

MOTION

The City Records Center holds approximately 190,000 boxes of records, of which more than 73,000 boxes are eligible for destruction. An additional 180,000 boxes are stored at an offsite commercial storage facility at a cost of approximately \$500,000 per year, of which approximately 50,000 boxes are eligible for destruction. The number of boxes onsite and offsite which are eligible for destruction is a combined total of approximately 123,000 boxes. The current City process to destroy expired records can range from four months to two years.

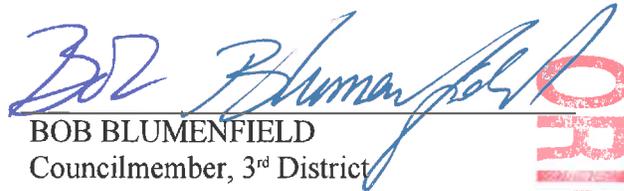
In order to increase efficiency and save the City commercial offsite record storage costs, the City Clerk should examine the current records destruction process and report to Council on:

- Potential process changes to streamline and create efficiencies in the records destruction process
- Any fiscal impact and potential savings as a result of efficiencies
- Steps required to implement proposed changes to the proposed modified process
- Opportunities for bringing offsite commercial records onsite to realize cost savings to the City

I THEREFORE MOVE that City Council take the following actions:

1. Instruct the City Clerk with the assistance of the City Attorney to report within 30 days on a proposal for a more efficient records management policy and destruction process, with steps required to implement the proposed changes;
2. Request the City Attorney to draft any required revisions to ordinances to amend the Los Angeles Administrative Code to effectuate a revised records destruction process; and
3. Instruct the City Clerk to report within on opportunities for bringing offsite commercial records onsite and any potential cost savings.

PRESENTED BY:


BOB BLUMENFIELD
Councilmember, 3rd District

SECONDED BY:



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