



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

* **Records of Department:** Personnel Department

Additional Information: RECRUITMENT/SELECTION DIVISION

Submitting Date: 2/6/2020 Email me a copy

* **Quantity:** 65 Boxes

Records Dated From 01/01/1998 **To** 12/31/2013

Description: APPLICATION LOG FILES; CORRESPONDENCE & SUBJECT FILES; EXAMINING BACK-UP FILE; REQUEST FOR NOTIFICATION (CARD) (PDR 6)

Attachment: [2 MB max] PER20 0238 65 boxes.pdf

Department Authorization

Authorizing Person: Wendy Macy **Date:** 01/21/2020

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

PETTY SANTOS

Date Signed:

02/06/2020

APPROVE

REJECT

Signature:

Date of Notification: 02/06/2020 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Personnel Department (Department/Bureau) Selection Division Employment Services Section (Unit)

Location 700 E. Temple Street, Room 100 Records Retention Schedule No. PER/20 [XX] 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		
0003	Non-City Employees LMQs				Jan 2007	Dec 2013	Boxes / Room 100 File Room	54
0003	Hiring Unfreeze Requests				Jan 2001	Dec 2013	Boxes / Room 100 File Room	2
0005	Exam Rosters A-Z				Jan 2007	Dec 2007	Boxes / Room 100 File Room	3
0003	Clerk Typist / Hiring (All Depts) 2004				Jan 2004	Dec 2004	Box / Room 100 File Room	1
0009	NOP Notices				Jan 2004	Dec 2007	Boxes / Room 100 File Room	3
0009	NOP Notices				Jan 2012	Dec 2013	Box / Room 100 File Room	1
0004	Micro-Fische "Perm" / Employee Register (In-Alpha Sequence)				Jan 1998	Dec 2003	Box / Room 100 File Room	1

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

By [Signature] Division Head Date 1-21-20 Page 1 of 1 Pages
By [Signature] Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION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

CERTIFICATION 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 Elizabeth Gutierrez Date 01/21/2020

Records of
Department/Bureau Personnel – Employment Services Sections / Selection

Records Dated From 1998 – 2014