



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Personnel Department

Additional Information: PER/93 EMPLOYEE FOLDERS UNIT

Submitting Date: 12/13/2018 Email me a copy

***Quantity:** 142 Boxes

Records Dated From 01/01/2007 **To** 12/31/2009

Description: 142 BOXES OF APPLICATIONS (NON-CITY EMPLOYEES)

Attachment: [2 MB max] [PER93 125-177 Applications 142 boxes.pdf](#)

Department Authorization

Authorizing Person: Wendy Macy **Date:** 12/05/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Date Signed:

12/13/2018

APPROVE

REJECT

Signature:

Date of Notification: 12/13/2018 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

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:

<u>Schedule No.</u>	<u>Department / Division</u>
PER/93	Personnel Department/Candidate & Employment Record Services

<u>Schedule Item No</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
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	<u>30</u>
			TOTAL: 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

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location of Records 700 E. Temple St., #235, Los Angeles, CA 90012 Records Retention Schedule No. PER 93 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
0001	2007 APPLICATIONS (NON-CITY EMPLOYEES)		PDR-1	TO + 3	1/1/07	12/31/07		70 boxes
0001	2008 APPLICATIONS (NON-CITY EMPLOYEES)		PDR-1	TO + 3	1/1/08	12/31/08		42 boxes
0001	2009 APPLICATION S (NON-CITY EMPLOYEES)		PDR-1	TO + 3	1/1/09	12/31/09		30 boxes

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

By [Signature] Division Head Date 12-5-18 Page 1 of 1 Pages
 By [Signature] Department Head

