

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 □ Email me a copy
*Quantity:	151 Boxes
Records Dated From	05/16/2016 To 09/19/2016
Description:	3 INITIATIVE PETITIONS (THE FIRST SECTION OF EACH HAS BEEN RETAINED) AFFORDABLE HOUSING AND LABOR STANDARDS 05/16/2016 BUILDING MORATORIUM 08/24/2016 CANNABIS ACTIVITY PERMITS AND REGULATIONS 09/19/2016
Attachment: [2 MB max]	Detach CLK03 104-138 151 boxes of petitions.pdf
Department Authorization	
Authorizina Person:	Shannon Hoppes Date: 10/10/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

HOLLY WOLCOTT

Date Signed:

10/13/2017

Date of Notification:

• APPROVE

Signature:

10/16/2017

Holly dym Wolf

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

SUBMIT

O 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.

To the best of my knowledge, the above determinations are true:	
BY Hopm	Date
Department/Bureau	1603/city clerk
Records Dated	2016

CITY CLERK
City of Los Angeles

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2016

Year Ending

Form Gen. 48 (R.3/87)

99 Boxes 20 Boxes Quantity 32 Boxes **Duplicate Records** Piper Technical Center Storage Location Nos. (Cnit) Public Services Original Records 08/24/16 09/19/16 02/16/16 မ Inclusive Dates 08/24/16 09/19/16 05/16/17 From 292 D 292 D Total Reten. Period 292 D (Division) Form No. CLK/03 Elections Conf. Rec. Records Retention Schedule No. Record Title (Same as on Schedule) (Cannabis Activity Permits and Regulations) (Afordable Housing and Labor Standards) (Department/Bureau) INITIATIVE PETITIONS INITIATIVE PETITIONS INITIATIVE PETITIONS (Building Moratorium) Piper Technical Center A- Petition Sections A- Petition Sections A- Petition Sections 1603 / City Clerk 0013 0013 0013 Sch. Item No. Records of of Records Location Item No. 7 m

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T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed ar Completion

AR = Annual Review

Retention Code: A = Audit

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Date

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