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**CARMEN A. TRUTANICH**  
City Attorney

**REPORT NO.** R 1 3 - 0 1 0 1  
APR 0 4 2013

**REPORT RE:**

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE  
CITY CLERK, ELECTION DIVISION (CLK/03 — 11 BOXES)  
FOR THE PERIOD OF 03/06/2007 — 03/03/2009**

The Honorable City Council  
of the City of Los Angeles  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

Honorable Members:

Transmitted herewith is a request by the City Clerk, Election Division (CLK/03 — 11 boxes) for the period of 03/06/2007 — 03/03/2009, to destroy certain obsolete records.

This Office finds that this request for destruction of obsolete records has been processed in accordance with the requirements of Los Angeles Administrative Code (LAAC) Section 12.5 and accordingly approves the destruction thereof. Also attached to this letter is a certification of the City Clerk and a form of resolution as required by LAAC Section 12.5. Should you have any questions, please contact Deputy City Attorney Harit Trivedi at (213) 978-7184.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By

  
WILLIAM W. CARTER  
Chief Deputy City Attorney

WWC:pj  
Transmittal

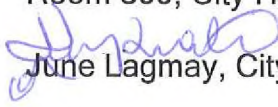
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CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 25, 2012

TO: Honorable Carmen A. Trutanich, City Attorney  
Room 800, City Hall East

FROM:  June Lagmay, City Clerk

SUBJECT: REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Attached is a Request for Authority to Destroy Obsolete Records from the City Clerk, signed by an authorized designee on the date indicated and for the period listed below:

DEPARTMENT/DESIGNEE/DATE	DATES OF RECORDS
City Clerk Election Division (CLK/03 11 boxes) June Lagmay September 12, 2012	03/06/2007 - 03/03/2009

CITY CLERK RECORDS REVIEW

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Destroy 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value. This file is therefore forwarded to your office for review and confirmation of consent on the attached Consolidated Request for Authority to Destroy Obsolete Records (Form Gen. 48a).

FISCAL IMPACT STATEMENT

The retention of 11 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 \$1.78 per month, or \$21.38 per year.

Please return this letter and the enclosed documents to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

JL:HLW:TG  
Attachments  
d0237

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records from 03/06/2007 through 03/03/2009 from the City Clerk, and the request is signed by authorized designee June Lagmay, and is dated September 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 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 \_\_\_\_\_.

JUNE LAGMAY - CITY CLERK

BY \_\_\_\_\_

Deputy

Council File No: \_\_\_\_\_



**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Honorable Council of the City of Los Angeles

The following departments respectfully request authority to destroy the obsolete records listed herein. The records have been retained for the period of time prescribed on approved Records Retention Schedules and have been certified for destruction in accordance with Section 12.5 of the Los Angeles Administrative Code:

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DEPARTMENT	PAGE(S)
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CITY CLERK

Election Division (CLK/03)

2

Item O038 Loyalty Oath

Item O049 Supply Box Checklist

Consent of the City Attorney is hereby given in accordance with Section 34090 of the Government Code:

See attached letter for exceptions.  No exceptions.

By  Date 4/11/13 Council File No. \_\_\_\_\_

City Attorney

### CERTIFICATION FOR DESTRUCTION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy 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(a)(1)B 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 June Gagnay Date 9-25-12  
 Department/Bureau City Clerk / Election Division

Records Dated 03/06/2007 - 03/03/2009

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		City Clerk	Election Division	Records Retention	Original Records	Duplicate Records		
		(Department/Bureau)	(Division)	CLK/03	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Location of Records		Space 375, Piper Technical Center		Schedule No. _____				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
1	O038	Loyalty Oath (Primary/General Elections)	No	N/A	TO+3	03/06/07 03/06/07	N/A	5 boxes
2	O038	Loyalty Oath (Primary/General Elections)	No	N/A	TO+3	05/15/07 05/15/07	N/A	4 boxes
3	O038	Loyalty Oath (Primary/General Elections)	No	N/A	TO+3	03/03/09 03/03/09	N/A	1 box
4	O049	Supply Box Checklist	No	N/A	TO+3	03/03/09 03/03/09	N/A	1 box

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

By GCJR Date 09/12/12 Page 1 of 1 Pages

By Janet Raymond Date 09/12/12 Page 1 of 1 Pages

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination