CITY OF LOS ANGELES

CALIFORNIA

JUNE LAGMAY
City Clerk

HOLLY L. WOLCOTT
Executive Officer

When making inquiries relative to this matter, please refer to the Council File No.

ANTONIO R. VILLARAIGOSA
MAYOR

Office of the
CITY CLERK

Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
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SHANNON HOPPES
Council and Public Services
Division

www.cityclerk.lacity.org

March 20, 2013

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council File No. 13-0077-S4, at its meeting held March 19, 2013.

June Lagmay

City Clerk
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File No. 13-0077-S4

16

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your INFORMATION TECHNOLOGY AND GENERAL SERVICES Committee

reports as follows:

INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT and RESOLUTION relative to authorization to destroy certain obsolete records from the Los Angeles Police Commission for the Los Angeles Police Department (LAPD), Hollywood Area, for the period of January 1, 1984 through December 31, 2003.

Recommendation for Council action:

ADOPT the accompanying RESOLUTION to authorize the destruction of certain obsolete records from the LAPD, Hollywood Area, for the period of January 1, 1984 through December 31, 2003.

Fiscal Impact Statement: The City Clerk reports that the retention of 66 records boxes beyond the required retention time period, based on industry commercial standard rates, will continue to cost the City the equivalent of a minimum of $10.69 per month, or $128.30 per year.

[These records will be retained for a period of 60 days after the City Council's action to authorize their destruction to allow for public inspection. Contact the Records Management Division at (213) 473-8449 or via email at Todd.Gaydowski@lacity.org to arrange for inspection of records.]

Community Impact Statement: None submitted.

Summary:

The City Clerk certifies that the request for authority to destroy obsolete records is complete, accurate, and adequate. Also, City Clerk staff reviewed the request for historical content and removed any items of unique historical value. In a communication dated January 15, 2013, the City Attorney states that it finds that the request for destruction of obsolete records has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.5 and approves the destruction thereof. At a meeting held on February 12, 2013, your Committee recommended that Council adopt the Resolution to authorize the destruction of said records. This matter is now submitted to Council for its consideration.

Respectfully submitted,

INFORMATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE

MEMBER	VOTE
PERRY	YES
BUSCAINO	YES

ADOPTED
MAR 19 2013
LOS ANGELES CITY COUNCIL

MLE
13-0077-S4_rpt_itgs_2-27-13

- Not Official Until Council Acts -

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy 66 boxes of Obsolete Records from 01/01/1984 through 12/31/2003 from the Los Angeles Police Department's Hollywood Area, the request is signed by authorized designee Richard m. Tefank, and is dated April 12, 2012; and

WHEREAS, said records are fully described on the attached Request for Authority to Destroy Obsolete Records and are certified for destruction by the head of said department; and

WHEREAS, none of said records: (a) affect title to real property or liens thereon; (b) are records of any court or any records required to be held by State statute; (c) are less than 2 years old, except those records with a shorter retention period specified by law; or (d) are minutes, ordinances, or resolutions of the City Council of the City of Los Angeles, or of any Board or Commission thereof; and

WHEREAS, all other provisions of Section 12.5 of the Los Angeles Administrative Code have been complied with.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Los Angeles, that, pursuant to the provisions of Section 12.5 of the Los Angeles Administrative Code, the destruction of said records within the limitations recommended by the Information Technology and Governmental Affairs Committee is hereby approved.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Los Angeles City Council at its meeting of MAR 1 9 2013

JUNE LAGMAY - CITY CLERK

BY _____
Deputy

Council File No. 13-0077-S4

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