



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 60 100-0124 23 boxes BPC 17-0174.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 9, 2017

BPC #17-0174

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 – PERSONNEL AND TRAINING
BUREAU

At the regular meeting of the Board of Police Commissioners held May 9, 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 cursive script that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

May 3, 2017
10.4

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

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 Personnel and Training Bureau.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.

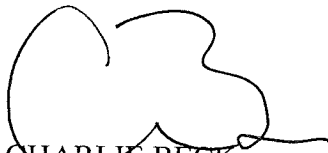
DISCUSSION

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 23 boxes of original records for Personnel and Training Bureau. 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

Attachments

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2012

Records of LAPD / PERSONNEL AND TRAINING BUREAU (Department/Bureau)

PERSONNEL GROUP (Division)

ADMINISTRATIVE (Unit)

Location of Records: 100 W. FIRST ST., L.A., CA 90012
 Records Retention Schedule No. PD-60

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	0016	OVERTIME REPORTS - APP 2-24-572008-11/2010			TOFS	05/01/08	12/31/10	60002 / L0365417	1
2	0016	PROJECT FOLDERS 2007 - 07-101 / 07-205			CL+4	01/01/07	12/31/07	60004 / L0365419	1
3	0016	PROJECT FOLDERS 2007 - 07-001 / 07-100			CL+4	01/01/07	12/31/07	60005 / L0365420	1
4	0016	PROJECT FOLDERS 2009 - 09-001 / 09-045			CL+4	01/01/09	12/31/09	60006 / L0365421	1
5	0016	PROJECT FOLDERS 2009 - 09-046 / 09-117			CL+4	01/01/09	12/31/09	60007 / L0365422	1
6	0016	PROJECT FOLDERS 2009 - 09-118 / 09-189			CL+4	01/01/09	12/31/09	60008 / L0365423	1
7	0016	PROJECT FOLDERS 2010 - 10-001 / 10-045			CL+4	01/01/10	12/31/10	60009 / L0365424	1
8	0016	PROJECT FOLDERS 2010 - 10-040 / 10-065			CL+4	01/01/10	12/31/10	60010 / L0365425	1
9	0016	PROJECT FOLDERS 2011 - 11-001 / 11-062			CL+4	01/01/11	12/31/11	60011 / L0365426	1
10	0016	PROJECT FOLDERS 2012 - 12-001 / 12-047			CL+4	01/01/12	12/31/12	60012 / L0365427	1
11	0008	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/85	12/31/89	60027 / L0365442	1
12	0008	1985 - 1989 COMMENDATION BOARD							
13	0008	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/86	12/31/96	60028 / L0365443	1
14	0008	1986 - 1996 OUTSIDE AGENCY AWARDS							
15	0008	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/90	12/31/93	60029 / L0365444	1
16	0008	1990 - 1993 COMMENDATION BOARD							
17	0008	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/94	12/31/95	60030 / L0365445	1
18	0008	1994 - 1995 COMMENDATION BOARD							
19	0008	CORRESPONDENCE AND SUBJECT FILES			AR+10	04/06/95	10/26/96	60031 / L0365446	1
20	0008	4/6/95 - 10/26/96 COMMENDATION BOARD							
21	0008	CORRESPONDENCE AND SUBJECT FILES			AR+10	12/18/96	06/18/97	60032 / L0365447	1
22	0008	12/18/96 - 06/18/97 COMMENDATION BOARD							

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 15

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 / PERSONNEL AND TRAINING BUREAU		PERSONEL GROUP		ADMINISTRATIVE			
		(Department/Bureau)		(Division)		(Unit)			
Location of Records		100 W. FIRST ST., L.A., CA 90012		Records Retention Schedule No. PD-60		<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		
17	0008	CORRESPONDENCE AND SUBJECT FILES 6/26/97 - 5/14/98 COMMENDATION BOARD			AR+10	06/26/97	05/14/98	60033 / L0365448	1
18	0008	CORRESPONDENCE AND SUBJECT FILES 06/10/98 - 07/02/99 COMMENDATION BOARD			AR+10	6/10/98	07/02/99	60034 / L0365449	1
19	0008	CORRESPONDENCE AND SUBJECT FILES 09/27/99 - 06/09/00 COMMENDATION BOARD			AR+10	09/27/99	06/09/00	60035 / L0365450	1
20	0008	CORRESPONDENCE AND SUBJECT FILES 2000 - 2001 COMMENDATION BOARD			AR+10	01/01/00	12/31/01	60036 / L0365451	1
21	0008	CORRESPONDENCE AND SUBJECT FILES 2001 - 2002 COMMENDATION BOARD			AR+10	01/01/01	12/31/02	60037 / L 0365452	1
22	0008	CORRESPONDENCE AND SUBJECT FILES 1987 - 2002 COMMENDATION BOARD			AR+10	01/01/87	12/31/02	60038 / L0365453	1
23	0008	CORRESPONDENCE AND SUBJECT FILES 2005 - 2006 COMMENDATION BOARD			AR+10	0/01/05	12/31/06	60040 / L0365455	1
24	0008	CORRESPONDENCE AND SUBJECT FILES 1989 - 2005 COMMENDATION BOARD			AR+10	01/01/89	12/31/05	60041 / L0365456	1

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

By  Date _____ Page 2 of 2 Pages 2

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 _____

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-1985 THRU 12-31-2012