

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk
Additional Information:	CLK/03 ELECTION DIVISION 0288
Submitting Date:	10/20/2021
*Quantity:	8 Boxes
Records Dated From	4/21/2020 To 4/9/2021
Description:	Board Elections LACERS (Retired) 04/21/2020 2 boxes DWP (Active) 04/*09/2021 6 boxes
Attachment: [2 MB max]	Detach CLK03 0288 8 boxes board electionis 2020 2021.pdf
Donartmont Authorizat	tion

Department Authorization

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Signature:

10/20/2021

Date Signed:

Date: 04/20/2021

Date of Notification:

10/21/2021

(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

 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

Date10/20/2021

Department/Bureau_City Clerk /1603_

Records Dated 4/21/20 - 4/9/2021

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City of Los Angeles

AUTHORITY TO DESTROY OBSOLETE RECORDS

Docorde of	City Clerk / 1603	Elections				Fiscal	
	(Department/Bureau)	(Divi	(Division)			(Unit)	
Location of Records	Piper Technical Center Schedule No.	tetention CLK/03 No.			Origi	Original Records	Duplicate Records
		\vdash	Total	Inclusive Dates	e Dates		
No. No.	Record Title (Same as on Schedule)	Rec. Form No.	Period	From	To	Storage Location Nos.	Quantity
1 0035	BOARD ELECTION (LACERS RETIRED)		110 day	04/21/20	04/21/20	PTC SPACE 375	
	C-IDENTIFICATION ENVELOPES						1
	D-MAILING ENVELOPES/Undeliverables						-
2 0035	BOARD ELECTION (DWP ACTIVE)		110 day	04/09/21	04/09/21	PTC SPACE 375	
	-						2
	B-BALLOTS						2
	D-MAILING ENVELOPES/Undeliverables						2
above rec	Stated with ClerkStor	un	stra				
3y Salia C	Jolia Chaquiana By Revenue	By Barber Date	Dat	Date 0/19/2021	51	Page 1 of 1	Pages

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