

PENDING DISPOSITION OF OBSOLETE CITY RECORDS

The City's Records Disposition Schedules are approved by the City Council.

City Departments intending to purge their obsolete records must notify the City Clerk's Records Management Division.

The City Clerk posts all notices of Records Disposition on the City Clerk's webpage: [Records Disposition Activity](#)

60 Day Review Period

Obsolete records approved for destruction are retained for 60 days following the date of posting in order to provide the public an opportunity to review the records, subject to all applicable disclosure and confidentiality restrictions.

Notification of Pending Records Destruction: To be placed on a notification list for pending records disposition actions, please contact the City Clerk's Records Management Division.

E-Mail:

todd.gaydowski@lacity.org

Telephone:

(213) 473-8449

U.S. Mail

Records Management Division
Attn: Todd Gaydowski
555 Ramirez Street, Space 320
Los Angeles, CA 90012

Please Provide:

Your Name or Organization Name
Mailing Address or E-Mail Address (Optional)
Phone Number

Please indicate your preferred method of notification:

E-Mail
U.S. Mail

Further Information:

[LAAC Division 12](#)