



## PENDING DESTRUCTION OF OBSOLETE CITY RECORDS

The City Council has final approval of all requests to destroy obsolete City records.



### 60 Day Review Period

Obsolete records approved for destruction are retained for 60 days following the date of the council action in order to provide the public an opportunity to review the records, subject to all applicable disclosure and confidentiality restrictions.

### Notification of Pending Records Destruction

To be placed on a notification list for council actions approving requests to destroy obsolete City records, please contact the City Clerk's Records Management Division at:



mail to: [todd.gaydowski@lacity.org](mailto:todd.gaydowski@lacity.org) or  
(213) 473-8449  
fax (213) 473-8450

Records Management Division  
Attn: Todd Gaydowski  
555 Ramirez Street, Space 320  
Los Angeles, CA 90012

### Please provide:

Your Name or Organization Name

Mailing Address

Phone Number

Fax Number (optional)

E-Mail Address (optional)

Please indicate your preferred method of notification:

E-Mail

U.S. Mail



### Print and Fill a

## RECORDS DESTRUCTION NOTIFICATION REQUEST FORM

### Further Information:

[LAAC Division 12](#)

[Records Destruction Policy Summary](#)

