

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT relative to the proposed addition to the departmental records disposition schedule for duplicate records for Los Angeles World Airports (LAWA), Contract Services Bureau / Risk Management Division Insurance Services, Schedule No. DOA/111.

Recommendations for Council action:

1. APPROVE the proposed addition to the departmental records disposition schedule for duplicate records for LAWA, Contract Services Bureau / Risk Management Division Insurance Services, Schedule No. DOA/111.
2. FIND that the proposed new records disposition schedule has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Fiscal Impact Statement: None submitted by the City Attorney. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

SUMMARY

In a report to Council dated July 17, 2017, the City Attorney recommends approval of the proposed addition to the departmental records disposition schedule for duplicate records for LAWA, Contract Services Bureau / Risk Management Division Insurance Services, Schedule No. DOA/111. At its meeting held August 22, 2017, the Information, Technology, and General Services Committee recommended that Council approve this matter, as recommended by the City Attorney.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
RODRIGUEZ:	YES
BLUMENFIELD:	ABSENT
O'FARRELL:	YES

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**