

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  
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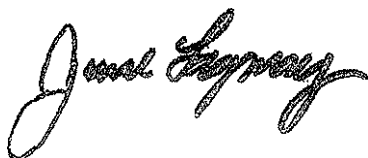
SHANNON HOPPES  
Council and Public Services  
Division

[www.cityclerk.lacity.org](http://www.cityclerk.lacity.org)

June 4, 2013

To All Interested Parties:

The City Council adopted the action(s), as attached, under Council  
File No. 13-0415, at its meeting held May 31, 2013.



City Clerk  
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File No. 13-0415

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 City Employees' Retirement System (LACERS) for the period of June 1, 2012 thru September 30, 2012.

Recommendation for Council action:

ADOPT the accompanying RESOLUTION to authorize the destruction of certain obsolete records from LACERS for the period of June 1, 2012 thru September 30, 2012.

Fiscal Impact Statement: The City Clerk reports that the retention of 40 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 \$6.48 per month, or \$77.76 per year.

**[Approval is sought to destroy these documents prior to the expiration of their full retention time period. These records have been imaged pursuant to the conditions of Los Angeles Administrative Code (LAAC) Section 12.4, and the image files will be maintained in two different file locations for the balance of their required retention time period. Dispensation with the usual 60-day hold from the date of Council approval is also requested because the image copies are as readily available as the paper documents. Contact the Records Management Division at (213) 473-8449 or via email at [Todd.Gaydowski@lacity.org](mailto:Todd.Gaydowski@lacity.org) to arrange for inspection of records.]**

Community Impact Statement: None submitted.

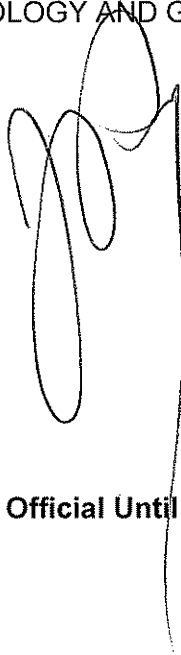
Summary:

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 LAAC Section 12.5 and approves the destruction thereof. At a regular 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

A large, stylized handwritten signature in black ink, consisting of several loops and a long vertical stroke extending downwards.

<u>MEMBER</u>	<u>VOTE</u>
PERRY	YES
BUSCAINO	YES

ME  
13-0415\_rpt\_itgs\_4-23-13

- Not Official Until Council Acts -

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy Obsolete Records pertaining to 40 boxes of records from June 1, 2012 through September 30, 2012 from the Los Angeles City Employees' Retirement System, all of which records have been imaged and the image files will be retained in place of the hard copy documents in accordance with the provisions of LAAC Section 12.4, and the request is signed by authorized designee Thomas Moutes, and is dated September 19, 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 MAY 31 2013.

JUNE LAGMAY - CITY CLERK

BY 

Deputy



Council File No. 13-0415