



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

\* **Records of Department:**

**Additional Information:**

**Submitting Date:**   Email me a copy

\* **Quantity:**

**Records Dated From**  **To**

**Description:**

**Attachment:** [2 MB max]  [CLK03 2519 boxes 2017GE.pdf](#)

## Department Authorization

**Authorizing Person:**  **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

**Date Signed:**

**APPROVE**

**REJECT**

**Signature:**

**Date of Notification:**  (Records will be held for 60 days from this date).

### 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  Date 11/15/17

Department/Bureau City Clerk 1603 / Election Division

Records Dated 5/16/17

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of <u>1603 / City Clerk</u>		<u>Elections</u>		<u>Service Center</u>				
(Department/Bureau)		(Division)		(Unit)				
Location of Records <u>Piper Technical Center</u>		Records Retention Schedule No. <u>CLK/03</u>		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From      To	Storage Location Nos.	Quantity
1	0012	STREET INDEX OF REGISTERED VOTERS			183 D	5/16/17      5/16/17	Piper Technical Center	48 Boxes
2	0016	OFFICIAL BALLOT (VOTE RECORDER PAGES)			183 D	5/16/17	Piper Technical Center	8 Boxes
3	0017	OFFICIAL BALLOTS			183 D	5/16/17	Piper Technical Center	2420 Boxes
4	0031	VOTED BALLOT BOXES			183 D	5/16/17	Piper Technical Center	40 Boxes
5	0032	WRITE IN BALLOT ENVELOPES (AKA blank write in stub bag Insert)			183 D	5/16/17	Piper Technical Center	1 Box
6	0037	PRECINCT BALLOT READER (PBR) ITEMS A-RETURNED INKA VOTE READER ENVELOPE B-ZERO REPORT C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT D-PRECINCT BALLOT READER (PBR)HEADER CARDS E-HEADER CARDS (PRECINCTS ,FISCAL,SYSTEMS)			183 D	5/16/17	Piper Technical Center	1 Box
7	0043	BALLOT SECURITY ENVELOPES (AKA ballot security bag inserts)			183 D	5/16/17	Piper Technical Center	1 Box

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

By Maryna Puchalska      Date 11/15/17      Page 1 of 1 Pages

Retention Code: A = Audit    AR = Annual Review    C = Closed for Completion    E = Expiration    P = Permanent    S = Superseded    T = Termination