

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk
Additional Information:	ELECTION DIVISON (CLK/03)
Submitting Date:	12/7/2016 ☐ Email me a copy
*Quantity:	14 Boxes
Records Dated From	4/10/2001 To 12/31/2015
Description:	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
Attachment: [2 MB max]	Detach
Denartment Authorizat	ion

City Clerk Authorization

Authorizing Person:

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 knowlege is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

SHANNON HOPPES

Date Signed:

Date: | 12/05/2016

12/07/2016

Date of Notification:

• APPROVE

Signature:

12/07/2016

Jame Denn Hypn

Holly Wolcott

(Records will be held for 60 days from this date).

SUBMIT

O REJECT

CANCEL

RequestDesc - ClerkPage

Text

7 BOXES OF ITEM 0008 - DECLARATION OF INTENTION FROM 2001 - 2007 4 BOXES OF ITEM 0050 - CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL DOC FROM 2005 - 2011 3 BOXES OF ITEM 0051 - OUTREACH/MEDIA FROM 2009 - 2015

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 determinat	tions are t	rue:	
BY Dusto	Date _	12	15/2012
Department/Bureau 1503/c/4y c/w	~K		
Records Dated 2005 - 20/5		······································	PROTECTIAL TO THE THE THE TAXABLE PROTECTION OF THE TAXABLE PROTECTION

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2007

Year Ending

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Quantity Pages **Duplicate Records** 2 Piper Technical Center Piper Technical Center Piper Technical Center Storage Location Nos. ₽ (Cnit) Public Services Original Records Page T = Termination 4/10/01 10/11/6 12/11/01 2 Inclusive Dates P = Permanent S = Superseded 12/11/01 4/10/01 9/11/01 From Date $/Z_{\prime}$ The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: 8 75 8 XTS S.YV.S Total Reten. Period (Division) Form No. Records Retention CLK/03 Elections E = Expiration Conf. Rec. Schedule No. D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO C E-STATEMENT OF INTENTION TO SUBMIT A PETITION I C-DECLARATION OF INTENTION TO BECOME A CANDII D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO C C-DECLARATION OF INTENTION TO BECOME A CANDIJ E-STATEMENT OF INTENTION TO SUBMIT A PETITION I D-RECEIPT FOR BROCHURES AND FORMS ISSUED TO C C-DECLARATION OF INTENTION TO BECOME A CANDII E-STATEMENT OF INTENTION TO SUBMIT A PETITION I Retention Code: A = Audit AR = Annual Review C = Closed or Completion Record Title (Same as on Schedule) **B-CANDIDATE PUBLIC INFORMATION-418 B-CANDIDATE PUBLIC INFORMATION-418 B-CANDIDATE PUBLIC INFORMATION-418** DECLARATION OF INTENTION (Special) DECLARATION OF INTENTION (Special) DECLARATION OF INTENTION (Pimary) A-AFFIDAVIT OF REGISTRATION A-AFFIDAVIT OF REGISTRATION A-AFFIDAVIT OF REGISTRATION (Department/Bureau) Piper Technical Center 1603 / City Clerk 8000 8000 8000 Sch. Item Š Records of of Records Location Se Te d

Request for

CITY CLERK
City of Los Angeles

Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

2007 Year Ending _

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

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2015 Year Ending

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