CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department: City Employees Retirement System

Additional Information: EMPLOYEE INTERVIEW FILES

Submitting Date: 1/2/2018   ☐ **Email me a copy**

*Quantity: 1   Boxes

Records Dated From 09/01/2011   **To** 01/01/2013

Description: 1 BOX OF O040 SELECTION INTERVIEW MATERIALS FROM 2011 AND 2012, 5 YEAR RETENTION.   .

Attachment: [2 MB max]   Detach   **CER_107-0146_1_boxes_O040_2012.pdf**

Department Authorization

Authorizing Person: Dale Nguyen   **Date:** 12/28/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Authorizing Person:
SHANNON HOPPES

Signature: **Date Signed:**
01/02/2018

Date of Notification: 01/16/2018   (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 best of my knowledge, the above determinations are true:

BY: _____ Date: ___12/28/2017___

Department/Bureau: __LACERS_____

Records Dated: ___9/2011 – 1/2013_____

City Clerk
City of Los Angeles
Form Gen. 48 (R 4/09)

Recyclable and made from recycled waste.

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of ___ Los Angeles City Employees' Retirement System ___

(Department/Bureau)   (Division)   (Unit)

Location
of Records ___ Office Storage ___ Schedule No. ___ CER/00 ___

Records Retention
X Original Records   [ ] Duplicate Records

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates From	Inclusive Dates To	Storage Location Nos.	Quantity
1	A040	Accountant			TO + 5	2/2012	4/2012	HRU	1 Box (inclusive)
2	A040	Benefit Specialist			TO + 5	4/2012	1/2013	HRU	
3	A040	Investment Officer III			TO + 5	6/2012	6/2012	HRU	
4	A040	Fiscal Systems Specialist			TO + 5	8/2012	9/2012	HRU	
5	A040	Management Analyst II			TO + 5	2/2012	3/2012	HRU	
6	A040	RRW Scanning			TO + 5	2/2012	2/2012	HRU	
7	A040	Senior Clerk Typist			TO + 5	10/2012	12/2012	HRU	
8	A040	Senior Management Analyst I—ASD			TO + 5	11/2012	12/2012	HRU	
9	A040	Senior Management Analyst I			TO + 5	11/2011	1/2012	HRU	
10	A040	Senior Management Analyst I—RSD			TO + 5	9/2011	1/2012	HRU	

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

By ___ By ___ Date 12/28/2017 ___ Page 1 of 1 Pages

   Division Head   Department Head

Retention Codes: AU=AUDIT   AR=ANUAL REVIEW   CL=CLOSED   CO=COMPLETION   CA=CANCELLED   EX=EXPIRATION   PE=PERMANENT   SU=SUPERSEDED   TE=TERMINATION

TO = The A To Date@, i.e. the date of the record

LACERS

REQUEST TO DESTROY OBSOLETE RECORDS

Requesting Division: <u>LACERS-HRU</u>   <u>2012</u>   [X] Original Records   [ ] Duplicate Records

Schedule Item No.	Record Title	Total Retention Period	Inclusive Dates From	Inclusive Dates To	Storage Location	Quantity
AO40	Accountant	TO+5	2/12	4/12	HRU	1
AO40	Benefit Specialist	TO+5	4/12	6/12	HRU	1
AO40	Benefit Specialist	TO+5	12/12	1/13	HRU	1
AO40	Investment Officer III	TO+5	6/12	6/12	HRU	1
AO40	Fiscal Systems Specialist	TO+5	8/12	9/12	HRU	1
AO40	Management Analyst II	TO+5	2/12	3/12	HRU	1
AO40	RRW Scanning	TO+5	2/12	2/12	HRU	1
AO40	Senior Clerk Typist	TO+5	10/12	12/12	HRU	1
AO40	Senior Management Analyst I- ASD	TO+5	11/12	12/12	HRU	1
AO40	Senior Management Analyst I	TO+5	11/11	1/12	HRU	1
AO40	Senior Management Analyst I- RSD	TO+5	9/11	1/12	HRU	1

Requested by: _[signature]_   Date: 12/27/17   Approved by: _[signature]_   Date: 12/28/17

Division Records Coordinator   Division Manager