

## City of Los Angeles Office of the City Clerk



**Population:**  
3,878,704 (No. 2)

**Govt Employees:**  
50,000

**Address:**  
200 North Spring Street,  
City Hall - Room 360  
Los Angeles, CA 90012

**Phone:**  
(213) 978-1133

**Capabilities Statement:**  
[Link](#)

**Cage Code:**  
644Y5

**UEI Number:**  
CRZ1A1JTLQB6

**DUNS#**  
12-474-2474



### Site:

<https://clerk.lacity.gov>

### Mission:

"Our mission is to facilitate and support City legislative processes and meetings, record and provide access to the City's official records, preserve the City's history, support economic development, and conduct elections with integrity."

The City Clerk serves as the Clerk of the City Council and maintains a record of all Council proceedings; maintains the official City records and archives; administers all City elections; provides special presentations for the Council and the public, special administrative and personnel services to the Council and Mayor; and provides staff assistance to Council Committees. The City Clerk also provides a records management service for all City departments. All claims filed against the City must be received and recorded by the City Clerk.

### Contacts and Stakeholders Information:

Petty Santos - Interim City Clerk  
[Petty.Santos@lacity.org](mailto:Petty.Santos@lacity.org)

Vacant - Executive Officer

### Actsoft Workforce Manager for Gov:

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized