

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

QUANTITY: 13 Boxes

RECORDS

DATED FROM March 3, 2014

DESCRIPTION 13 boxes of Initiative Petitions from March 3, 2014

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

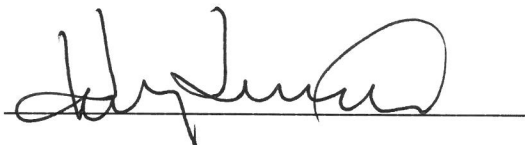
Shannon Hoppes, Executive Officer

October 3, 2016

(signature located in attached report from City Clerk)

CITY CLERK AUTHORIZATION:

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.



Holly L. Wolcott, City Clerk

10/5/2016

Date

DATE OF

NOTIFICATION: Oct 14, 2016 (Records will be held for 60 days from this date)

### CERTIFICATION FOR DESTRUCTION OF RECORDS

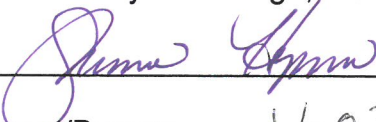
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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:


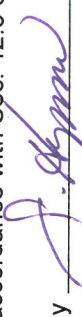
BY  Date 10/3/16  
 Department/Bureau 1603 / city clerk  
 Records Dated 3/3/14

AUTHORITY TO DESTROY OBSOLETE RECORDS

|  |  |  |                           |  |
|--|--|--|---------------------------|--|
| Records of <u>1603 / City Clerk</u><br>(Department/Bureau) |  | Elections                                  | Public Services<br>(Unit) |  |
| Location of Records <u>Piper Technical Center</u>          |  | Records Retention <u>CLK/03</u>            | Schedule No. <u>    </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 Refen. Period | Inclusive Dates |          | Storage Location Nos.  | Quantity |
|----------|---------------|--|------------|----------|---------------------|-----------------|----------|------------------------|----------|
|          |               |  |            |          |                     | From            | To       |                        |          |
| 01       | O013          | INITIATIVE PETITIONS<br>A- Petition Sections |            |          | 292                 | 03/03/14        | 03/03/14 | Piper Technical Center | 13       |
|          |               |  |            |          |                     |                 |          |                        |          |
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|          |               |  |            |          |                     |                 |          |                        |          |

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

By  By  Date      Page 1 of 1 Pages

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination