



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

* **Records of Department:**

Additional Information:

Submitting Date: Email me a copy

* **Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [CLK03 0104 14 boxes 2001-2015.pdf](#)

Department Authorization

Authorizing Person: **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature:

Date Signed:

Date of Notification: (Records will be held for 60 days from this date).

Text

7 BOXES OF ITEM O008 - DECLARATION OF INTENTION FROM 2001 - 2007
4 BOXES OF ITEM O050 - CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL DOC FROM 2005 - 2011
3 BOXES OF ITEM O051 - OUTREACH/MEDIA FROM 2009 - 2015
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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 12/5/2013

Department/Bureau 1603 / city clerk

Records Dated 2008 - 2015

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		1603 / City Clerk		Elections		Public Services			
		(Department/Bureau)		(Division)		(Unit)			
Location of Records		Piper Technical Center		Records Retention Schedule No. CLK/03		<input 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		
1	0008	DECLARATION OF INTENTION (Primary)			8 yrs	4/10/01	4/10/01	Piper Technical Center	2
		A-AFFIDAVIT OF REGISTRATION							
		B-CANDIDATE PUBLIC INFORMATION-418							
		C-DECLARATION OF INTENTION TO BECOME A CANDID							
		D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO C							
		E-STATEMENT OF INTENTION TO SUBMIT A PETITION I							
2	0008	DECLARATION OF INTENTION (Special)			8 yrs	9/11/01	9/11/01	Piper Technical Center	1
		A-AFFIDAVIT OF REGISTRATION							
		B-CANDIDATE PUBLIC INFORMATION-418							
		C-DECLARATION OF INTENTION TO BECOME A CANDID							
		D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO C							
		E-STATEMENT OF INTENTION TO SUBMIT A PETITION I							
3	0008	DECLARATION OF INTENTION (Special)			8 yrs	12/11/01	12/11/01	Piper Technical Center	1
		A-AFFIDAVIT OF REGISTRATION							
		B-CANDIDATE PUBLIC INFORMATION-418							
		C-DECLARATION OF INTENTION TO BECOME A CANDID							
		D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO C							
		E-STATEMENT OF INTENTION TO SUBMIT A PETITION I							

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

By M. P. P. P. Date 12/5/06 Page 1 of 2 Pages

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

