

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk	
Additional Information:	CLK/03 ELECTION DIVSION 2018 BOARD ELECTION MATERIAL	
Submitting Date:	1/29/2019 □ Email me a copy	
*Quantity:	5 Boxes	
Records Dated From	05/11/2018 To 08/28/2018	
Description:	5 BOXES OF BOARD ELECTION MATERIALS FORM THE: MAY 11, 2018 DEFERRED COMPENSATION BOARD ELECTION MAY 18, 2018 LACERS BOARD ELECTION AUG 28, 2018 LAFPP BOARD ELECTION	
Attachment: [2 MB max]	Detach CLK03 127-180 5 Boxes Board Elections.pdf	
Department Authorization		
Authorizing Person:	Holly Wolcott Date: 01/22/2019	
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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:	

SHANNON HOPPES

Date Signed:

01/29/2019

Date of Notification:

• APPROVE

Signature:

01/29/2019

Jume Denn Hygne

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

SUBMIT

○ **REJECT**

CANCEL

RequestDesc - ClerkPage

Text

5 BOXES OF BOARD ELECTION MATERIALS FORM THE: MAY 11, 2018 DEFERRED COMPENSATION BOARD ELECTION MAY 18, 2018 LACERS BOARD ELECTION AUG 28, 2018 LAFPP BOARD ELECTION

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
 - 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 determ	ninations are true:
BY July Zer	Date 12014
Department/Bureau 1603 / City Clerk E	Election Division - Fiscal
Records Dated 2018	

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2018

Year Ending

Form Gen. 48 (R.3/87)

City of Los Angeles

CITY CLERK

2 Boxes 2 Boxes Quantity 1 Box Pages Duplicate Records Piper Technical Center Piper Technical Center Piper Technical Center Storage Location Nos. ₽ (Unit) Original Records Fiscal Page_ T = Termination 8/28/18 5/11/18 5/18/18 မ Inclusive Dates S = Superseded 8/28/18 5/11/18 5/18/18 From Date The above records are submitted for destruction in accordance with Sec. 12.5 of the LA. Administrative Code/ 110 da 110 da 110 da Total Reten. Period P ≠ Permanent (Division) Form No. Records Retention /CLK/03/ Elections E = Expiration Conf. Rec. SH/HX Schedule No. C = Closed or Completion D - MAILING ENVELOPES/ UNDELIVERABLES BOARD ELECTION (LAFPP SPECIAL-ACTIVE) D- MAILING ENVELOPES/UNDELIVERABLES D- MAILING ENVELOPES/UNDELIVERABLE BOARD ELECTION (DC - LACERS - ACTIVE) Record Title (Same as on Schedule) 0035 | BOARD ELECTION (DC-ACTIVE/RETIRED) B C - IDENTIFICATION ENVELOPE C-IDENTIFICATION ENVELOPE C-IDENTIFICATION ENVELOPE (Department/Bureau) Retention Code: A = Audit AR = Annual Review Piper Technical Center 1603/ City Clerk B - BALLOTS B-BALLOTS B-BALLOTS JP/MP 0035 0035 Sch. No. Records of of Records Location No. c 2 à

City Clerk/Records Management Division

City of Los Angeles

Approved Departmental Records Retention Schedule

Original Records

Date: December 9, 2014

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Records of: CITY CLERK/ELECTIONS

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE Record Type Ç 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" z Z z z Z > Z Z 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 H z z > z Z Z Z z 7 z z Z Z Z z z z Media Code8 -- Retention (YEARS) --TO+/05 TO+/05 TO+/05 TO+/05 TO+/05 TO+/05 TO+/03 TO+/03 TO+/05 TO+/05 Total TO+/03 TO+/03 TO+10 TO+10 Щ Office겅 SUBJECT FILE (HOURLY TURNOUT - ELECTION STATISTICS) A-ROSTER OF PERSONS ELIGIBLE TO VOTE/CDs with Original Rosters (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical SUBJECT FILE (SPECIAL RECALL ELECTIONS) PRECINCT BALLOT READER (PBR) ITEMS (Description / Sub Categories / Remarks) A-RETURNED INKA VOTE READER ENVELOPE B-ZERO REPORT C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT A-ROSTER OF PERSONS ELIGIBLE TO VOTE D-MAILING ENVEL OPES/Undeliverables **EMPLOYEE RELATIONS BOARD WRITE-IN BALLOT ENVELOPES** TALLY LISTS (TALLY SHEETS) C-IDENTIFICATION ENVELOPES C-IDENTIFICATION ENVELOPES **VOTED BALLOT BOXES** F-NOMINATING PETITIONS F-NOMINATING PETITIONS D-MAILING ENVELOPES BOARD ELECTION E-TALLY SHEETS RECORD TYPES: RECORD TYPES: E-TALLY SHEETS RECORD TYPES RECORD TYPES RECORD TYPES: RECORD TYPES Record Title **B-BALLOTS** RETENTION CODES. Sched. Item No. 0029. 0037. 0028. 0030 0031. 0032. 0035. 0036. MEDIA CODES: /CLK/03/ Sched. /CLK/03/ /CLK/03/ /CLK/03/ /CLK/03/ /CLK/03/ /CILK/03/ /CLK/03/ /CLK/03/ No.

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

RECORD TYPE: