

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk				
Additional Information:	ELECTION DIVISION / FISCAL ADMIN UNIT				
Submitting Date:	1/19/2017 □ Email me a copy				
*Quantity:	1 Boxes				
Records Dated From	1/1/2008 To 12/31/2015				
Description:	ONE BOX OF ITEM 0035 BOARD ELECTION MATERIALS PERTAINING TO LOS ANGELES CITY EMPLOYEE RETIREMENT SYSTEM BOARD MEMBER ELECTIONS FROM 2008-2015 .				
Attachment: [2 MB max]	Detach				
Department Authorization					
Authorizing Person:	Shannon Hoppes Date: 01/13/2017				
City Clerk Authorization					
50, I hereby certify that the att	.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. tached Request for Authority to Dispose of Obsolete Records has been reviewed by my office ge is complete, accurate, and adequate. City Clerk staff have reviewed the request for d any items of unique historical value.				

Authorizing Person:

HOLLY WOLCOTT

Date Signed:

01/19/2017

Date of Notification:

• APPROVE

Signature:

01/20/2017

Holly dyn Walefor

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

SUBMIT

○ **REJECT**

CANCEL

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.

BY James Japan		Date _	1/13/17	
Department/Bureau	City Clerk / Election Division			
Records Dated	2008-2015			

To the best of my knowledge, the above determinations are true:

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2015

Year Ending

1 Box Quantity **Duplicate Records** Piper Technical Center Storage Location Nos. 540 Fiscal/Admin (Unit) Original Records 20015 မှ Inclusive Dates From 2008 Total Reten. Period 110 (Division) Form No. CLK / 03 Election Conf. Rec. Records Retention Schedule No. A-ROSTERS OF PERSONS ELEGIBLE VOTERS Record Title (Same as on Schedule) (Department/Bureau) **BOARD ELECTIONS (LACERS)** F-NOMINATING PETITIONS Office of the City Clerk Piper Tech - Space 300 Sch. No. Location of Records Records of 0035 Item No.

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

C = Closed or Completion AR = Annual Review Retention Code: A = Audit

B

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E = Expiration

P = Permanent S = Superseded Date

T = Termination

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