



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] [Signed Authority to Destroy 2024 Board Elections.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 09/03/2024

Department/Bureau: City Clerk - Election Division

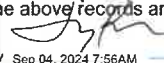
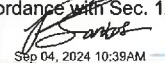
Records Dated: 2024

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of City Clerk Elections Fiscal/Admin
(Department/Bureau) (Division) (Unit)

Location of Records Piper Technical Center Records Retention Schedule No. CLK/03/ Original Records Duplicate Records

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 LAFPP - Police Retired B-Ballots C-ID Envelopes D- Mailing Envelopes/Undeliverables			110 day	2/23/2024	6/12/2024	W4	3 box
2	0035	BOARD ELECTION DWP - Active B-Ballots C-ID Envelopes D- Mailing Envelopes/Undeliverables			110 day	3/1/2024	6/19/2024	W4	1 box
2	0035	BOARD ELECTION LACERS - Active B-Ballots C-ID Envelopes D-Mailing Envelopes/Undeliverables			110 day	4/12/2024	7/31/2024	W4	2 box

Signed with ClerkSign _____ Signed with ClerkSign _____
The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Adminis. Code:
By  Sep 04, 2024 7:56AM By  Sep 04, 2024 10:39AM Date 09/03/24 Page 1 of 2 Pages
Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

