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EXECUTIVE OFFICER

When making inquiries relative  
to this matter, please refer to  
the Council File No.

# City of Los Angeles CALIFORNIA



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## MEMORANDUM TO FILE

RE: NOTICE OF EXPIRED FILE

In 2005, the Council adopted Motion (Cardenas – Miscikowski – Padilla), attached to Council file No. [05-0553](#), instituting a policy wherein all Council files pending before the City Council, which have not been placed on a Council or Committee agenda for consideration for a period of two or more years, are deemed "received and filed." The City Clerk is responsible for the administration of this process.

Quarterly each year, the City Clerk administratively closes all Council files deemed received and filed pursuant to this Council policy. This memorandum provides notice that this Council file has been closed.