

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	City Clerk	
Additional Information:	ELECTIONS DIVISION	
Submitting Date:	6/6/2024 ☐ Email me a copy	
*Quantity:	15 Boxes	
Records Dated From	06/22/2023 To 12/22/2023	
Description:	15 Boxes of NC election materials with a 180 O056 and O057	day retention period
Attachment: [2 MB max]	Detach 2023 NC Documents Destuction	on Form 48.pdf
Department Authorizat	tion	
Authorizing Person:	Jinny Pak	Date: 06/06/2024
City Clerk Authorizatio	n	
50, I hereby certify that the att and to the best of my knowleg	.5 (d) of the Los Angeles Administrative Code (LAAC) tached Request for Authority to Dispose of Obsolete ge is complete, accurate, and adequate. City Clerk standary items of unique historical value.	Records has been reviewed by my office
		Authorizing Person:
APPROVE	REJECT	PETTY SANTOS
Signature:	Santos	Date Signed: 06/06/2024

Date of Notification: 06/06/2024

(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	hest	of my	knowledge,	tha	ahova	detern	ninatione	aro	truo:
10	uic	DESL	OI III	y Knowleage,	แษ	above	aetem	ninauons	are	true:

BY	Signed with ClerkSign		Date 03/08/2024	
Dep	partment/Bureau_	City	Clerk / Election Division	
Red	cords Dated 2023			

City of Los Angeles

rm Gen	. 48 (R.3/8	AUTHC	ט טו צוואכ	ESIR	OY OBS	OLETE	RECO	RDS	Year Ending	2023		
ecords of _		City Clerk			ions				Neighborhood Council			
(Department/Bureau)				(Division)					(Unit)			
ocatio	on ords _	Piper Technical Center	Records Reter Schedule No.	ntion CI	.K/03			✓ Origin	al Records Duplicate	Records		
Item No.	Sch. Item			Cont. P.	Total Reten.	Inclusi	ve Dates	Character Name	T			
	No.	Trecord fille (Same as on Sched	uie)	Rec.	Rec. Form No.	Period	From	То	Storage Location Nos.	Quantity		
		2023 Neighborhood Council Elections										
1	0056	NC Voter Registration Forms (completed)				183 day	06/22/23	12/22/23	Piper Tecnical Center	10 Boxes		
2	0057	NC Provisional Envelopes (completed)				183 day	06/22/23	12/22/23	Piper Tecnical Center	5 Boxes		
	_											

The above records are su	bmitted for destructio	n in accordance with Sec.	12.5 of the L.A	. Administrative	Code:						
3y Mar 90, 2024 10,34AM	©	Signed with ClerkSi	gn ———————	a	Date _	03/08/24	Page _	1	of _	1	Pages
Retention Code: A = Audit	AR = Annual Review	C = Closed or Completion	E = Expiration	P = Permanent	S = Sup	erseded T = Ter	mination				