREET LOCATION FILES Bus Zones thru Traffic (Control, Lane Requirements, etc.)	TO+10	1/1/2001	12/31/2001	DO	000001080	725876	23
O002. /DOT/12/	STREET LOCATION FILES 1st St. (Address) thru 10th St. & Goodhope Ave.	TO+10	1/1/2002	12/31/2002	DO	000001081	725877	24
O002. /DOT/12/	STREET LOCATION FILES	TO+10	1/1/2002	12/31/2002	DO	000001082	725878	25

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

RECORDS OF: TRANSPORTATION/MASTER FILES

/DOT/12/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
	11th Ave. & 54th St. thru Agnes St. Victory Bl.							
O002. /DOT/12/	STREET LOCATION FILES Ainsworth St. & Gardena Bl. thru Asman Ave. & Sherman Way	TO+10	1/1/2002	12/31/2002	DO	000001083	725879	26
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Astoria St. (Address) thru Berkley Ave. & Silverlake Bl.	TO+10	1/1/2002	12/31/2002	DO	000001084	725880	27
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Bermuda St. & Chimineas Ave. thru Cadman Dr. & Griffith Park Bl.	TO+10	1/1/2002	12/31/2002	DO	000001085	725881	28
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Cahuenga Bl. (Address) thru Chase St. & Wystone Ave.	TO+10	1/1/2002	12/31/2002	DO	000001086	725882	29
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Chastain Ave. & Hesperia Ave. thru Cresenda St. & Saltair Ave.	TO+10	1/1/2002	12/31/2002	DO	000001087	725883	30
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Crescent Ave. (Address) thru Edinburgh Ave. & Melrose Ave.	TO+10	1/1/2002	12/31/2002	DO	000001088	725884	31
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Edenhurst Ave. (Address) thru Fox Hills Dr. & Olympic Bl.	TO+10	1/1/2002	12/31/2002	DO	000001089	725885	32
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Frampton Ave. & Lomita Bl. thru Grey Hawk Pl. & Wood Ranch Rd.	TO+10	1/1/2002	12/31/2002	DO	000001090	725886	33
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Griffith Ave. & Washington Bl. thru Hooper Ave. & Vernon Ave.	TO+10	1/1/2002	12/31/2002	DO	000001091	725887	34
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Hoover St. (Address) thru Lander Dr. & Natema Ave.	TO+10	1/1/2002	12/31/2002	DO	000001092	725888	35
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Langdon Ave. (Address) thru Marathon St. & Virgil Ave.	TO+10	1/1/2002	12/31/2002	DO	000001093	725889	36
						CRC		
O002. /DOT/12/	STREET LOCATION FILES March Ave. & Nadir St. thru Normandie Ave. & Wilshire Bl.	TO+10	1/1/2002	12/31/2002	DO	000001094	725890	37
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Norris Ave. & Paddock St. thru Reza Pl. (Address	TO+10	1/1/2002	12/31/2002	DO	000001095	725891	38
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Rhea Ave. (Address) thru Sierra Villa Ave. & Colorado Bl.	TO+10	1/1/2002	12/31/2002	DO	000001096	725892	39
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Silverado Dr. (Address) thru Vena Ave. & Mercer St.I.	TO+10	1/1/2002	12/31/2002	DO	000001097	725893	40
						CRC		
O002. /DOT/12/	STREET LOCATION FILES Venice Bl. (Address) thru Zoo Dr. & Glendalw Fwy.	TO+10	1/1/2002	12/31/2002	DO	000001098	725894	41
						CRC		

**CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)**

Department: TRANSPORTATION

Division: PARKING OPERATIONS SUPPORT & ADJUDICATION - DOT/12

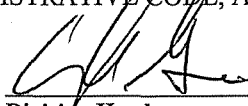
= Total Number of Boxes Eligible for Destruction = 41
- Number of Boxes Excluded from Destruction - 0

Please indicate Box Numbers and/or Pages of any Excluded Boxes: N/A

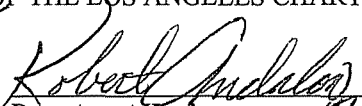
= **TOTAL NUMBER OF BOXES
APPROVED FOR DESTRUCTION** = 41

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS), ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY:



Division Head



Department Head

1/24/2013
Date

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION
EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT
DO=DOCUMENT FM=FILM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE
MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL
DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

**CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)**

Date: 1/16/2013

PAGE: Page 1 of 1

RECORDS OF: TRANSPORTATION/BUREAU OF FRANCHISE REGULATIONS AND PARKING OPERATIONS

/DOT/62/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES City Attorney Claims for Damage (2005 - C05-4561 Bennett, Cynthia) (2006) (A-Z)	TO+5	1/1/2006	12/31/2006	DO	000000134	785873	1
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES City Attorney Claims for Damage (2007) (A-Z)	TO+5	1/1/2007	12/31/2007	DO	000000135	785874	2
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Official Business Letters (2006) (001 - 191)	TO+5	1/9/2006	8/15/2006	DO	000000137	785876	3
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Official Business Letters (2006) (192 - 394)	TO+5	8/21/2006	1/12/2007	DO	000000138	785877	4
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Official Business Letters (2007) (001 - 210)	TO+5	1/31/2007	7/5/2007	DO	000000139	785878	5
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Official Business Letters (2007) (211 - 426)	TO+5	7/5/2007	12/21/2007	DO	000000140	785879	6
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Work Assignments (2004) (056 - 1041) & (2005) (002 - 822)	TO+5	1/1/2004	12/31/2005	DO	000000144	785883	7
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Work Assignments (2006) (001 - 249)	TO+5	1/1/2004	6/21/2006	DO	000000145	785884	8
O004. /DOT/62/	TELEPHONE & CORRESPONDENCE FILES Work Assignments (2006) (250 - 546)	TO+5	6/21/2006	12/6/2007	DO	000000146	785885	9

**CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)**

Department: TRANSPORTATION

Division: PARKING OPERATIONS SUPPORT & ADJUDICATION - DOT/62

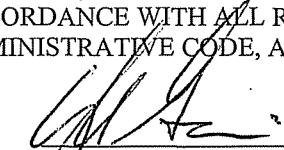
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- Number of Boxes Excluded from Destruction - 0

Please indicate Box Numbers and/or Pages of any Excluded Boxes: N/A

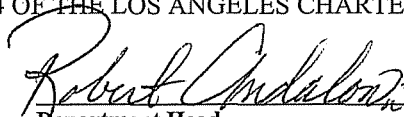
= **TOTAL NUMBER OF BOXES
APPROVED FOR DESTRUCTION** = 9

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BY:



Division Head



Department Head

1/24/2013
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