



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:** Los Angeles World Airports

Additional Information: AIRPORT POLICE BUREAU (LAWA/80)

Submitting Date: 10/28/2019 Email me a copy

***Quantity:** 7786 Boxes

Records Dated From 1/1/1982 **To** 1/21/2017

Description: MULTIPLE RECORD SERIES, SEE ATTACHED REPORT.

Attachment: [2 MB max] [LAWA80 137-214 7786 boxes.pdf](#)

Department Authorization

Authorizing Person: Deborah Flint **Date:** 09/16/2019

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

PETTY SANTOS

Date Signed:

10/28/2019

APPROVE

REJECT

Signature:

Date of Notification: 10/29/2019 (Records will be held for 60 days from this date).

SUBMIT

CANCEL



Date: September 4, 2019

Memo to: Deborah Flint, John Wallace and George Fields

From: Baltazar (Anthony) Mora

Subject: Request to Destroy Obsolete Records

Attached for your review is a Destruction Report for outdated records dated January 1, 1982 to January 21, 2017 listing 7786 boxes for:

LAWA DOA/80 AIRPORT POLICE BUREAU – LOS ANGELES WORLD AIRPORTS

Schedule Item No. O001 Correspondence and Subject Files

Schedule Item No. O002 Airfield Driving Violation Field Citations (RG-81)

Schedule Item No. O003 Arrests Reports

Schedule Item No. O004 Attendance Reports – Police Bureau Personnel

Schedule Item No. O005 Background Investigations

Schedule Item No. O006 California Law Enforcement Telecommunication System Messages

Schedule Item No. O008 Court Disposition Crime Reports

Schedule Item No. O009 Daily Field Activity Reports (RG-6/81)

Schedule Item No. O010 Daily Time Reports

Schedule Item No. O011 VNY MVOP Permit Copies

Schedule Item No. O012 Employee Reports

Schedule Item No. O013 Field Investigation Cards

Schedule Item No. O014 Field Training Officer Evaluations

Schedule Item No. O016 Identification Badge Applications

Schedule Item No. O017 Impound Reports

Schedule Item No. O018 Incident Reports



Schedule Item No. O020 Logs

Schedule Item No. O021 Lost and Found Reports

Schedule Item No. O022 Manuals

Schedule Item No. O023 Overtime Reports

Schedule Item No. O024 Personal Service Citation Books (VC 40513B)

Schedule Item No. O026 Report on Vehicles Relocated from Public Parking Lots

Schedule Item No. O028 Bureau Activity Statistics

Schedule Item No. O029 Traffic Reports

Schedule Item No. O031 Watch Deployment Records

Schedule Item No. O032 VNET/Police Surveillance Tapes

Schedule Item No. O045 VNET Surveillance Video Tapes

Schedule Item No. D001 Agendas

These records have reached eligibility for disposal and are ready to be scheduled for destruction. If you concur these records should be scheduled for destruction, please indicate so by initialing each line item in the "Approved" box. Please note you only need to sign and date the Authority to Destroy Obsolete Records form which is a summary of records eligible for destruction. If you do not concur that a particular box be destroyed, please indicate so by initialing that line item in the "Hold" box and provide a short reason the records must continue to be retained and the new proposed destruction date.

Once we receive your concurrence, we will then proceed to schedule these records for destruction approval per Los Angeles Administrative Code 12. The code requires that City records must be approved by the City Clerk's Office upon review and approval by the General Manager of the requesting department and concurrence from the City Attorney's Office. Your prompt attention to this request is greatly appreciated and will allow this lengthy process to begin.

Please submit your response by September 18, 2019

Should you have any questions, please do not hesitate to contact Baltazar Anthony Mora at 424-646-7411 or via email bmora@lawa.org.

Attachments: Form Gen 48: Request to Destroy Obsolete Records, Destruction Reports No.: DOA/80
O001, O002, O003, O004, O005, O006, O008, O009, O010, O011, O012, O013, O014, O016, O017, O018,
O020, O021, O022, O023, O024, O026, O028, O029, O031, O032, O045, and D001.

CC: Sonia Danbury; Eric Parco; Raymond Reza; Lisa Kim

CERTIFICATION FOR DISPOSITION OF RECORDS

I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Dispose of Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
 - a. For operations of named department or office, or
 - b. For the operations of the City, or
 - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
 - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
 - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4 of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY  _____ Date 9/16/19

Records of
Department/Bureau: **LAWA - DOA/80 Airport Police Bureau**

Records Dated **January 1, 1982 – January 21, 2017**

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of **Los Angeles World Airports** **Airport Police Bureau**

(Department/Bureau) _____ Division _____ (Unit) _____

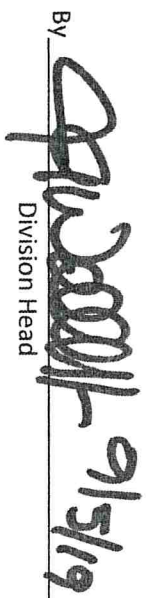
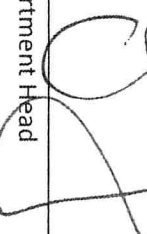
Location **Records Retention Center** Records Retention Schedule No. **DOA/80**

Original Records Duplicate Records

Item No.	Sch Item No.	Record Title (Same as on Schedule)	Conf. Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O001	Correspondence and Subject File			AR+5	01/01/1982	12/31/2012	RRC	296
2	O002	Airfield Driving Violation Field Citations (RG-81)			TO+10	07/01/1987	12/31/2006	RRC	319
3	O003	Arrest Reports			TO+10	01/01/1986	12/31/2008	RRC	317
4	O004	Attendance Reports – Police Bureau Personnel			TO+5	01-01-1996	12/31/2011	RRC	4
5	O005	Background Investigations			TO+10	01/01/1985	12/31/2006	RRC	146
6	O006	California Law Enforcement Telecommunication System Messages			TO+10	01/01/1989	02/16/1996	RRC	33
7	O008	Court Disposition Crime Reports			TO+10	01/01/1987	12/31/1998	RRC	7
8	O009	Daily Field Activity Reports (RG-6/81)			TO+5	01/01/1989	06/01/2014	RRC	475
9	O010	Daily Time Reports			CL	01/01/1997	11/12/2016	RRC	86
10	O011	VNY MVOP Permit Copies			TO+5	01/01/2011	12/31/2013	RRC	1
11	O012	Employee Reports			TO+2	01/01/1991	12/31/2003	RRC	6
12	O013	Field Investigation Cards			TO+10	01/01/1994	12/31/1996	RRC	3
13	O014	Field Training Officer Evaluations			TO+10	01/01/1985	12/31/2008	RRC	55
14	O016	Identification Badge Applications			TO+5	01/01/2008	07/30/2014	RRC	3287
15	O017	Impound Reports			TO+10	01/01/1991	12/31/2008	RRC	126
16	O018	Incident Reports			TO+10	01/01/1995	12/31/2001	RRC	10
17	O020	Logs			TO+10	02/11/1949	01/31/2009	RRC	304

18	0021	Lost and Found Reports			TO+10	01/01/2006	12/31/2007	RRC	2
19	0022	Manuals			SU+5	01/01/1991	12/31/2010	RRC	13
20	0023	Overtime Reports			TO+2	01/02/2011	01/21/2017	RRC	17
21	0024	Personal Service Citation Books (VC 40513B)			TO+10	07/01/1990	06/30/2009	RRC	57
22	0026	Report on Vehicles Relocated from Public Parking Lots			TO+10	01/01/2004	12/31/2004	RRC	1
23	0028	Bureau Activity Statistics			TO+2	07/01/1989	12/31/2003	RRC	5
24	0029	Traffic Reports			TO+10	01/01/2002	12/31/2002	RRC	2
25	0031	Watch Deployment Records			TO+10	01/01/1987	12/31/2008	RRC	43
26	0032	VNET/Police Surveillance Tapes				01/01/1997	12/31/2011	RRC	2169
27	0045	VNET Surveillance Video Tapes			TO+3	08/04/2012	08/05/2012	RRC	2172
28	D001	Agendas			TO+2	09/01/2010	09/02/2010	RRC	1

The above records are submitted for destruction in accordance with Section 2.5 of the L.A. Administrative Code:

By  Division Head By  Department Head Date 9/16/19 Page of Pages

Retention Codes: AU= AUDIT AR= ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX= EXPIRATION PER=PERMANENT SU= SUSPENDED
 TE = TERMINATION TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Ref: Query of DOA01 07/15/2019

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