



CITY OF LOS ANGELES  
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

\*Records of Department:

Additional Information:

Submitting Date:   Email me a copy

\*Quantity:

Records Dated From  To

Description:

Attachment: [2 MB max]  [Authority to Destroy- 2017,2020 Board Elections-signed \(1\).pdf](#)

Department Authorization

Authorizing Person:  Date:

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 knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE  REJECT

Authorizing Person:

Signature:

Date Signed:

Date of Notification:  (Records will be held for 60 days from this date).

## 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   Date 5/28/24  
Signed with ClerkSign  
Jun 04, 2024 11:38AM  
 Department/Bureau City Clerk- Elections  
 Records Dated 2017, 2020

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of <u>City Clerk</u>		<u>Elections</u>		<u>Fiscal/Admin</u>	
		(Department/Bureau)		(Unit)	
Location of Records <u>Piper Technical Center</u>		Records Retention <u>CLK/03/</u>		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records	
		Schedule No. _____			

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. PerIOD	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0035	BOARD ELECTION			110 day	9/17/2017	1/5/2018	W1	1 box
		LAFPP- Fire Retired							
		B- Ballots							
		C- Identification Envelopes							
		D- Mailing Envelopes/Undeliverables							
2	0035	BOARD ELECTION			110 day	3/17/2020	7/5/2020	W1	1 box
		LAFPP- Police Active							
		A- Roster							
		B- Ballots							
		C- Identification Envelopes							
		D- Mailing Envelopes/Undeliverables							
3	0035	BOARD ELECTION			110 day	3/31/2020	7/19/2020	W1	2 boxes
		LAFPP- Fire Retired							
		A- Roster							
		B- Ballots							
		C- Identification Envelopes							
		D- Mailing Envelopes/Undeliverables							

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By [Signature]    By [Signature]    Date 05/28/24    Page 1 of 2    Pages 2

Retention Code: A = Audit    AR = Annual Review    C = Closed or Completion    E = Expiration    P = Permanent    S = Superseded    T = Termination

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of <u>City Clerk</u>		Elections		Fiscal/Admin				
(Department/Bureau)		(Division)		(Unit)				
Location of Records <u>Piper Technical Center</u>		Records Retention Schedule No. <u>CLK/03/</u>		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From                      To	Storage Location Nos.	Quantity
4	0035	BOARD ELECTION			110 day	4/21/2020              8/9/2020	W1	1 box
		LACERS- Retired						
		A- Roster						
		B- Ballots						
5	0035	BOARD ELECTION			110 day	5/15/2020              9/2/2020	W1	1 box
		Deferred Comp.- LAFPP Active						
		A- Roster						
		B- Ballots						
		C- Identification Envelopes						
		D- Mailing Envelopes/Undeliverables						
6	0035	BOARD ELECTION			110 day	5/15/2020              9/2/2020	W1	2 boxes
		Deferred Comp.- LACERS Active						
		A- Roster						
		B- Ballots						
		C- Identification Envelopes						
		D- Mailing Envelopes/Undeliverables						

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By *[Signature]*                      By *[Signature]*                      Date 05/28/24                      Page 2 of 2 Pages

Retention Code: A = Audit    AR = Annual Review    C = Closed or Completion    E = Expiration    P = Permanent    S = Superseded    T = Termination