



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 Pollworker Payroll Outreach Media 8 boxes.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 Maura Picholski Date 1/11/12

Department/Bureau Office of the City Clerk - Elections

Records Dated 2006-2013

City of Los Angeles
Approved Departmental Records Retention Schedule
Original Records

Records of: **CITY CLERK/ELECTIONS**
/CLK/03/

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	Office	Retention (YEARS) -- Total	Media Code	Record Type
						V H C L

			TO+05	TO+05	DO	N	Y	N
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0048. OFFICIAL CANVASS
 A-Snag Forms
 B-Ballot Inspection Statements
 C-Remake Logs Including Ballots (At-Polls, VBM, Provisional)
 D-Green Manual Tally Sheets
 E-Challenged Ballots
 F-Manual Tally Recap Sheets/Variance Reports
 G-Roster Signature Reconciliation Reports
 H-Ballot Count Comparisons - Election Night and Re-run Reports
 I-Variable Ad-Hoc Reports
 J-Ballots With Writing and Write-In Ballots
 K-Gray Secrecy Envelopes (Used/Written On)

/CLK/03/	0049.	SUPPLY BOX CHECKLIST	TO+3	TO+3	DO	N	N	N
/CLK/03/	0050.	CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL DOCUMENTS	TO+5	TO+5	DO	Y	Y	Y

0051. OUTREACH/MEDIA
 A-Language Assistance Survey Cards
 B-Star Student Nomination Forms

/CLK/03/	0052.	PAYROLL RECORDS (AS-NEEDED EMPLOYEES)	TO+10	TO+20	DO	N	N	Y
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/CLK/03/	0053.	REQUEST FOR PROPOSAL/QUOTE DOCUMENTATION FOR SUCCESSFUL BIDS (Documents shall be retained until audit review plus five years.)	AU+2	AU+5	DO	N	Y	N
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/CLK/03/	0054.	REQUEST FOR PROPOSAL/QUOTE DOCUMENTATION FOR UNSUCCESSFUL BIDS (Documents shall be retained until audit review plus five years.)	CY+1	CY+2	DO	N	Y	N
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RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL