

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0308

AUG 28 2017

REPORT RE:

**PROPOSED ADDITIONS TO DEPARTMENTAL RECORDS DISPOSITION
SCHEDULE FOR THE LOS ANGELES ETHICS COMMISSION
(Schedule ETH/01)**

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

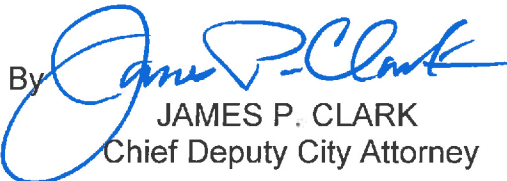
Honorable Members:

Transmitted herewith is the proposed additions to departmental records disposition schedule for the Los Angeles Ethics Commission, Schedule ETH/01. This Office approves the proposed news records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Assistant City Attorney Renee Stadel of our Office at (213) 978-7148.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By 
JAMES P. CLARK
Chief Deputy City Attorney

JPC:zc
Transmittal

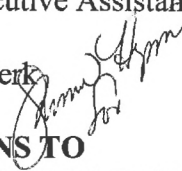
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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 8, 2017

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk 

SUBJECT: **PROPOSED ADDITIONS TO
DEPARTMENTAL RECORDS DISPOSITION SCHEDULE
LOS ANGELES ETHICS COMMISSION (Schedule ETH/01)**

Attached are five proposed new record series to add to the records disposition schedule of the Los Angeles Ethics Commission (Schedule ETH/01). These items have been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, are signed by an authorized designee of the Los Angeles Ethics Commission and by the City's Records Management Officer for the City Clerk.

Please review this item and submit it with your comments and recommendations 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.

HLW:SH:TG
attachments

City of Los Angeles
Proposed Addition to Departmental Records Disposition Schedule
Original Records

Approved by:

Scott D. ...
 Department Head

30 May 17
 Date

Todd ...
 Records Management Officer

6/5/17
 Date

Records of: **CITY ETHICS COMMISSION/CITY ETHICS COMMISSION**
 /ETH/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type				
			Office	Total		V	H	C	L	
/ETH/01/	A	ADD ORIGINAL RECORD SERIES								
/ETH/01/	A037.	GOVERNMENT ETHICS DOCUMENTS	TO+2	TO+5		N	N	N		
/ETH/01/	A038.	BID DOCUMENTS (Bids for contract with EC)	CL+2	CL+5		N	N	N		
/ETH/01/	A039.	BIDDER/CONTRACTOR FILINGS	EX+2	EX+7		N	N	N		
/ETH/01/	A040.	PERSONNEL RECORDS	TE+2	TE+7		N	N	Y		
/ETH/01/	A041.	MISCELLANEOUS CORRESPONDENCE	TO+2	TO+5		N	N	N		

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
 TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL