



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:**

Additional Information:

Submitting Date: Email me a copy

***Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [PDX OO 100-0126 55 boxes BPC 17-0181.pdf](#)

Department Authorization

Authorizing Person: **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:

Date Signed:

APPROVE

REJECT

Signature:

Date of Notification:

(Records will be held for 60 days from this date).

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

MATTHEW M. JOHNSON
PRESIDENT

STEVE SOBOROFF
VICE PRESIDENT

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ERIC GARCETTI
Mayor

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

ALEXANDER A. BUSTAMANTE
INSPECTOR GENERAL

EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

May 23, 2017

BPC #17-0181

Mr. Todd Gaydowski
Records Management Officer
Office of the City Clerk
555 Ramirez Street, Space 320
Mail Stop 161

Dear Mr. Gaydowski:

RE: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS – OFFICE OF OPERATIONS

At the regular meeting of the Board of Police Commissioners held May 23, 2017, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in black ink, appearing to read "MS", written over a horizontal line.

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADPARTMENTAL CORRESPONDENCE

BFC #17-0181

RECEIVED

MAY 12 2017

POLICE COMMISSIONERS

May 19, 2017
10.4

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

Richard M. Tefank
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
DATE

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records - Original/Official Records for Office of Operations.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.


DISCUSSION

On September 3, 1981, the City Records Retention Ordinance, Los Angeles Administrative Code, Division 12, was approved by the City Council and signed into law by the Mayor. The ordinance established rules, regulations, and guidelines for retaining, retrieving, and destroying City records. Subsequently, on November 22, 1985, the City Council approved the Los Angeles Police Department (Department) Records Retention Schedule, which established retention and destruction periods for all of the Department's records.

The "Request for Authority to Destroy Obsolete Records" herein lists 55 boxes of original records for Office of Operations. The records to be destroyed are listed as an attachment. All records have satisfied both the minimum retention of the Department's Records Retention Schedule and the requirements for the destruction of obsolete records as specified by the Los Angeles Administrative Code, Section 12.5.

If you have any questions, please have your staff contact Police Administrator Terry L. Carter, Commanding Officer, Records and Identification Division, at (213) 486-8170.

Respectfully,


CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *May 12 2017*
Secretary *[Signature]*

Attachments

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 1994

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division)

(Unit)

Location of Records Department of Water and Power
Records Retention Schedule No. 00

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	37	Correspondence and Subject Files			TO+10	1993	1994	302-320, 383-388	27
2	146	Project Folders			TO+5	1990	1994	352-375, 395	25

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: *# 25665*

By *[Signature]* Date _____ Page 1 of 1 Pages 55

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of LAPD (Department/Bureau)

Office of Operations (Division)

Evaluation & Admin. Unit (Unit)

Location of Records 100 West 1st Street, Rm 379, Los Angeles
Sch. Item No. 146 Record Title (Same as on Schedule) Project Folders
Records Retention Schedule No. 00

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	146	Project Folders			AR+5	01/2011	12/2011	100 West 1st St., Rm 379	3

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:
(AC Jorge Villegas)

By _____ Date _____ Page 1 of 1
Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

CERTIFICATION FOR DESTRUCTION OF RECORDS

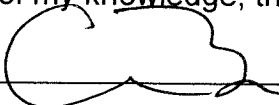
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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(a)(1)B 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 5/4/17

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-1990 THRU 12-31-2011