

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 1 7 - 0 1 2 6

APR 26 2017

**REPORT RE:**

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR THE  
OFFICE OF THE CITY CLERK, NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
(Schedule CLK/05)**

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

Honorable Members:

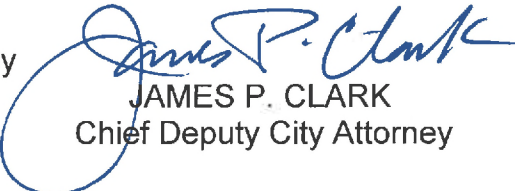
Transmitted herewith is the proposed new records disposition schedule for the Office of the City Clerk, Neighborhood Council Funding Program (CLK/05). This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney Darren Martinez of our Office at (213) 978-8197.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By

  
JAMES P. CLARK  
Chief Deputy City Attorney

JPC:pj

Transmittal

m:\muni counsel\records disposition\report to council - city clerk nc funding program (clk.05).doc

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: October 19, 2016

CITY ATTORNEY  
MUNICIPAL LAW BRANCH  
RECEIVED

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

OCT 28 2016

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk



SUBJECT: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE  
OFFICE OF THE CITY CLERK  
NEIGHBORHOOD COUNCIL FUNDING PROGRAM  
(Schedule CLK/05)**



Attached is a proposed new records disposition schedule for the Neighborhood Council Funding Program of the City Clerk's Office. This schedule has been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and is signed by an authorized designee of the City Clerk and by the City's Records Management Officer for the City Clerk.

Please review these schedules and submit them 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 New Departmental Records Disposition Schedule**  
**Original Records**

Approved by:

  
 Department Head  
  
 Records Management Officer

Date  
 10/7/16  
 Date

M  
a(2/1)

**Records of: CITY CLERK/NEIGHBORHOOD COUNCIL FUNDING PROGRAM**  
**/CLK/05/**

CERTIFIED PER SECTION 12.3 OF THE 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	
/CLK/05/	A	Add New Original Record Series								
/CLK/05/	A001.	Neighborhood Council Audit Reports	TO+2	TO+8	DO	N	N	N		
/CLK/05/	A002.	Neighborhood Council Demand Warrants	TO+2	TO+8	DO	N	N	N		
/CLK/05/	A003.	Neighborhood Council Equipment Inventory Log/Certificates	TO+2	TO+8	DO	N	N	N		
/CLK/05/	A004.	Neighborhood Council Equipment Budget	TO+2	TO+8	DO	N	N	N		
/CLK/05/	A005.	Neighborhood Council Funding Requests	TO+2	TO+8	DO	N	N	N		
/CLK/05/	A006.	Neighborhood Council Program Enrollment Package	TO+2	TO+8	DO	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