



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 127-180 5 Boxes Board Elections.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

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

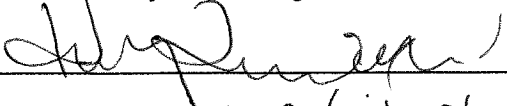
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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
 - 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  Date 1/22/2014
Department/Bureau 1603 / city clerk Election Division - Fiscal
Records Dated 2018

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) | Retention (YEARS) -- Office Total | Media Code | Record Type |
|------------|-----------------|--|-----------------------------------|------------|-------------|
| | | | | V H C L | |
| /CLK/03/ | 0028. | SUBJECT FILE (HOURLY TURNOUT - ELECTION STATISTICS) RECORD TYPES: | TO+10 TO+10 | | N N N |
| /CLK/03/ | 0029. | SUBJECT FILE (SPECIAL RECALL ELECTIONS) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical | CL PE | | N Y N |
| /CLK/03/ | 0030. | TALLY LISTS (TALLY SHEETS) RECORD TYPES: | TO+05 TO+05 | | N N N |
| /CLK/03/ | 0031. | VOTED BALLOT BOXES RECORD TYPES: | TO+05 TO+05 | | N N N |
| /CLK/03/ | 0032. | WRITE-IN BALLOT ENVELOPES RECORD TYPES: | TO+05 TO+05 | | N N N |
| /CLK/03/ | 0035. | BOARD ELECTION RECORD TYPES: A-ROSTER OF PERSONS ELIGIBLE TO VOTE/CDs with Original Rosters B-BALLOTS C-IDENTIFICATION ENVELOPES D-MAILING ENVELOPES/Undeliverables E-TALLY SHEETS F-NOMINATING PETITIONS | TO+03 TO+03 | | N N Y |
| /CLK/03/ | 0036. | EMPLOYEE RELATIONS BOARD RECORD TYPES: A-ROSTER OF PERSONS ELIGIBLE TO VOTE B-BALLOTS C-IDENTIFICATION ENVELOPES D-MAILING ENVELOPES E-TALLY SHEETS F-NOMINATING PETITIONS | TO+03 TO+03 | | N N N |
| /CLK/03/ | 0037. | PRECINCT BALLOT READER (PBR) ITEMS A-RETURNED INKA VOTE READER ENVELOPE B-ZERO REPORT C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT | TO+05 TO+05 | DO | N N N |

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