

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk	
Additional Information:	CLK/03 ELECTION DIVISIOIN	
Submitting Date:	2/4/2020 ☐ Email me a copy	
*Quantity:	4 Boxes	
Records Dated From	04/10/2019 To 04/23/2019	
Description:	BOARD ELECTIONS: LACERS & LAFPP .	
Attachment: [2 MB max] Department Authoriza	<u> </u>	ACERS LAFPP 4 boxes .pdf
Authorizing Person:	Holly L. Wolcott	Date: 01/24/2020
City Clerk Authorization	on	
50, I hereby certify that the a and to the best of my knowle	2.5 (d) of the Los Angeles Administrative Code (LAAC) trached Request for Authority to Dispose of Obsolete ege is complete, accurate, and adequate. City Clerk sted any items of unique historical value.	Records has been reviewed by my office
		Authorizing Person:
APPROVE	○ REJECT	PETTY SANTOS
Signature:	Santos	Date Signed: 02/04/2020
Date of Notification:)2/05/2020 (Records will be held for 60 day	rs 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:
Briting Date 1/24/2020
Department/Bureau City Clerk/Elections.
Records Dated

CITY CLERK
City of Los Angeles

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2018,2019

Year Ending _

Form Gen. 48 (R.3/87)

Cont. Form No. Refer From To Piper Technical Center Form No. Refer From To Piper Technical Center Fro	Records of	1									
Style="color: blue;"> Schedule No. Schedule N			(Department/Bureau)			(Division	(uc			(Unit)	
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