

INNOVATION, TECHNOLOGY AND GENERAL SERVICES COMMITTEE REPORT and ORDINANCE FIRST CONSIDERATION relative to amending Sections 12.1, 12.2, 12.3, 12.4 and 12.5 of the Los Angeles Administrative Code (LAAC) regarding the retention and disposition of City records.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. PRESENT and ADOPT the accompanying ORDINANCE amending Sections 12.1, 12.2, 12.3, 12.4 and 12.5 of the LAAC regarding the retention and disposition of City records.
2. INSTRUCT the City Administrative Officer and the Municipal Facilities Committee, with the assistance of the City Clerk, to develop cost analysis, funding, and a conversion plan for the possible repurposing of Space 375 at Piper Tech as a records facility, to include a timeline for discontinuing all offsite commercial records storage and realizing cost savings annually.

Fiscal Impact Statement: The City Clerk reports that adoption of the ordinance will have no fiscal impact. Savings may result if more efficient records destruction processes allow more records to be stored in the records center as opposed to offsite storage. If Space 375 at Piper Tech is repurposed for expansion of the City's Records Historical Archives, the City could realize a savings of \$500,000 annually for investment of approximately \$857,000.

Community Impact Statement: None submitted.

Summary:

At a regular meeting held on June 23, 2015, the Innovation, Technology and General Services Committee considered a City Clerk and City Attorney reports and Ordinance relative to the modification to the City records destruction process.

After providing an opportunity for public comment, the Committee recommended that Council approve the recommendations as reflected above. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

INNOVATION TECHNOLOGY AND GENERAL SERVICES COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD:	YES
BONIN:	ABSENT
O'FARRELL:	YES

A handwritten signature in blue ink, appearing to read "Ed Blumenthal", is written over the "BLUMENFIELD:" entry in the table.

EV
15-0616ph

-NOT OFFICIAL UNTIL COUNCIL ACTS-