

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk
Additional Information:	CLK/03 ELECTION DIVISION
Submitting Date:	2/4/2020
*Quantity:	23 Boxes
Records Dated From	03/03/2019 To 06/20/2019
Description:	2019 PRIMARY NOMINATING AND GENERAL MUNICIPAL ELECTION BALLOTS
Attachment: [2 MB max]	Detach CLK03 0236 2019 Pri %26 Gen Ballots 23 boxes.pdf
Department Authorizat	tion

Authorizing Person:

Holly Wolcott

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

• APPROVE

Authorizing Person:

PETTY SANTOS

Date Signed:

02/04/2020

Date: 01/24/2020

Signature:

Date of Notification:

02/05/2020

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

SUBMIT



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 Ample	Not	9	_ Date 1/24/2020	ł
Department/Bureau _	city c	lerk / El	ection Division	-
Records Dated	2019			

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2019

Records of	s of	City Clerk	Elections	ons				Service Center	
		(Department/Bureau)		(Division)	(uo			(Unit)	
Location of Records	dia and	Piper Technical Center Schedule No.	1.200	CLK/03			V Origin	Original Records Duplicate Records	Records
ltem	Sch.	Docord Title (Come on Only of 10)	Conf.	L	Total	Inclusiv	Inclusive Dates		
No.	No.	Record Title (Same as on Schedule)	Rec.	Form No.	Period	From	To	Storage Location Nos.	Quantity
		2019 NC ELECTIONS							
1	O017	OFFICIAL BALLOTS			183 day	3/31/19	6/20/19	Piper Technical Center	23 Boxes
		(Voted Ballots)					1		
Chc ohT	and the second sec	The above set of the cultured for destination is considered with Con- 40	+						
		1111					100	Ŧ	ſ
	,	By C		3	Date	1/04	A	0	rages
Retenti	on Code:	Retention Code: A = Audit AR = Annual Review C = Closed or Completion E	E = Expiration	on P = Permanent	nanent S	= Superseded	T = Termination	nation	