CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: OFFICE OF THE CITY CLERK

ELECTION DIVISION (CLK/03)

QUANTITY:

24 Boxes

RECORDS

DATED FROM 1998 - 2016

DESCRIPTION 13 boxes of voted ballots from May 20, 2015

6 boxes pf various record series from 1998 - 2014 5 boxes of Board election materials from 2015 - 2016

AUTHORIZED BY:

DEPARTMENT AUTHORIZATION:

Shannon Hoppes, Executive Officer

October 12, 2016

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(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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Date

DATE OF

NOTIFICATION: Oct 27, 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
 - 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 dete	erminations are	true:
BY Krym	Date	Oct 12,2016
Department/Bureau 1603/CITY C	Jerk	
Records Dated		

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Quantity 13 **Duplicate Records** Piper Technical Center Storage Location Nos. ₽ (Unit) Service Center ✓ Original Records T = Termination Page 5/20/15 Date Oct 12,2016 Inclusive Dates S = Superseded 5/20/15 From The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: P = Permanent Total Reten. Period 183 (Division) Form No. Records Retention CLK/03 Schedule No. E = Expiration Elections Conf. Rec. C = Closed or Completion Record Title (Same as on Schedule) BŚ (Department/Bureau) O017 | Official Ballots (Voted Ballots) Retention Code: A = Audit AR = Annual Review Piper Technical Center 1603 / City Clerk Sch. Item No. of Records. Records of Location Item No.

CERTIFICATION FOR DESTRUCTION OF RECORDS

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To the best of my knowledge, the above determinations are true:									
BY Alymn		Oct 12, 2016							
Department/Bureau City (lent - Elections	Divis	31017							
Records Dated									

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Records of

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Sch. Item No.

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of Records

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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2015

Quantity **Duplicate Records** Year Ending Piper Technical Center Storage Location Nos. (Guit) Fiscal/540 Original Records 20011 2013 1999 2014 2015 1999 ပ Inclusive Dates From 20011 2013 1998 2014 2015 1998 190 days 190 Sals Total Reten. Period 5 5 7 ~ (Division) Form No. CLK / 03 Elections Conf. Rec. Records Retention Schedule No. Record Title (Same as on Schedule) Official Ballot (vote recorder pages) Spoiled Office of the City Clerk / Election Division A-Roster of Persons Eligible to Vote Official Ballot (vote recorder pages) (Department/Bureau) Board Elections (LACERS) C-Identification Envelopes F-Nominating Petitions Board Elections (DWP) D-Mailing Envelopes D-Mailing Envelopes Piper Tech - Space 300 Budget work sheets **Budget Worksheets** E-Tally Sheets **B-Ballots**

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

P = Permanent S = Superseded

Date Oct/2, 2016

T = Termination

Pages

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CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2016 Year Ending_

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1603 / City Clerk	(Department/Bureau)	Piper Technical Center	Record Title (Same as on Schedule)	BOARD ELECTION(LACERS)	A-ROSTER OF PERSONS ELIGIBLE TO VOTE	B-BALLOTS	C-IDENTIFICATION ENVELOPES	D-MAILING ENVELOPES/Undeliverables	E-TALLY SHEETS	BOARD ELECTION(LACERS)	B-BALLOTS	C-IDENTIFICATION ENVELOPES						A THE STATE OF THE			The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:	Mayra Pudduldh	\= Audit AR = Annual Review		
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