

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

Car		
*Records of Depar	tment: City Clerk	
Additional Inform	nation: CLK/03 ELECTION DIVISION	
Submitting Date:	1/22/2018 ☐ Email me a co	ру
*Quantity:	90 Boxes	
Records Dated Fro	om $05/16/2017$ To $05/16/2017$	
Description:	90 BOXES OF ABSENT VOTER APP	LICATIONS
Attachment: [2 M	MB max] Detach CLK03 20170516 AV	Apps.pdf
Department Autl	horization	
Authorizing Perso	Mayra Puchalski / Holly Wolcott	<b>Date:</b> 01/11/2018
City Clerk Autho	rization	
50, I hereby certify th and to the best of my	_	Code (LAAC) and the Mayor's Executive Directive No. of Obsolete Records has been reviewed by my office City Clerk staff have reviewed the request for
		Authorizing Person:
	○ REJECT	SHANNON HOPPES
		Date Signed:
Signature:	Sum Denn Hym	01/22/2018

**Date of Notification:** 

01/23/2018

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

**SUBMIT** 

**CANCEL** 

CITY CLERK City of Los Angeles

Request for

## **AUTHORITY TO DESTROY OBSOLETE RECORDS**

2017

Year Ending \_\_

Form Gen. 48 (R.3/87)

Chean										
Piper Technical Center   Record Referation   CLK/03   Total   From Robert   From Rob			(Department/Bureau)		(Divisi	on)			(Unit)	
Second Fig.   Second Tible (Same as on Schedule)   Conf.   From No.   Period   From No.   Period   P	Locati of Rec			ntion	LK/03			i		e Records
Onl   ABSENT VOTER APPLICATIONS   Peinod   From   To	Item No.	Sch.	Record Title (Same as on Schedule)	Conf.	Form No.	Total Reten.	Inclusi	ve Dates	Storage Location Nos	
A-Too Late Applications   183 D   5/16/17   5/16/17   Piper Technical Center C-Sample Ballots Applications   183 D   5/16/17   S/16/17   Piper Technical Center D-PVBM Duplicate Applications   183 D   5/16/17   S/16/17   Piper Technical Center S-Pumple Ballots   183 D   5/16/17   S/16/17   Piper Technical Center S-Pumple Resolution   183 D   5/16/17   S/16/17   Piper Technical Center S-Pumple Resolution   183 D   5/16/17   S/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   S/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D   5/16/17   Piper Technical Center S-Pumple Pervisional Ballots   183 D	-	0011	ABSENT VOTER APPLICATIONS			Period	From	0		- Chaille
C-Sample Ballot Applications   183 D   5/16/17   5/16/17   Priper Technical Center			(VBM APPLICATIONS)							
D-PVBM Duplications   183 D   5/16/17   5/16/17   Piper Technical Center			A-Too Late Applications			183 D	5/16/17	5/16/17	Piper Technical Center	1 Box
D-PVBM Duplicate Applications   183 D   5/16/17   5/16/17   Piper Technical Center			C-Sample Ballot Applications			183 D	5/16/17	5/16/17	Piper Technical Center	3 Boxes
E-VBM Challenged Ballots			D-PVBM Duplicate Applications			183 D	5/16/17	5/16/17	Piper Technical Center	2 Boxes
1-Emptied / Returned VBM Ballot Envelopes (lavendar)   183 D   5/16/17   5/16/17   Piper Technical Center			E-VBM Challenged Ballots			183 D	5/16/17	5/16/17	Piper Technical Center	3 Boxes
K-Emptied Provisional Ballots   S/16/17   S/16/17   Piper Technical Center   S/16/17   Piper Technical Center   S/16/17   Piper Technical Center   S/16/17   Piper Techni			J-Emptied /Returned VBM Ballot Envelopes (lavendar)			183 D	5/16/17	5/16/17	Piper Technical Center	72 Boxes
above records are submitted for destruction in accordance with Sec. 12.5 of the A. Administrative Code:			K-Emptied Provisional Ballots			183 D	5/16/17	5/16/17	Piper Technical Center	9 Boxes
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William Dudiel from By de De Date 1/11/2018 Page 1 of 1	he ab	ove reco	ords are submitted for destruction in accordance with Se		L.A. Administr	rative Code				
	<u> </u>	11/144	Duddelston	Jake Jake	~	Date			jo	Dage

## 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 kno	wledge, the above determ	inations are true:	
BY Jongy	Walt	Date	11/2018
Department/Bureau _	City clerk	1603/E	lection Div
Records Dated	5/16/17		