

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 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 Also, City Clerk staff reviewed the request for historical content and removed any items of unique historical value.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

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

ME
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- Not Official Until Council Acts -