



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 45 11 boxes BPC 17-0249.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

Text

5 BOXES OF VEHICLE & EQUIPMENT ISSUE ASSIGNMENT SHEETS
3 BOXES OF DETENTION TANK LOGS
1 BOX OF JUVENILE DETENTION LOGS
2 BOXES OF PROBATION OFFICER'S BOOKS

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

MATTHEW M. JOHNSON
PRESIDENT

STEVE SOBOROFF
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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

June 20, 2017

BPC #17-0250

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 – MISSION AREA

At the regular meeting of the Board of Police Commissioners held June 20, 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 "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

17-0250
10

June 14, 2017
10.4

RECEIVED
JUN 14 2017

TO: The Honorable Board of Police Commissioners

REVIEWED

FROM: Chief of Police

[Signature]
RICHARD M. TEFANK
RECORDS MANAGER
DATE 6/14/17

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 Mission 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 11 boxes of original records for Mission 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 6/12/17
Secretary *[Signature]*

Attachments

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		Operations-Valley Bureau (Department/Bureau)		Mission Area		Area/Training (Unit)		
Location of Records		11121 N. Sepulveda Bl, Mission Hills 91345		Records Retention PD 45		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 From To	Storage Location Nos.	Quantity
1	261	Vehicle & Equipment Issue Assignment Sheet LAPD 15.16		15.66	TO+5	010110 123110		1
2	261	Vehicle & Equipment Issue Assignment Sheet LAPD 15.16		15.66	TO+5	010109 123109		1
3	261	Vehicle & Equipment Issue Assignment Sheet LAPD 15.16		15.66	TO+5	010108 123108		1
4	261	Vehicle & Equipment Issue Assignment Sheet LAPD 15.16		15.66	TO+5	010111 123111		1
5	261	Vehicle & Equipment Issue Assignment Sheet LAPD 15.16		15.66	TO+5	010106 123107		1
6	26	Detention Tank Log LAPD 6.19		6.19	TO+5	010106 123107		1
7	26	Detention Tank Log LAPD 6.19		6.19	TO+5	010107 123109		1
8	26	Detention Tank Log LAPD 6.19		6.19	TO+5	010110 123111		1
9	175	Juvenile Detention Log			TO+5	010108 123111		1
10	213	Probation Officer's Book			TO+5	010107 123108		1
11	213	Probation Officer's Book			TO+5	010108 123110		1

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

By *[Signature]* Date 2/22/11 Page 11 of 11 Pages

CERTIFICATION FOR DESTRUCTION OF RECORDS

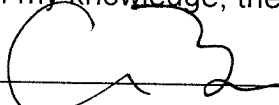
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 6/14/17

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-2006 thru 12-31-2011