



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] [131-185 CLK01131-185 13 Boxes 2019-05-02.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

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 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	2016	2016	Main City Hall, Room 395	3 boxes
0029.	PUBLICATIONS RECORD TYPES: A-NEWSPAPER CLIPPINGS B-NOTICE OF PUBLIC HEARINGS C-PROOF OF PUBLICATIONS-114 D-REQUESTS FOR ADVERTISING			TO+2	2016	2016	Main City Hall, Room 395	9 boxes
0034.	SUBPOENA REQUESTS			TO+2	2011	2016	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 *Patricia K. [Signature]* Date 5/2/2019 Page 1 of 1 Pages
Division Head Department Head

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  Date 5/27/2019

Records of Department/Bureau 1601 / city clerk

Records Dated 2011-2016