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**CARMEN A. TRUTANICH**  
City Attorney

**REPORT NO. R 1 3 - 0 0 9 6**

**APR 0 4 2013**

**REPORT RE:**

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE CITY  
EMPLOYEES' RETIREMENT SYSTEM (CER/OO – 40 BOXES)  
FOR THE PERIOD OF 06/01/2012 – 09/30/2012**

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 Employees' Retirement System (CER/OO – 40 boxes), for the period 06/01/2012 – 09/30/2012, 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 James Napier at (213) 978-4400.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By

  
WILLIAM W. CARTER  
Chief Deputy City Attorney

WWC:pj  
Transmittal

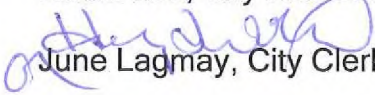
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CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: September 28, 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  
IMAGED IN ACCORDANCE WITH LAAC SECTION 12.4  
REMOVAL OF STANDARD 60 DAY HOLD

Attached is a Request for Authority to Destroy Obsolete Records from the City Employees' Retirement System, signed by an authorized designee on the date indicated and for the period listed below. Approval is sought to destroy these documents prior to the expiration of their full retention time period pursuant to the terms of Los Angeles Administrative Code (LAAC) Section 12.4. The documents have been imaged pursuant to the conditions of 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. We also request dispensation with the usual 60 day hold from the date of Council approval because these records have been imaged and the image copies are as readily available for CPRA requests or discovery proceedings as the paper documents.

DEPARTMENT/DESIGNEE/DATE	DATES OF RECORDS
City Employees' Retirement System (CER/OO 40 boxes) Thomas Moutes September 19, 2012	06/01/2012 - 09/30/2012

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 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.

REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS Page 2

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  
d0238

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 \_\_\_\_\_.

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:

DEPARTMENT

PAGE(S)

LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (CER/00)

3

item 0011 - Employee Refund Folders

item 0012 - Employee Retirement, Disability and Death Benefit Folders

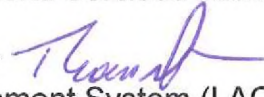
item 0013 - Former Member Folders

40 boxes total

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 [Signature] Date 4/11/13 Council File No. \_\_\_\_\_  
City Attorney

INTER-DEPARTMENTAL CORRESPONDENCE

**DATE:** September 19, 2012  
**TO:** The Information Technology & General Services Committee  
**FROM:** Thomas Moutes, General Manager   
Los Angeles City Employees Retirement System (LACERS)  
**SUBJECT:** REQUEST TO DESTROY OBSOLETE RECORDS

**SITUATION:**

The Los Angeles City Employees' Retirement System (LACERS) requests authority to destroy the following records.

**RECORDS OF:**

<u>Schedule No.</u>	<u>Department/Division</u>		
CER/00	Los Angeles City Employees' Retirement System		
<u>Schedule Item No.</u>	<u>Record Series Title</u>	<u>Total Retention</u>	<u>Quantity of Boxes</u>
O011	Employee Refund Folders	TE + 80	40 boxes
O012	Employee Retirement, Disability and Death Benefit Folders	TE + 80	
O013	Former Member Folders	TE + 80	

**REASON:**

Approval is sought to destroy these documents prior to the expiration of their full retention time period pursuant to the terms of LAAC Section 12.4. The documents have been imaged pursuant to the conditions of 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.

Attachments

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of Los Angeles City Employees' Retirement System (Division) \_\_\_\_\_ (Unit)

(Department/Bureau)

Location of Records Office Storage Schedule No. CER/00 Records Retention  Original Records  Duplicate Records

Item No	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		
1	0011	Employee Refund Folders			TE + 80	6/2012	9/2012	Office	40 boxes
2	0012	Employee Retirement, Disability and Death Benefit Folders			TE + 80	6/2012	9/2012	Office	
3	0013	Former Member Folders			TE + 80	6/2012	9/2012	Office	

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

By *[Signature]* Division Head Date 9/18/12 Page 1 of 1 Pages  
By *[Signature]* Department Head

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

### CERTIFICATION FOR DESTRUCTION OF RECORDS

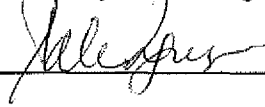
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 9/18/12

Department/Bureau: Los Angeles City Employees' Retirement System

Records Dated: 6/2012 – 9/2012