

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Decayle of Deventure and	City Clark	
*Records of Department:	City Clerk	
Additional Information:	CLK 03 ELECTION DIVISION	
Submitting Date:	8/21/2024 Email me a copy	
*Quantity:	8 Boxes	
Records Dated From	05/27/2021 To 11/18/2023	
Description:	8 boxes of LACERS - DWP DEFERRED COMP - LAFF MATERIALS	PP BOARD ELECTION
	T+9 MONTHS RETENTION	
Attachment: [2 MB max]	Detach Signed Authority to Destroy 2021-	2023 Board Elections (1).pd
Department Authorizat	ion	Name of the state
Authorizing Person:	HOLLY WOLLCOTT	Date: 08/21/2024
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) and the tached Request for Authority to Dispose of Obsolete Record ge is complete, accurate, and adequate. City Clerk staff have d any items of unique historical value.	s has been reviewed by my office
	Auth	orizing Person:
• APPROVE	O REJECT PETTY	Y SANTOS
		Date Signed:
Signature:	15antos	08/21/2024
Date of Notification: 08	(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;
- 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,
- 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.

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2024

Location of Records В The above recordance with Sec. 12.5 of the L.A. Administrative Code: Records of No. Retention Code: A = Audit w 2 0035 Sch. No. Piper Technical Center City Clerk **BOARD ELECTION** D- Mailing Envelopes/Undeliverables C- ID Envelopes B- Ballots A- Roster C- ID Envelopes **B-Ballots** Deferred Comp. DWP - Active **BOARD ELECTION** D- Mailing Envelopes/Undeliverables Deferred Comp. Retired **BOARD ELECTION** LAFPP Special - Police Active AR = Annual Review Record Title (Same as on Schedule) (Department/Bureau) C = Closed or Completion Records Retention CLK/03/ Schedule No. E = Expiration Conf. Elections Form No. P = Permanent (Division) 110 day 110 day 110 day Total Reten. Period Date S = Superseded 9/16/2021 5/27/2021 11/16/21 From Inclusive Dates 08/15/24 9/14/2021 S 3/6/2022 1/4/2022 T = Termination 힉 Original Records Page Fiscal/Admin Storage Location Nos. **₩**1 W1(Unit) W2 으 **Duplicate Records** Pages Quantity 1 box 1 box 2 box

Request for

City of Los Angeles
Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2024

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