CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department: City Clerk

Additional Information: COUNCIL AND PUBLIC SERVICES DIVISION CLK/01

Submitting Date: 2/2/2018   ☐ **Email me a copy**

*Quantity: 86   Boxes

Records Dated From 1/1/1997 **To** 12/31/2015

Description:
COUNCIL CALENDARS
NEGATIVE DECLARATIONS
PUBLICATIONS
SUBPOENA REQUESTS   .

Attachment: [2 MB max]   Detach   **CLK01 109-0149 86 boxes.pdf**

Department Authorization

Authorizing Person: Shannon Hoppes   **Date:** 01/29/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

⦿ **APPROVE**   ○ **REJECT**

Authorizing Person:
HOLLY WOLCOTT

Signature: *Holly Lynn Wolcott*

Date Signed: 02/02/2018

Date of Notification: 02/02/2018   (Records will be held for 60 days from this date).

SUBMIT   **CANCEL**

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 _~~J. Hymn~~_____ Date _1/25/18_____

Records of
Department/Bureau __1601 / City Clerk_____

Records Dated _____1997 - 2015_____

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)
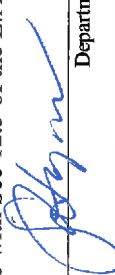
Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Office of the City Clerk _____

(Department/Bureau)   Council and Public Services Division _____ _____

(Division)   _(Unit)_

Location
of Records __City Hall Room 395__

Records Retention
Schedule No. __CLK/01__   [X] Original Records   [ ] Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
0007.	COUNCIL CALENDAR			TO+2	2010	2015	Main City Hall, Room 395	4 shelves
0024.	NEGATIVE DECLARATIONS (ENVIRONMENTAL RECORD)			TO+5	2010	2011	Main City Hall, Room 395	5 drawers
0029.	PUBLICATIONS RECORD TYPES: A-NEWSPAPER CLIPPINGS B-NOTICE OF PUBLIC HEARINGS C-PROOF OF PUBLICATIONS-114 D-REQUEIESTS FOR ADVERTISING			TO+2	1997	2015	Main City Hall, Room 395	76 boxes
0034.	SUBPOENA REQUESTS			TO+2	2007	2010	Main City Hall, Room 395	1 box

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

By _____   By _____   Date __1/25/18__
   Division Head   Department Head

Page __1__ of __1__ Pages

Retention Codes: AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
TO = the "To Date" i.e. the date of the record.