



**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 1 5 - 0 1 6 9  
JUN 1 9 2015

**REPORT RE:**

**DRAFT ORDINANCE AMENDING SECTIONS 12.1, 12.2, 12.3, 12.4 AND 12.5 OF  
THE LOS ANGELES ADMINISTRATIVE CODE REGARDING THE RETENTION AND  
DISPOSITION OF CITY RECORDS**

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

Council File No. 15-0616

Honorable Members:

Pursuant to your request, this Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. This draft ordinance would amend Sections 12.1, 12.2, 12.3, 12.4 and 12.5 of the Los Angeles Administrative Code to change the City's process for disposing of obsolete records.

Background and Summary of Ordinance Provisions

On June 12, 2015, City Council requested that this Office draft an ordinance that would streamline and create efficiencies in the City's record destruction process. This proposed ordinance is modeled after the City of San Diego and changes the City's record destruction process from a system where City Council and City Attorney approval are obtained at the end of the record's life to a system where approval is obtained when the record disposition schedule is adopted at the inception of the process. Once the record exceeds its useful life, the record is then destroyed by the

Department head with City Clerk oversight to insure the preservation of historical documents.

Council Rule 38 Referral

A copy of the draft ordinance was sent, pursuant to Council Rule 38, to the City Clerk's Office with a request that all comments, if any, be presented directly to the City Council when this matter is considered.

If you have any questions regarding this matter, please contact Deputy City Attorney Darren R. Martinez at (213) 978-8197. He or another member of this Office will be present when you consider this matter to answer any questions you may have.

Very truly yours,

MICHAEL N. FEUER, City Attorney



By

DAVID MICHAELSON  
Chief Assistant City Attorney

DM:DRM:ac  
Transmittal