

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk
Additional Information:	CLK/03 ELECTION DIVISION
Submitting Date:	10/13/2017
*Quantity:	4 Boxes
Records Dated From	07/23/2013 To 07/23/2013
Description:	4 BOXES OF EMERGENCY RESPONSE TEAM DOCUMENTS FROM THE JULY 23RD, 2013 SPECIAL ELECTION FOR THE VACANT SIXTH COUNCIL DISTRICT SEAT.
Attachment: [2 MB max]	Detach CLK03 104-137 4 boxes.pdf
Department Authorizat	tion

Authorizing Person:	Holly Wolcott	Date:	09/26/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

		Authorizing Person:
Our Approve	○ REJECT	SHANNON HOPPES
Signature:	Jume Denne Hygne	Date Signed: 10/13/2017
Date of Notifica	tion: 10/16/2017 (Records will be he	eld for 60 days from this date).

CANCEL

SUBMIT

CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of 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 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 Englin	Not	Date	9/2	4/2017
Records of Department/Bureau	City Clerk / Elect	ion Division		
Records Dated	July 23, 2013	(CD 6 Special	Election)	

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Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Box 10 et 11

Year Ending 2013

		tecords		Quantity	-		-	-	-		-									Sanad	2000	
Election Central	(Unit)	Original Records Duplicate Records	Ctorend Location March	SIULAGE LOCATION NOS.	Piper Technical Center		Piper Technical Center		Piper Technical Center	-	Piper Technical Center									Page 1 of 1		T = Termination
		V Origin	e Dates	To	7/23/13		7/23/13		7/23/13		7/23/13									< 1		
			Inclusive Dates	From	7/23/13		7/23/13		7/23/13		7/23/13								Code:	11/20		S = Superseded
	(u)		Total Reten.	Period	1460		1460		1460		1460								inistrative	Date		P = Permanent
ons	(Division)	K/03	Form No																he L.A. Adm	112		
Elections		Retention CLK/03	Conf.	Kec.															. 12.5 of th	221A		E = Expiration
		Records Rete Schedule No.	on Schedule)		M (ERT) DOCUMENTS		M (ERT) DOCUMENTS		M (ERT) DOCUMENTS		M (ERT) DOCUMENTS								n in accordance with Sec	By	C = Closed or Completion	C = Closed of Completion
1603 / City Clerk	(Department/Bureau)	Piper Technical Center	Record Title (Same as on Schedule)		EMERGENCY RESPONSE TEAM (ERT) DOCUMENTS	A-ERT Ballot Use Log	EMERGENCY RESPONSE TEAM (ERT) DOCUMENTS	B-Inspector Log In Sheets	EMERGENCY RESPONSE TEAM (ERT) DOCUMENTS	C-Troubleshooter Checklist	EMERGENCY RESPONSE TEAM (ERT) DOCUMENTS	D-Troubleshooter Log							The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:	anny Indered In	AR = Annual Rev	
			Sch. Item	-	0044		0044		0044		0044								ove reco	W as	Retention Code: A = Audit	
Records of		Location of Records	Item		0		02		03		64								The at	By	Reten	