

CITY OF LOS ANGELES  
CALIFORNIA

JUNE LAGMAY  
City Clerk

HOLLY L. WOLCOTT  
Executive Officer



ANTONIO R. VILLARAIGOSA  
MAYOR

Office of the  
CITY CLERK

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

June 4, 2013

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council  
File No. 13-0410-S1, at its meeting held May 31, 2013.

A handwritten signature in black ink, appearing to read 'June Lagmay', written in a cursive style.

City Clerk  
OS

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File No. 13-0410-S1

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 City Clerk, Election Division, for January 17, 2012.

Recommendation for Council action:

ADOPT the accompanying RESOLUTION to authorize the destruction of certain obsolete records from the City Clerk, Election Division, for January 17, 2012.

Fiscal Impact Statement: The City Clerk reports that the retention of 13 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 \$2.11 per month, or \$25.27 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 Also, City Clerk staff reviewed the request for historical content and removed any items of unique historical value.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 April 4, 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 April 23, 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

ME  
13-0410-S1\_rpt\_itgs\_4-23-13

**ADOPTED**

MAY 31 2013

LOS ANGELES CITY COUNCIL

- Not Official Until Council Acts -

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records pertaining to 13 boxes of materials from the January 17<sup>th</sup>, 2012 Special CD15 Runoff Election from the City Clerk's Election Division, and the request is signed by City Clerk June Lagmay, and is dated August 16, 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 Government Affairs Committee is hereby approved.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Los Angeles City Council at its meeting of MAY 31 2013

JUNE LAGMAY - CITY CLERK

BY

  
Deputy



Council File No. 13-0410-51