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 B	Y:			
DEPARTMENT AUTHORIZATION:				
	John Chavez, Office of the City Clerk	2/23/(6 Date		
CITY CLERK AUTHORIZATION:				
	Holly L. Wolcott, City Clerk	2(23) 20(1) Date		
DATE OF	February 29,2016 (Records will be held to	for 60 days from this date)		

Office of the City Clerk

Records Dispositions

Schedule Number:

CLK/03

Division Name:

Elections

Schedule	Record		
Item No:	Series Title	Date Range	# Boxes
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			

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2015 Year Ending

665 Boxes 30 Boxes 12 Boxes 23 Boxes 2 Boxes Quantity **Duplicate Records** Production and Logistics Piper Technical Center Storage Location Nos. (Unit) Original Records 5/19/15 5/19/15 5/19/15 5/19/15 5/19/15 Inclusive Dates > 5/19/15 5/19/15 5/19/15 5/19/15 5/19/15 From Total Reten. Period 183 183 183 183 183 (Division) Form No Records Retention CLK/03 Schedule No. Elections Conf. Rec. E-HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS) C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT A-RETURNED INKA VOTE READER ENVELOPE D-PRECINCT BALLOT READER (PBR) HEADER OFFICIAL BALLOT (VOTE RECORDER PAGES) PRECINCT BALLOT READER (PBR) ITEMS STREET INDEX OF REGISTERED VOTERS Record Title (Same as on Schedule) (Department/Bureau) VOTED BALLOT BOXES OFFICIAL BALLOTS Piper Technical Center **B-ZERO REPORT** 1603 / City Clerk CARDS 9100 0012 0017 0037 0031 Sch. Item No. of Records Records of Location Item No. 4 2 7 3

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

C = Closed or Completion

AR = Annual Review

Retention Code: A = Audit

E = Expiration

Date P = Permanent

S = Superseded

T = Termination

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