

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

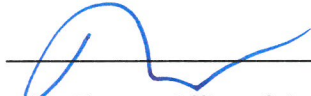
RECORDS OF: OFFICE OF THE CITY CLERK  
ELECTION DIVISION (CLK/03)  
732 Boxes

RECORDS  
DATED FROM Election of May 19, 2015

As summarized and detailed in the attached report from the City Clerk.


AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

  
\_\_\_\_\_  
John Chavez, Office of the City Clerk

2/23/16  
\_\_\_\_\_  
Date

CITY CLERK AUTHORIZATION:

  
\_\_\_\_\_  
Holly L. Wolcott, City Clerk

2/23/2016  
\_\_\_\_\_  
Date

DATE OF

NOTIFICATION: February 29, 2016 (Records will be held for 60 days from this date)

Office of the City Clerk

Records Dispositions

**Schedule Number:** CLK/03  
**Division Name:** Elections

<b>Schedule Item No:</b>	<b>Record Series Title</b>	<b>Date Range</b>	<b># Boxes</b>
0012	Street Index of Registered Voters	May 19, 2015	12
0016	Official Ballot (Vote Recorder Pages)	May 19, 2015	2
0017	Official Ballots	May 19, 2015	665
0031	Voted Ballot Boxes	May 19, 2015	30
0037	Precinct Ballot Reader (PBR) Items	May 19, 2015	23

## CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4(a)(1)B of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY \_\_\_\_\_ Date \_\_\_\_\_

Department/Bureau \_\_\_\_\_ City Clerk / Election Division \_\_\_\_\_

Records Dated \_\_\_\_\_ May 19, 2015 \_\_\_\_\_

