

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Departi	ment: Police Department	
Additional Informa	MISSION AREA, PDX/45	
Submitting Date:	11/2/2017 ☐ Email me a c	сору
*Quantity:	Boxes	
Records Dated Fro	To 12/31/2008	
Description:	18 BOXES OF WORK CONTROL F	OLDERS
	•	
Attachment: [2 ME	B max] Detach PDX45 105-139 18	boxes BPC 17-0406.pdf
Department Auth	orization	
Authorizing Persor	Board of Police Commissioners R	eport 17-0406 Date: 10/17/2017
City Clerk Authori	zation	
50, I hereby certify tha and to the best of my	t the attached Request for Authority to Dispose	Code (LAAC) and the Mayor's Executive Directive No. e of Obsolete Records has been reviewed by my office City Clerk staff have reviewed the request for
		Authorizing Person:
APPROVE	○ REJECT	SHANNON HOPPES
Signature:	Jume Denne Hygne	Date Signed: 11/02/2017

Date of Notification:

11/14/2017

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

SUBMIT CANCEL

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

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

BPC #17-0406

October 17, 2017

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 MISSION AREA

At the regular meeting of the Board of Police Commissioners held October 17, 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

MARIA SILVA

Commission Executive Assistant II

Maria Silva

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

October 11, 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 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 18 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,

Chief of Police

Attachments

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2005 Year Ending

Quantity ar page 62.79 **Duplicate Records** Pages Storage Location Nos. ₹ (Unit) Detective Original Records T = Termination Page 12/31/06 12/31/05 07/30/05 12/31/06 ပ္ Inclusive Dates > S = Superseded 09/01/05 08/01/05 03/01/05 12/01/05 From The above records Arg/submixed for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date P = Permanent Total Reten. Period 2 2 2 S (Division) Form No. E = Expiration Mission Records Retention 45 Conf. Rec. Schedule No. 2005-06, Work Control Folders, SEX, Sept-Dec 2005, 2006 2005-06, Work Control Folders, Dec Notebooks Gunbook, C = Closed or Completion 2005, Work Control Folders, ROBBERY, Mar-July 2005, Work Control Folders, ROBBERY, Aug-Dec Record Title (Same as on Schedule) Line (Department/Bureau) 11121 N Sepulveda Blvd, 2nd Floor AR Annual Review Police/OVB /k/= Audij Retention Code Sch. Item No. 66 66 66 66 Records of of Records Location Item No. 2 n 4 B

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2006 Year Ending

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CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2007 Year Ending_

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CITY CLERK
City of Los Angeles

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2008

Year Ending

Form Gen. 48 (R.3/87)

Quantity Pages **Duplicate Records** Storage Location Nos. ₽ (Unit) Detective Original Records T = Termination Page 08/31/08 04/30/08 12/31/08 ۲ Inclusive Dates > S = Superseded 01/01/08 05/01/08 09/01/08 From The above records are supmitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date P = Permanent Total Reten. 2 2 (Division) Form No. E = Expiration Mission Records Retention 45 Conf. Rec. Schedule No. C = Closed or Completion 2008, Work Control Folders, SEX, May-Aug 2/3 2008, Work Control Folders, SEX, Sept-Dec 3/3 Record Title (Same as on Schedule) 2008, Work Control Folders, SEX, Jan-Apr 1/3 B 23rd (Department/Bureau) 11121 N Sepulveda Blvd, 2nd Floor R = Amplial Review Police/OVB udit Retention Code: Sch. Item No. 66 66 66 Records of of Records Location Item No. 3 2 By L

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:

- 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;
- 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:
Ву	Date 10-11-17
Department/Burea	Los Angeles Police Department/Chief of Police
Records Dated	3-01-2005 THRU 12-31-2008