

CITY RECORDS CENTER

The City Records Center is responsible for the retention and disposition of the inactive operating records of City Departments, Offices and Bureaus. The City Records Center provides a cost-effective storage option to the City while fulfilling the legal retention requirements of the City's Records Management Program. The City Records Center tracks the location and status of all records accessioned and provides reference services to those records for City employees and officials, as well as to the public within established security guidelines. The Los Angeles City Records Center and City Archives are both managed by the City Clerk's Records Management Division.

The Records Management Division coordinates the City's Records Management Program with each department of the City in conjunction with each department's Records Coordinator. All City departments have a Records Coordinator. The Records Coordinator prepares inactive records for transfer to the City Records Center, maintains the department's inventory of records transferred to storage, controls access restrictions to departmental records, serves as the point of contact for requests for access to departmental records, and assists in securing departmental approval for the disposition of obsolete records. The City Records Center refers all requests for access to departmental records from individuals other than departmental employees to the departmental records coordinator, except for specific records for which access protocol has been previously established.

The City Record Center's has the capacity to store approximately 190,000 cubic feet of paper records. The City Records Center was filled to capacity and closed to incoming records from 1994 through 2001. When the City Records Center reopened in 2001 with its expanded capacity it possessed 110,000 cubic feet of records and the departments of the City were known to possess 100,000 cubic feet of inactive records eligible for transfer to the City Records Center. The City Records Center is working to accession those inactive records as quickly as possible to reduce the departments' records management expenses and the Records Management Division is working to approve the disposition of obsolete records as quickly as possible in order to ensure that the City Records Center will continue to meet the records storage needs of the City.

The City Records Center provides a wide variety of reference services to both City employees and the general public. We welcome your questions and comments regarding our program and invite you to make use of our resources for your research project.

All users are encouraged to call ahead when requesting records to ensure that the records will be available upon your arrival and that access to those records is not restricted.

LOS ANGELES CITY CLERK'S OFFICE

RECORDS MANAGEMENT DIVISION
Todd Gaydowski, Records Management Officer

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CONTACT INFORMATION:

Inactive City Records, Including Planning Department Records	473-8440	jackie.middleton@lacity.org
City Council Records and Historical Records	473-8441	jay.jones@lacity.org
Records retention issues and Records Transfers	473-8449	todd.gaydowski@lacity.org

Address: C. Erwin Piper Technical Center, Space 320
555 Ramirez Street, Space 320
Los Angeles, CA 90012

Operating Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Photocopy Fees: Ten cents per page photocopied.

Photocopy Policy: The Records Management Division provides photocopy machines for the self service copying of records by visitors. Photocopies of records may be requested by the public for preparation and mailing by Records Management Division staff, but copies will only be mailed after payment has been received.