

# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Depa	rtment: Personnel Department	Personnel Department						
Additional Inform	mation: PER/93 EMPLOYEE FOLDERS UN	IIT						
Submitting Date	:	сору						
*Quantity:	142 Boxes							
Records Dated F	rom 01/01/2007 To 12/31/200	9						
Description:	142 BOXES OF APPLICATIONS (NON-CITY EMPLOYEES)							
Attachment: [2	Attachment: [2 MB max] Detach PER93 125-177 Applications 142 boxes.pdf							
Department Aut	thorization							
Authorizing Pers	wendy Macy	<b>Date:</b> 12/05/2018						
City Clerk Autho	orization							
50, I hereby certify t and to the best of m	hat the attached Request for Authority to Dispo	re Code (LAAC) and the Mayor's Executive Directive No. se of Obsolete Records has been reviewed by my office e. City Clerk staff have reviewed the request for						
		Authorizing Person:						
APPROVE	○ REJECT	SHANNON HOPPES						
		Date Signed:						
Signature:	Summer Dearne Horano	12/13/2018						

**Date of Notification:** 

12/13/2018

(Records will be held for 60 days from this date).

SUBMIT

**CANCEL** 

Form Gen. 160

## CITY OF LOS ANGELES INTER-DEPARTMENTAL CORRESPONDENCE

DATE:

November 9, 2018

TO:

Todd Gaydowski

Los Angeles City Clerk

Records Management Division

FROM:

Adrienne Chavez, Senior Personnel Analyst II

Personnel Department

SUBJECT: REQUEST TO DESTROY OBSOLETE RECORDS SUMMARY

### SITUATION:

In accordance with instructions from the City Clerk's Office, it is requested that authority be granted to destroy the following records.

### RECORDS OF:

Schedule No.

Department / Division

PER/93

Personnel Department/Candidate & Employment Record Services

Schedule Item No	Record Series Title	Total <u>Retention</u>	Quantity of Boxes
O001	2007 Applications (Non City Employees)	TO+3	70
O001	2008 Applications (Non City Employees)	TO+3	42
O001	2009 Applications (Non City Employees)	TO+3 TOT	<u>30</u> AL: 142

### **REASONS:**

The records are recommended for destruction due to the expiration of their retention time periods. Department review indicated that there is no operational reason for extending the retention period.

Please find attached the required Form Gen. 48 and Form Gen. 48b as requested to begin the process.

Attachments

CC: Patricia Gonzalez

City Cierk City of Los Angeles Form Gen. 48 (Rev 08/2015)

# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

ers Unit		ls	Quantity		70 boxes	42 boxes	30 boxes				
ces) Employee Folders Unit		Records [ ] Duplicate Records	Storage Location Nos.								
Classification Division (Candidate & Employment Records Services)	1)	[X] Original Records	Inclusive Dates	То	12/31/07	12/31/08	12/31/09		-		
Employment R (Division)	(Division			From	1/1/07	1/1/08	1/1/09				
ndidate &		93	Total	Retention Period (YEARS)	TO+3	TO + 3	TO + 3				
Division (Ca		Records Retention Schedule No. <u>PER 93</u>	Form No.		PDR-1	PDR-1	PDR-1				
sification l		Records	Conf	Kec							
PERSONNEL Class	(Department/Bureau)	700 E. Temple St., #235, Los Angeles, CA 90012	Record Title (Same as on Schedule)		2007 APPLICATIONS (NON-CITY EMPLOYEES)	2008 APPLICATIONS (NON-CITY EMPLOYEES)	2009 APPLICATION S (NON-CITY EMPLOYEES)				
Records of		Location of Records_	Sch	No No	0001 20	0001 20	0001 20			· · · · ·	

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

Date Department Head By Division Head Retentfon Codes: By

Pages

of

SU-SUPERSEDED TE-TERMINATION EX=EXPIRATION PE=PERMANENT AU-AUDIT AR-ANUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED TO = the "To Date" i.e. the date of the record.

### CFRTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of 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 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	12-5-18			
Records of Department/Bureau	Personnel Department/Cla	assification Divi	sion (CERS)			
Records Dated Jan	uary <u>2007 – December 200</u>	9 Applications (	Non-City Employees			