



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 08 100-0127 39 boxes BPC 17-0182.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

SANDRA FIGUEROA-VILLA
SHANE MURPHY GOLDSMITH
CYNTHIA McCLAIN-HILL

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT II



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 #17-0182

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 – WEST LOS ANGELES AREA

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 "MSilva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC #17-0182

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 5/12/17
RICHARD M. TEFANK DATE
EXECUTIVE DIRECTOR

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 the West Los Angeles Area.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.

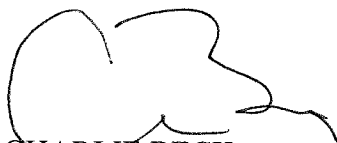
DISCUSSION

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 39 boxes of original records for the West Los Angeles Area. 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 23 2017*
Secretary *[Signature]*

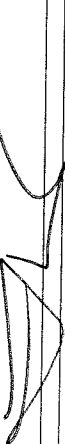
Attachments

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of POLICE/OWB		WEST LA		RECORDS				
(Department/Bureau)		(Division)		(Unit)				
Location of Records 1663 BUTLER AVE		Records Retention PDX/08		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records				
Schedule No. _____		Form No. _____		Storage Location Nos. _____				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Quantity
						From	To	
1	0050	OFFICIAL TIMEBOOK			10YRS	01/01/89	02/05/05	1
2	0047	MUG BOOK - GED			10YRS	01/01/88	12/31/06	1
3	0082	TELEPHONIC REPORT LOG			10YRS	01/01/02	12/31/04	1
4	0223	SEARCH WARRANTS			10YRS	01/01/04	12/31/04	1
5	0223	SEARCH WARRANTS			10YRS	01/01/05	12/31/05	2
6	0223	SEARCH WARRANTS			10YRS	01/01/03	12/31/03	1
7	0255	USE OF FORCE			10YRS	01/01/02	12/31/02	2
8	0255	USE OF FORCE			10YRS	01/01/93	12/31/96	1
9	0255	USE OF FORCE			10YRS	01/01/97	12/31/99	1
10	0255	USE OF FORCE			10YRS	01/01/03	12/31/05	1
11	013	CORRESPONDENCE AND SUBJECT FILE			10YRS	01/01/03	12/31/05	1
12	013	CORRESPONDENCE AND SUBJECT FILE			10YRS	01/01/96	12/31/00	1
13	013	CORRESPONDENCE AND SUBJECT FILE			10YRS	01/01/02	12/31/05	1
14	013	CORRESPONDENCE AND SUBJECT FILE - CRO			10YRS	01/01/99	12/31/00	6
15	013	CORRESPONDENCE AND SUBJECT FILE			10YRS	12/28/03	07/10/04	1
16	013	CORRESPONDENCE AND SUBJECT FILE - MAPPING			10YRS	01/01/94	12/31/94	1
17	0279	COMMENT SHEETS			7YRS	01/01/01	12/31/01	1
18	0279	COMMENT SHEETS			7YRS	01/01/04	12/31/04	1
19	0049	OFFICER LOG BOOK - SLO			10YRS	01/01/07	01/31/07	1
20	0049	OFFICER LOG BOOK - SLO			10YRS	01/01/06	12/31/06	1
21	0049	OFFICER LOG BOOK - SLO			10YRS	01/01/04	12/31/04	1
22	0120	CASE DISPOSITION SUMMARY			10YRS	01/01/03	12/31/03	1

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

By  Date _____ Page 1 of 2 Pages 26


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

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Records of <u>POLICE/OWB</u>		WEST LA		RECORDS		(Unit)			
Location of Records <u>1663 BUTLER AV</u>		Records Retention Schedule No. <u>PD X/08</u>		<input checked="" type="checkbox"/> Original Records		<input type="checkbox"/> 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		
21	D035	STATISTICAL DIGEST			2YRS	01/01/02	12/31/03		
24	D035	STATISTICAL DIGEST			2YRS	01/01/99	12/31/99		
25	D035	STATISTICAL DIGEST			2YRS	01/01/09	12/31/09		
26	D035	STATISTICAL DIGEST			2YRS	01/01/01	12/31/04		
27	0143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/00	12/31/01		1
28	0143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/05	12/31/06		1
29	0143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/07	12/31/09		1
30	0143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/04	12/31/05		1
31	0028	DUE DILIGENCE INVEST CHECKLIST			10YRS	01/01/04	12/31/14		1
32	0028	DUE DILIGENCE INVEST CHECKLIST			10YRS	01/01/01	12/31/01		1
33	0020	DAILY WORKSHEET			10YRS	01/01/02	12/31/02		
34	0020	DAILY WORKSHEET			10YRS	01/01/08	12/31/08		
35	0265	WATCH COMMANDERS DAILY REPORT			10YRS	01/01/05	12/31/05		1
36	0048	DFAR			10YRS	01/01/01	12/31/04		
37	0018	DFAR			10YRS	01/01/05	12/31/05		
38	0018	DFAR			10YRS	01/01/99	12/31/99		
39	0018	DFAR			10YRS	01/01/02	12/31/09		
40	0205	PERSONAL SERVICE CITATION			10YRS	01/01/01	12/31/06		3
41	0205	PERSONAL SERVICE CITATION			10YRS	01/01/95	12/31/02		1
42	0257	VEHICLE AND EQUIPMENT			10YRS	01/01/04	12/31/04		1
43	0218	RECORD OF TRAFFIC CITATION BOOKS			10YRS	01/01/05	12/31/06		1
44	D012	NOTICE TO APPEAR			1YRS	01/01/07	12/31/13		

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

By  By _____ Date _____ Page 2 of 2 Pages 13

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

CERTIFICATION FOR DESTRUCTION OF RECORDS

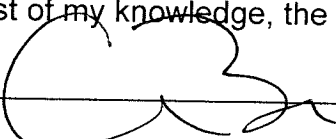
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 1-1-1988 THRU 12-31-2014