



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*** Records of Department:** Personnel Department

Additional Information: PER/93 36 BOXES OF APPLICATIONS

Submitting Date: 7/12/2018 Email me a copy

*** Quantity:** 36 Boxes

Records Dated From 01/01/2006 **To** 12/31/2006

Description: 36 BOXES OF EMPLOYMENT APPLICATIONS

Attachment: [2 MB max] PER93 116-159 Applications (36 bxs).pdf

Department Authorization

Authorizing Person: Wendy Macy **Date:** 07/11/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

SHANNON HOPPE

Date Signed:

07/12/2018

APPROVE

REJECT

Signature:

Date of Notification: 07/16/2018 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of Personnel (Department/Bureau) Classification Division (Candidate & Employment Records Services) (Division) Employee Folders Unit (Unit)

Item No	Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Reten Period	[X] Original Records Inclusive Dates		[] Duplicate Records Storage Location Nos.	Quantity
						From	To		
1	O001	2006 Applications (Non-City Employees)		PDR-1	TO+3	1/1/2006	12/31/2006		36 BOXES

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

By [Signature] Division Head [Signature] Department Head Date 7-11-18 Page 1 of 1 Pages

Retention Code: A=Audit AR=Annual Review C=Closed or Completion E=Expiration P=Permanent S=Superseded T=Termination

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 7-11-18

Department/Bureau: Personnel Department/Classification Division (CERS)

Records Dated: January 2006 - December 2006 (Applications-Non City Employees)

2006 NON-CITY EMPLOYEE APPLICATIONS (PASSERS; FAILED & LAPSED)

CLASS TITLE OF EXAMINATION

ACCOUNTANT - ACCOUNTING CLERK (PASSERS)
ADVANCE PRACTICE PROVIDER CORRECTIONAL CARE - AUTO BODY BUILDER & REPAIRER (FAILED & LAPSED)
ADVANCE PRACTICE PROVIDER CORRECTION CARE - AUTO PAINTER (PASSERS)
BACKGROUND INVESTIGATOR - CHEMIST (FAILED & LAPSED)
BACKGROUND INVESTIGATOR - CHEMIST (PASSERS)
CHEMIST - CONSTRUCTION INSPECTOR (FAILED & LAPSED)
CHEMIST - COMMUNITY POLICE AIDE (PASSERS)
COMMUNITY POLICE AIDE - DETENTION OFFICER (PASSERS)
CONSTRUCTION INSPECTOR - DETENTION OFFICER (FAILED & LAPSED)
DETENTION OFFICER - ELECTRICAL ENGINEERING ASSOCIATE (PASSERS)
DETENTION OFFICER - DETENTION OFFICER (FAILED & LAPSED)
DRAFTING AIDE - FORENSIC PRINT SPECIALIST (FAILED & LAPSED)
ELEVATOR MECHANIC HELPER - GARDENER CARETAKER (PASSERS)
FORENSIC PRINT SPECIALIST - HEAVY DUTY TRUCK OPERATOR (FAILED & LAPSED)
GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST - MANAGEMENT ASSISTANT (PASSERS)
HEAVY DUTY TRUCK OPERATOR - MAINTENANCE LABORER (FAILED & LAPSED)
MAINTENANCE LABORER - MANAGEMENT ASSISTANT (FAILED & LAPSED)
MANAGEMENT ASSISTANT - MEDICAL ASSISTANT (PASSERS)
MATERIALS TESTING TECH - PLANNING ASSISTANT (FAILED & LAPSED)
MEDICAL ASSISTANT - PROGRAMMER ANALYST (PASSERS)
PLANNING ASSISTANT - REAL ESTATE OFFICER (FAILED & LAPSED)
PROGRAMMER ANALYST - REFUSE COLLECTION TRUCK OPERATOR (PASSERS)
REAL ESTATE ASSOCIATE - REFUSE COLLECTION TRUCK OPERATOR (FAILED & LAPSED)
REFUSE COLLECTION TRUCK OPERATOR - SANITARY ENGINEERING ASSOCIATE (PASSERS)
REINFORCING STEEL WORKER - SECURITY OFFICER (FAILED & LAPSED)
SECURITY OFFICER - STRUCTURAL ENGINEERING ASSOCIATE (PASSERS)
SECURITY OFFICER - SECURITY OFFICER (FAILED & LAPSED)
SENIOR GARDENER - SYSTEMS PROGRAMMER (FAILED & LAPSED)
STRUCTURAL ENGINEERING ASSOCIATE - TRAFFIC OFFICER (PASSERS)
TAX AUDITOR - TRAFFIC OFFICER (FAILED & LAPSED)
TRAFFIC OFFICER - TRAFFIC OFFICER (PASSERS) 1 of 2
TRAFFIC OFFICER - TRAFFIC OFFICER (PASSERS) 2 of 2
TRAFFIC OFFICER - TRUCK OPERATOR (FAILED & LAPSED)
TRAFFIC OFFICER - TRUCK OPERATOR (PASSERS)
TRUCK OPERATOR - WORKER'S COMPENSATION ANALYST (PASSERS)
TRUCK OPERATOR - ZOO CURATOR OF EDUCATION (FAILED & LAPSED)