

## CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk													
•														
Additional Information:	ELECTION DIVISION (CLK/03)													
Submitting Date:	12/7/2016													
*Quantity:	1 Boxes													
<b>Records Dated From</b>	1/1/2009 <b>To</b> 12/31/2010													
Description:	1 BOX OF PAYROLL RECORDS FROM 2009 - 2010.													
Attachment: [2 MB max]	Detach CLK03 0105 1 box 2009-2010.pdf													
Department Authorizat	tion													
Authorizing Person:	Holly Wolcott Date: 10/31/2016													

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

 SHANNON HOPPES

 Signature:

 Junno Junno Haynon

 Date Signed:

 Date of Notification:
 12/07/2016

 12/07/2016

CANCEL

**SUBMIT** 

### 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 dampan	Date	10/31/2016
Department/Bureau <u>city clerk-Ele</u>	ection	D'vision.
Records Dated	· · · · · · · · · · · · · · · · · · ·	

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

# Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2010

		Records	Quantity	1 Box												Pages	
Fiscal	(Unit)	Original Records Duplicate Records	Storage Location Nos.	Piper Tecnical Center												Page I of I	ation
			Inclusive Dates	12/31/10						 1							<pre>d T = Termination</pre>
		tes Caldadara. -	From	60/1/1											<b>e.</b>	o	S = Superseded
Elections (Division)	sion)		Totat Reten. Period	3 years								 		 		Dai Dai	P = Permanent
	(Divi	CLK/03	Form No.						 	 	 				4		
			Conf. Rec.	s Constantino Constantino					 	 	 		 	40 E - E 11-		Ta ha	E = Expiration
	(Bureau)	Records Retention Schedule No.	Record Title (Same as on Schedule)	PAYROLL RECORDS (PERMANENT EMPLOYEES)	Request (Form Gen. 68)									The shows records are submitted for destruction in concidence with Con. 40 E644-1. A		<u>ה</u>   ה	C C C C C C O
Records of	(Department/Bureau)	Piper Technical Center	Record Title (	PAYROLL RECORDS (PE	A. Time Off/Compensation Request (Form Gen. 68)									rde ara enthmittad for Naetri			A = Audit AR = Annual Review
		ې ا	Sch. Item No.	0041												P	Retention Code: A = Audit
Recor		Location of Record	No Hem	-			<u></u>							The at		Γ Γ	Keter