

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE REPORT
relative to records disposition schedules for Los Angeles Department of Transportation
(LADOT) and Port of Los Angeles (POLA).

Recommendation for Council action:

APPROVE the records disposition schedules for the LADOT and POLA as detailed in the
November 29, 2017 City Clerk report (attached to the Council file).

Fiscal Impact Statement: The City Clerk reports that there is no fiscal impact in approving the
schedules. However, savings could result if City departments dispose of records more promptly
under the new authorization procedures created by Ordinance 183,754. Currently, the City
Records Center is holding over 80,000 boxes of records that are eligible for destruction at an
annual expense to the City in commercial records storage equivalents of over \$100,000. Neither
the City Administrative Officer nor the Chief Legislative Analyst has completed a financial
analysis of this report.


Community Impact Statement: None submitted.

Summary:

On June 19, 2018, the Information, Technology and General Services Committee Council
considered a November 29, 2017 City Clerk report relative to records disposition schedules for
the LADOT and POLA. After an opportunity for public comment, the Committee recommended
to approve the recommendation in the City Clerk report. This matter is now submitted to the
Council for consideration.

Respectfully Submitted,

INFORMATION, TECHNOLOGY, AND GENERAL SERVICES COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
RODRIGUEZ:	YES
BLUMENFIELD:	YES
O'FARRELL:	YES

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-NOT OFFICIAL UNTIL COUNCIL ACTS-