

EXHIBIT C

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From: **Carmen Hawkins** <carmen.hawkins@lacity.org>

Date: Tue, Jan 6, 2015 at 3:09 PM

Subject: Re: Record Retention

To: Hugh Harrison <treasurer@venicenc.org>

Cc: Mike Newhouse <president@venicenc.org>, Darren Martinez <darren.martinez@lacity.org>, Alois Phillips <alois.phillips@lacity.org>

Hello Hugh,

There is no current record retention policy governing Neighborhood Councils.

Please contact DONE regarding their guidelines for financial records. NCs are free to adopt their own retention policy in their standing rules. The NC should determine how long records, such as agendas and meetings should be kept.

Contracts and receipts for purchases should be scanned and kept for the duration of the services and/or property owned. With records being and maintained electronically, the period for keeping physical records is diminished.

I would encourage the NC to always have back-up storage for electronic records, ie the cloud and/or external hard drives, etc.

Let me know if you have any further questions.

Carmen