

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

*Records of Department:	City Clerk
Additional Information:	ELECTION DIVISIONI (CLK/03)
Submitting Date:	11/20/2017 ☐ Email me a copy
*Quantity:	2519 Boxes
<b>Records Dated From</b>	5/16/2017 <b>To</b> 5/16/2017
Description:	BALLOTS, POLLING PLACE, AND BALLOT TALLY RECORDS FROM THE MAY 16, 2017 GENERAL MUNICIPAL ELECTION .
Attachment: [2 MB max]	Detach CLK03 2519 boxes 2017GE.pdf
Department Authorizat	ion
Authorizing Person:	Shannon Hoppes Date: 11/15/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

11/20/2017

**Date of Notification:** 

• APPROVE

**Signature:** 

11/20/2017

Holly dyn 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 heat of my knowledge the above determinations are true:

To the best of my know	vieuge, the above determ	mations are true.	
BY Rum A	gmo	Date 11/15/17	
Department/Bureau	City Clerk	1603/ Election Division	¢
Records Dated	5/16/17		

# Request for

## CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Dipper Technical Center	Records of	Ğ	1603 / City Clerk	Elections	ions				Service Center	
Piper Technical Center			(Department/Bureau)		(Divisio	(u			(Unit)	
Seph	Location of Reco	rds _			K/03				nal Records Duplicate Records	Records
1 0012 STREET INDEX OF REGISTERED VOTERS   183 D 5/16/17 5/16/17	Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusiv	ve Dates	Storage Location Nos.	Quantity
2 0016 OFFICIAL BALLOT (VOTE RECORDER PAGES)  3 0017 OFFICIAL BALLOTS  4 0031 VOTED BALLOT BOXES  5 0032 WRITE IN BALLOT ENVELOPES  5 0032 WRITE IN BALLOT ENVELOPES  6 0037 PRECINCT BALLOT READER (PBR) ITEMS  6 0037 PRECINCT BALLOT READER (PBR) ITEMS  7 0043 BALLOT SECURITY ENVELOPES  8HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS)  1 83 D 5/16/17 5/16/17  1 84 D 5/16/17 5/16/17  1 85 D 5/	-	0012				183 D	5/16/17	5/16/17	Piper Technical Center	48 Boxes
3   CO17   OFFICIAL BALLOTS   183 D   5/16/17   5/16/17   5/16/17     4   CO21   VOTED BALLOT BOXES   183 D   5/16/17   5/16	2	0016				183 D	5/16/17	5/16/17	Piper Technical Center	8 Boxes
4 0031 VOTED BALLOT BOXES   183 D   5/16/17   5/16/17     5 0032 WRITE IN BALLOT READER (PBR) ITEMS   183 D   5/16/17   5/16/17     6 0037 PRECINCT BALLOT READER (PBR) ITEMS   183 D   5/16/17   5/16/17     8 A-RETURNED INKA VOTE READER ENVELOPE   183 D   5/16/17   5/16/17     9 C-AUIDIO BALLOT READER (PBR)HEADER CARDS   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT READER (PBR)HEADER CARDS   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT READER (PBR)HEADER CARDS   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   183 D   5/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   180 D   1/16/17   5/16/17     10 C-AUIDIO BALLOT SECURITY ENVELOPES   180 D   1/16/17   5/16/17   1/	3	0017				183 D	5/16/17	5/16/17	Piper Technical Center	2420 Boxes
WRITE IN BALLOT ENVELOPES	4	0031				183 D	5/16/17	5/16/17	Piper Technical Center	40 Boxes
(AKA blank write in stub bag Insert)	S	0032				183 D	5/16/17	5/16/17	Piper Technical Center	1 Box
PRECINCT BALLOT READER (PBR) ITEMS			(AKA blank write in stub bag Insert)							
A-RETURNED INKA VOTE READER ENVELOPE	9	0037				183 D	5/16/17	5/16/17	Piper Technical Center	1 Box
B-ZERO REPORT   C-AUDIO BALLOT BALLOT READER (PBR) TEST BALLOT   D-PRECINCT BALLOT READER (PBR)HEADER CARDS   E-HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS)   S-HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS)   SALLOT SECURITY ENVELOPES   S/16/17   S/16/17   S/16/17   S/16/17   S/16/17   S/16/17   S/16/17   S/16/17   S/16/17   Page   S/16/14   S/16/14			A-RETURNED INKA VOTE READER ENVELOPE							
C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT			B-ZERO REPORT							
D-PRECINCT BALLOT READER (PBR)HEADER CARDS   E-HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS)   E-HEADER CARDS (PRECINCTS, FISCAL, SYSTEMS)   183 D   5/16/17			C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT							
E-HEADER CARDS (PRECINCTS ,FISCAL,,SYSTEMS)  7 0043 BALLOT SECURITY ENVELOPES  (AKA ballot security bag inserts)  (AKA ballot security bag inserts)  above records are submitted for destruction in accordance with Sec., 12.5 of the L.A. Administrative Code:    Manual Review   By			D-PRECINCT BALLOT READER (PBR)HEADER CARDS							
AKA ballot security bag inserts)  (aKA ballot security bag inserts)  (by the L.A. Administrative Code:  (by the L.A. Administrative Code:  (by the L.A. Administrative Code:  (completion Code: A= Audit AR = Annual Review C = Closed br Completion E = Expiration P = Permanent S = Superseded T = Termination			E-HEADER CARDS (PRECINCTS ,FISCAL, SYSTEMS)							
(AKA ballot security bag inserts)   AKA ballot security bag inserts   AKA ballot security bag in	7	0043				183 D	5/16/17	5/16/17	Piper Technical Center	1 Box
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WWW YEAR Annual Review C = Closed by Completion E = Expiration P = Permanent S = Superseded T = Termination	The abo	ve rec	1	.5 of the L	A. Administr	ative Code		,		
A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T	By	N	Puchal Ly By My	n		Date	1/10	113	-	Pages
	Retentio	n Code	A = Audit AR = Annual Review C = Closed or Completion	= Expiration			= Superseder	-	nation	