



# 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]  [PDX01 103-135 33 boxes BPC 17-0362.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

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STEVE SOBOROFF  
VICE PRESIDENT

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RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

DJANGO SIBLEY  
ACTING 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

September 19, 2017

BPC #17-0362

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 FOR CENTRAL AREA

At the regular meeting of the Board of Police Commissioners held September 19, 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 blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

17-0302

2#

RECEIVED

SEP 14 2017

September 13, 2017  
10.4

POLICE COMMISSIONERS  
REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

*Richard M. Stefank*  
RICHARD M. STEFANK  
DEPUTY DIRECTOR  
9/13/17  
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 Central 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 33 boxes of original records for Central 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 September 19, 2017  
Secretary *Mara Silver*


Attachment

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of		CENTRAL (Department/Bureau)		CENTRAL (Division)		TRAINING (33 BOXES) (Unit)		
Location of Records		CENTRAL AREA RECORDS RETENTION		Records Retention Schedule No. PDX-01		<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 From      To	Storage Location Nos.	Quantity
1	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/03    12/31/04		
2	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/07    12/31/08		2 BOXES
3	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/08    12/31/08		2 BOXES
4	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/09    12/31/09		5 BOXES
5	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/09    12/31/10		3 BOXES
6	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/10    12/31/10		3 BOXES
7	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/11    12/31/11		3 BOXES
8	0217	RECORD OF TRAFFIC CITATION BOOKS		4.15	4	01/01/12    12/31/12		4 BOXES
9	0030	EXCESS PERSONAL PROPERTY RECEIPT		10.8	5	01/01/02    12/31/04		5 BOXES
10	0026	DETENTION TANK LOG		6.19	4	01/01/06    12/31/06		1 BOX
11	0026	DETENTION TANK LOG		6.19	4	01/01/08    12/31/08		1 BOX
12	0026	DETENTION TANK LOG		6.19	4	01/01/09    12/31/09		1 BOX
13	0026	DETENTION TANK LOG		6.19	4	01/01/11    12/31/11		1 BOX
14	0026	DETENTION TANK LOG		6.19	4	01/01/12    12/31/12		1 BOX
15								
16								
17								
18								
19								
20								
21								
22								

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

By  Date \_\_\_\_\_ Page 1 of 1 Pages 33  
 Reference 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 9-13-17

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-2002 THRU 12-31-2012