

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

*Records of Department:	City Clerk
•	
Additional Information:	ELECTION DIVISION (CLK/03)
Submitting Date:	7/10/2018
*Quantity:	8 Boxes
<b>Records Dated From</b>	01/01/2006 <b>To</b> 05/21/2013
Description:	POLLWORKER PAYROLL AND MEDIA OUTREACH RECORDS FROM 2006 - MAY 2013 .
Attachment: [2 MB max]	Detach CLK03 Pollworker Payroll Outreach Media 8 boxes.pdf
Department Authorizat	tion

### **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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:
O APPROVE	○ <b>REJECT</b>	HOLLY WOLCOTT
Signature:	Holey dyn Walef	<b>Date Signed:</b> 07/10/2018
Date of Notifica	tion: 07/10/2018 (Records will be	e held for 60 days from this date).

SUBMIT

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 best of my knowledge, the above determinations are true:

BY Munne Judu SM	Date////>
Department/Bureau Office of the	City Clerk- Elections
Records Dated 2006 - 2013	

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

# Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2018

		Office of the City Clerk/Election Division	Outreach	ch				590		
Records of		(Department/Bureau)		(Division)	()				(Unit)	
Location of Records		Piper Techinical Center - Space 300 Schedule No.	ttion CLK/03/	/03/			V Origin	Original Records	Duplicate Records	Records
ltem	Sch.		Conf.		Total	Inclusive Dates	Dates			
Ś	S	record little (Same as on Schedule)	Rec.	Form No.	Reten. Period	From	To	Storage L	Storage Location Nos.	Quantity
1	0050	CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL D			5 yrs	2008	2009	Piper Tech	Piper Technical Center	2 Boxes
		A-Applications								
2	0050	CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL D			5 yrs	2012	2013	Piper Tech	Piper Techinical Center	4 Boxes
		A-Applications								
3	O051	OUTREACH/MEDIA			183	2006	2008	Piper Tech	Piper Technical Center	1 Box
		B-Star Student Nomination Forms								
4	0051	OUTREACH/MEDIA								
		B-Star Student Nomination Forms			183	2009	2011	Piper Tech	Piper Technical Center	1 Box
						<b>Į</b>	1			
The abc	ove reco	The above records are submitted for destruction in accordance with Sec. 12.	5 of the L.A	12.5 of the L.A. Administrative Code:	itive Code:					
By	May	Mann & uchuls Mr By Jamme	how		Date	1/14/18	~	Page 1	of 1	Pages
Retenti	on Code:	Retention Code: A = Audit AR = Annual Review C = Closed & Completion E	E = Expiration	P = Permanent		S = Superseded	T = Termination	ation		

5	INTRUM IN THE	cup term receives international and the second s	Ι	Page 7
		Approved Departmental Records Retention Schedule	Ι	Date: December 9, 2014
	¢	Original Records		
Kecords of: /CLK/03/	s of: 3/	CITY CLERK/ELECTIONS CERTIFIED	ER SECTION 12.3(E) OF LOS	CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE
Sched. No.	Sched. Item No.	Record Title (Description/Sub Categories/Remarks)	– Retention (YEARS) – Office Total	Media Record Type Code V H C L
/CLK/03/	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	TO+/05 TO+/05	z ≻ z Od
/CLK/03/	0049.	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) SUPPLY BOX CHECKLIST	TO+3 TO+3	z
ICITK03	0050.	CITY EMPLOYEE POLLWORKER ADMIN/PAYROLL DOCUMENTS A-Applications B-Time Cards C-Graphics D-Administrative Documents		× × × 00
/CLK/03/	0051.		TO+/05 TO+/05	DO N Y N
/CLK/03/	0052.	B-Star Student Nomination Forms PAYROLL RECORDS (AS-NEEDED EMPLOYEES) A. Invoices (FMS/SMS)	TO+10 TO+20	N N DO
/CLK/03/	<b>0</b> 053.	B. Cneck Deposits (Audit Work Sheets/Checks/Deposit Slips) REQUEST FOR PROPOSAL/QUOTE DOCUMENTATION FOR SUCCESSFUL BIDS (Documents shall be retained until audit review plus five years.) A-RFP Documents	AU+2 AU+5	N N O
/CLK/03/	0054.	B-RFQ Documents REQUEST FOR PROPOSAL/QUOTE DOCUMENTATION FOR UNSUCCESSFUL BIDS (Documents shall be retained until audit review plus five years.) A-RFP Documents B-RFQ Documents	CY+1 CY+2	z ≻ z
		2		
RETE	RETENTION CODES:	S: 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"	ERMANENT SU=SUPERCE	EDED TE=TERMINATION
MEDIA	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	VIC FILE FM=FILM MD=MA	(G DISK MT=MAG TAPE )≒PUNCH CARDS
	:			

V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

RECORD TYPE:

City Clerk/Records Management Division

City of Los Angeles