

NCBA FY2016-2017

Agenda

August 15, 2015 10:00AM-12:00PM

1645 Corinth Ave #201

Los Angeles, CA 90025

<https://www.google.com/maps/place/West+Los+Angeles+Neighborhood+Council/@34.0452111,-118.4491996,15z/data=!4m2!3m1!1s0x0:0x394e33e8a4e8f>

Call-in Telephone Number: 712-775-7031

Access Code: 647-112-469

1. Roll Call (Gomes)
2. Public Comment
3. Approval of minutes
4. Approval of funding report
5. Administration: Parking Passes/ Business Card Proofs, Meeting Minutes and website, Email naming conventions update
  - a. BA-Committee Name-Subject
6. Update and discussion on Regional Budget Day October 17, 2015. Finalize locations, develop agenda
7. Update and discussion from Sue Reimers on the eleven committees that have not met. Action plan moving forward.
8. Committee reports
9. Discussion and possible action on the proposed Los Angeles Olympic bid to host the 2024 Summer Olympics

<http://www.latimes.com/sports/sportsnow/la-sp-sn-olympic-bid-los-angeles-20150812-story.html>

10. Request for up to \$600 (printing and pizza). Print 3,500 hard copies of the survey giving us 900 for the NC Congress packets, 500 for Regional Budget Day and 50 for each BA to take back to their NCs. The printed copies will be input into the Survey Monkey account by the Survey committee and volunteers at a pizza party or two before the survey closes.
11. Update and possible action on the Greek Theatre
12. Discussion and possible action on City Records:
  - The City's records management program is laid out in Division 12 of the City's Administrative Code, which was significantly revised just recently. The new wording of that code section, which may not be up on line yet, can be seen in the amending ordinance, ordinance 183754

[http://clkrep.lacity.org/online/docs/2015/15-0616\\_ord\\_183754\\_08-11-15.pdf](http://clkrep.lacity.org/online/docs/2015/15-0616_ord_183754_08-11-15.pdf)

The most significant changes are that under the new provisions:

- Departments must submit their records retention schedules to the City Clerk, City Attorney **and City Council** for approval. Previously only City Clerk and City Attorney approval had been required.
- Departments need no longer submit their requests to destroy obsolete records to the City Council or City Attorney. Under the new provisions department heads may follow their Council approved records retention schedules without reporting each disposition of records to the City Attorney or Council.

**FAQs:**

How long do we keep paper records?

- Per the Ad Code, each department is required to draft records retention schedules listing all of the records that they produce or maintain and establishing minimum records retention time periods. The retention schedules are subject to the approval of the City Clerk, City Attorney, and City Council. Currently they are

not on line but all schedules are now required to be submitted to the City Council which will mean that they will be added over time to the City's Council File Management System.

<http://cityclerk.lacity.org/lacityclerkconnect/>

- In setting the retention time periods the departments are guided by section 12.3(b) of the Ad Code, which is unchanged by the recent revisions, and which can be seen here.

[http://ens.lacity.org/clk/rmdroot/clkrmroot108519379\\_05052004.pdf](http://ens.lacity.org/clk/rmdroot/clkrmroot108519379_05052004.pdf)

- We also generally follow the Secretary of State's Local Government Records Management Guidelines, which can be seen here.

[http://ens.lacity.org/clk/rmdroot/clkrmroot108519572\\_05112004.pdf](http://ens.lacity.org/clk/rmdroot/clkrmroot108519572_05112004.pdf)

So, once they are established, each department's own records retention schedules determine how long they keep each record. I can send you copies of any departments' schedules if you like.

How often do we purge them?

- Purging is up to the discretion of the departments and is usually done annually, but departments are not required to dispose of all documents immediately as they become eligible and will retain records longer beyond their stated retention time period for various operational, audit, or historical concerns as warranted.
- Prior to the recent code revisions, since all requests for authority to destroy obsolete records required City Council approval, they can be seen in the Council File Management System at

<http://cityclerk.lacity.org/lacityclerkconnect/>

(It is suggested to select the "Advanced Search" feature and searching on "obsolete records" in the Title/Subject field)

What is the cost for your department to operate (in the City budget)?

- The City's 2014/15 budget allocated approximately \$490,000 for the operation of the City Clerk's Records Management Division, which includes the City Archives for the permanent retention of historically valuable records and the City Records Center for the temporary storage of inactive operational records. Our budget allocation is primarily used for salaries and expenses (equipment purchases and repairs and other administrative expenses) and does not include rent or lease payments for our building space as we are located in a City owned facility.
- You should also be aware that because the City's annual production of paper records has greatly exceeded the volume of records purged for many years the City Records Center has filled to capacity and has been closed to incoming records for the past two and one half years and City departments have been placing records in paid commercial storage. All departments combined now hold a volume of records in commercial storage equal to that in the City Records Center and expend over \$600,000 annually on commercial storage. Additionally each department typically has one or more staff persons dedicated to tracking their records in off-site storage and coordinating retrievals and dispositions as necessary. So citywide total expenditures for records management are difficult to calculate.

13. Update discussion and possible action to develop sub-committees.

14. Adjourn- next meeting September 19, 2015 WLA Civic Center.