

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

QUANTITY: 69 Boxes

RECORDS
DATED FROM 1987 – 2015

DESCRIPTION 18 boxes of Budget Worksheets from 1987 - 2005.
3 boxes of Payroll Records from 2002 – 2008.
19 boxes of Board of Pension Commission Election records from 1996 - 2015.
29 boxes of Official Canvas records from 2009 - 2015 Municipal & LAUSD Elections.


AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

Shannon Hoppes
Holly L. Wolcott, City Clerk

09/16/2016
Date

CITY CLERK AUTHORIZATION:


Holly L. Wolcott, City Clerk

9/22/2016
Date

DATE OF

NOTIFICATION: October 4, 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  Date 9/16/16

Department/Bureau 1603 / city clerk

Records Dated 1987 - ~~2007~~ 2005

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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 J. Flynn Date 9/16/26
Department/Bureau 1603 City Clerk
Records Dated 1987-2013 2015

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		Office of the City Clerk / Election Division		Elections		Fiscal / #540			
		(Department/Bureau)		(Division)		(Unit)			
Location of Records		Piper Tech - Space 300		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 Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
	0003	BUDGET WORKSHEETS			2YRS	1987	2001	Piper Technical Center	1
	0003	BUDGET WORKSHEETS			2YRS	2003	2005	Piper Technical Center	1
	0003	BUDGET WORKSHEETS			2YRS	1999	2005	Piper Technical Center	1
	0003	BUDGET WORKSHEETS			2YRS	1997	1999	Piper Technical Center	1
	0003	BUDGET WORKSHEETS			2YRS	1987	1997	Piper Technical Center	1
	0041	PAYROLL RECORDS (PERMANENT STAFF)			3YRS	2002	2004	Piper Technical Center	1
	0041	PAYROLL RECORDS (PERMANENT STAFF)			3YRS	2004	2006	Piper Technical Center	1
	0041	PAYROLL RECORDS (PERMANENT STAFF)			3YRS	2006	2008	Piper Technical Center	1
	0035	BOARD ELECTIONS			110	2003	2003	Piper Technical Center	1
		B-BALLOTS							
		C-IDENTIFICATION ENVELOPES							
		E-TALLY SHEETS							
	0035	BOARD ELECTIONS			110	2001	2001	Piper Technical Center	1
		F-NOMINATING PETITIONS							
	0035	BOARD ELECTIONS			110	1996	1996	Piper Technical Center	1
		E-TALLY SHEETS							
	0035	BOARD ELECTIONS			110	2003	2003	Piper Technical Center	1
		D-MAILING ENVELOPES							
	0035	BOARD ELECTIONS			110	2013	2013	Piper Technical Center	1
		D-MAILING ENVELOPES							
	0035	BOARD ELECTIONS			110	2010	2010	Piper Technical Center	1
		B-BALLOTS							

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

By *[Signature]* Date 9/16/16 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 <u>Office of the City Clerk / Election Division</u> (Department/Bureau)		Elections		Fiscal / #540 (Unit)	
Location of Records <u>Piper Tech - Space 300</u>		Records Retention Schedule No. <u>CLK / 03 /</u>		<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
						From	To		
		E-TALLY SHEETS							
	0035	BOARD ELECTIONS			110	2001	2001	Piper Technical Center	1
		E-NOMINATING PETITIONS							
	0035	BOARD ELECTIONS			110	2009	2009	Piper Technical Center	1
		D-MAILING ENVELOPES							
	0035	BOARD ELECTIONS			110	2005	2005	Piper Technical Center	1
		C-IDENTIFICATION ENVELOPES							
	0035	BOARD ELECTIONS			110	2010	2010	Piper Technical Center	1
		C-IDENTIFICATION ENVELOPES							
		D-MAILING ENVELOPES							
	0035	BOARD ELECTIONS			110	2007	2007	Piper Technical Center	1
		C-IDENTIFICATION ENVELOPES							
		D-MAILING ENVELOPES							
	0035	BOARD ELECTIONS			110	2007	2007	Piper Technical Center	1
		D-MAILING ENVELOPES							
	0035	BOARD ELECTIONS			110	2007	2007	Piper Technical Center	1
		B-BALLOTS							
	0035	BOARD ELECTIONS			110	2007	2007	Piper Technical Center	1
		B-BALLOTS							
	0035	BOARD ELECTIONS			110	2013	2013	Piper Technical Center	1
		C-IDENTIFICATION ENVELOPES							

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

By Melissa Freeman By J. Flynn Date 9/16/16 Page 2 of 3 Pages

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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 *J. Lynn* Date 9/28/16
 Department/Bureau 1603 / City clerk
 Records Dated 2009 - 2015

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		1603 / City Clerk	Elections		Services Center			
		(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 Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
1	0048	Official Canvass (LAUSD)			183	08/12/14 08/12/14	Piper Technical Center	2 Boxes
2	0048	C-Remake Logs Including Ballots (At-Polls, VBM, Provisione			183	01/17/12 01/17/12	Piper Technical Center	2 Boxes
3	0048	Official Canvass (CD15)			183	05/17/11 05/17/11	Piper Technical Center	1 Box
4	0048	C-Remake Logs Including Ballots (At-Polls, VBM, Provisione			183	03/03/15 03/03/15	Piper Technical Center	6 Boxes
5	0048	Official Canvass (General)			183	09/22/09 09/22/09	Piper Technical Center	3 Boxes
6	0048	E-Challenged Ballots			183	03/11/09 03/11/09	Piper Technical Center	15 Boxes
		Official Canvass (Primary)						
		C-Remake Logs Including Ballots (At-Polls, VBM, Provisione						
		Official Canvass (CD2 Primary and General)						
		C-Remake Logs Including Ballots (At Polls, VBM, Provisiona						
		D-Green Manual Tally Sheets						
		Official Canvass						
		C-Remake Logs Including Ballots (At-Polls, VBM, Provisione						
		D-Green Manual Tally Sheets						
		H-Ballot Count Comparisons - Election Night and Re-run R						

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

By *Walter Padilla* AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination
 Date 9/16/16 Page 1 of 1 Pages