

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

QUANTITY: 87 Boxes

RECORDS
DATED FROM 2006 – 2015

DESCRIPTION 24 boxes of Referendum Petitions against the Living Wage Ordinance from 2006.
46 boxes of Official Canvas records from the 2013 Municipal Elections.
17 boxes of Pension Commission Election records from 2015.

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

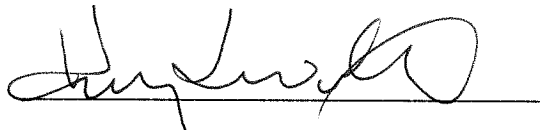
Shannon Hoppes

Holly L. Wolcott, City Clerk

09/09/2016

Date

CITY CLERK AUTHORIZATION:



Holly L. Wolcott, City Clerk

9/13/2016

Date

DATE OF

NOTIFICATION: Sept 20, 2016 (Records will be held for 60 days from this date)

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 *James Hymn* Date _____

Department/Bureau 1603/CITY CLERK

Records Dated 12/5/2006

CERTIFICATION FOR DESTRUCTION OF RECORDS


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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 9/9/16
Department/Bureau 1603/CITY CLERK
Records Dated _____

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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 9/9/16



Department/Bureau 1603

Records Dated 2005

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		1603 / City Clerk	Elections		Fiscal/Admin		(Unit)		
Location of Records		Piper Technical Center	Records Retention Schedule No. CLK/03						
		(Department/Bureau)	(Division)						
					<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
1	0035	BOARD ELECTION (DWP)			110	From	To	Piper Technical Center	3 Boxes
		B-BALLOTS				5/22/2015	5/22/2015		
		E-TALLY SHEETS							
2	0035	BOARD ELECTION (LACERS)			110	4/14/2015	4/14/2015	Piper Technical Center	3 Boxes
		B-BALLOTS							
		E-TALLY SHEETS							
3	0035	BOARD ELECTION (DWP)			110	4/7/2015	4/7/2015	Piper Technical Center	2 Boxes
		B-BALLOTS							
		E-TALLY SHEETS							
4	0035	BOARD ELECTION (PENSION POLICE ACTIVE)			110	4/28/2015	4/28/2015	Piper Technical Center	1 Box
		B-BALLOTS							
		E-TALLY SHEETS							
5	0035	BOARD ELECTION (PENSION FIRE RETIRED)			110	3/31/2015	3/31/2015	Piper Technical Center	1 Box
		B-BALLOTS							
		E-TALLY SHEETS							
		C-IDENTIFICATION ENVELOPS							
6	0035	BOARD ELECTION (LACERS)			110	4/10/2015	4/10/2015	Piper Technical Center	3 Boxes
		B-BALLOTS							
		C-IDENTIFICATION ENVELOPS							
		E-TALLY SHEETS							

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

By  By  Date 9/9/16 Page 1 of 3 Pages
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		1603 / City Clerk		Elections		Fiscal/Admin		
		(Department/Bureau)		(Division)		(Unit)		
Location of Records		Piper Technical Center		Records Retention Schedule No. CLK/03		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records		
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Refen. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
7	0035	BOARD ELECTION (DWP)			110	5/31/2015 5/31/2015	Piper Technical Center	1 Box
		A-ROSTERS OF PERSONS ELIGIBLE TO VOTE						
		B-BALLOTS						
		C-IDENTIFICATION ENVELOPES						
		D-MAILING ENVELOPES						
		E-TALLY SHEETS						
		F-NOMINATING PETITIONS						
8	0035	BOARD ELECTION (PENSION FIRE RETIRED)			110	4/17/2015 4/17/2015	Piper Technical Center	1 Box
		A-ROSTER OF PERSONS ELIGIBLE TO VOTE						
		B-BALLOTS						
		D-MAILING ENVELOPES						
		E-TALLY SHEETS						
		F-NOMINATING PETITIONS						
9	0035	BOARD ELECTIONS (PENSION FIRE ACTIVE)			110	2/24/2015 2/24/2015	Piper Technical Center	1 Box
		A-ROSTER OF PERSONS ELIGIBLE TO VOTE						
		B-BALLOTS						
		C-IDENTIFICATION ENVELOPES						
		D-MAILING ENVELOPES						
		E-TALLY SHEETS						
		F-NOMINATING PETITIONS						

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

By [Signature] By J. Flynn Date 9/9/16 Page 2 of 3 Pages

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