

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

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

10/27/2016

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
 - 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 *J. Flynn* Date Oct 12, 2016

Department/Bureau 1603/city clerk

Records Dated 5/20/15

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.

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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 Oct 12, 2016

Department/Bureau City Clerk - Elections Division

Records Dated 1998 - 2015

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of <u>1603 / City Clerk</u>		Elections		Fiscal	
(Department/Bureau)		(Division)		(Unit)	
Location <u>Piper Technical Center</u>		Records Retention <u>CLK/03</u>		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records	
of Records _____		Schedule No. _____			

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		
1	0035	BOARD ELECTION(LACERS)			110	06/24/16	06/24/16	Piper Technical Center	4
		A-ROSTER OF PERSONS ELIGIBLE TO VOTE							
		B-BALLOTS							
		C-IDENTIFICATION ENVELOPES							
		D-MAILING ENVELOPES/Undeliverables							
		E-TALLY SHEETS							
2	0035	BOARD ELECTION(LACERS)			110	4/10/15	4/10/15	Piper Technical Center	1
		B-BALLOTS							
		C-IDENTIFICATION ENVELOPES							

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

By Maura P. [Signature] Date 10-20-16 Page 1 of 1 Pages

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination