

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

APPROVE	○ REJECT	SHANNON HOPPES  Date Signed:
		Authorizing Person:
50, I hereby certify and to the best of r	5	Code (LAAC) and the Mayor's Executive Directive No. of Obsolete Records has been reviewed by my office City Clerk staff have reviewed the request for
City Clerk Auth		
Authorizing Per	Holly Wolcott	<b>Date:</b> 08/07/2019
Attachment: [2  Department Au	<u> </u>	7 Gen Elec 3 Boxes.pdf
	TRECINCI DALLOT READER TIENS	
Description:	5/10/2017	FROM THE MAY 2017 GENERAL ELECTION.
*Quantity:  Records Dated F	From 5/16/2017 To 05/16/2017	
*Overtitus	[-	ору
Additional Infor	mation: ELECTION DIVISION (CLK/03)	
*Records of Depa	rtment: City Clerk	
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**Date of Notification:** 08/14/2019

(Records will be 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:

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BY Tolly	· Wokoti	Date <i>8/1/19</i>
Department/Bure	au <u>city</u>	clerk - Election Div,
Records Dated	2017	

CITY CLERK
City of Los Angeles

Request for

## AUTHORITY TO DESTROY OBSOLETE RECORDS

2017

Year Ending\_

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Form Gen. 48 (R.3/87)

Continue of the content   Continue of the	   Records of	ds of	City Clerk	Elections	ns	!			Service Center	
Superioration   Country   Records Referring   Country   Records			(Department/Bureau)		(Division	(nı)			(Unit)	
Sam   Feront Title (Same as on Schedule)   Conf.   Form No.   Pages   From   Form   From   Form   From   Form   From	Locat of Re				703					te Records
2017 GENERAL MUNICIPAL ELECTION   183 day   5/16/17	Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten	Inclusin	ve Dates	Storage Location Nos.	Quantity
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B. ZERO REPORT   183 day   5/16/17   7/16/17			A- RETURNED INKA VOTE READER ENVELOPES			183 day	5/16/17	5/16/17	Piper Technical Center	1/2 Box
C-ALDIO BALLOT BOOTH (ABB) TEST BALLOT   183 day   5/16/17   5/16/17   Piper Technical Center			B- ZERO REPORT			183 day	5/16/17	5/16/17	Piper Technical Center	1/2 Box
D- PRECINCT BAJJJOT READER HEADER CARDS   183 day   5/16/17   5/16/17   Piper Technical Center			C-AUDIO BALLOT BOOTH (ABB) TEST BALLOT			183 day	5/16/17	5/16/17	Piper Technical Center	1/2 Box
## HEADER CARDS  ## 183 day \$/16/17 \$/16/17 Piper Technical Center  ### 183 day \$/16/17 Piper Technical Center  ### 183 day \$/16/17 Piper Technical Center  ### 183 day \$/16/17 Piper Technical Center  #### 183 day \$/16/17 Piper Technical Center  #### 183 day \$/16/17 Piper Technical Center  #### 183 day \$/16/17 Piper Technical Center  ##### 183 day \$/16/17 Piper Technical Center  ###################################			D- PRECINCT BALLOT READER HEADER CARDS			183 day	5/16/17	5/16/17	Piper Technical Center	1/2 Box
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