



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] [PDX08 131-191 52 boxes BPC 19-0118 summary pages.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

STEVE SOBOROFF
PRESIDENT

DALE BONNER
SANDRA FIGUEROA-VILLA
SHANE MURPHY GOLDSMITH

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
Mayor

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

MARK P. SMITH
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

April 30, 2019

BPC #19-0118

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 WEST LOS ANGELES
AREA

At the regular meeting of the Board of Police Commissioners held April 30, 2019, 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

RECEIVED 17

APR 25 2019

POLICE COMMISSION

April 23, 2019
10.4

REVIEWED

TO: The Honorable Board of Police Commissioners

MEM [Signature] 4/25/19
RICHARD M. TILFANK
EXECUTIVE DIRECTOR
DATE

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 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 52 boxes of original records for 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,

MICHEL R. MOORE
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *April 30, 2019*
Secretary *Maria Silva*

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

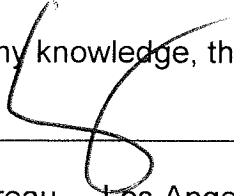
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 4/24/19

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1979 THRU 12/31/1997

RECORDS TRANSFER LIST

Date 03/28/00

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

1663 Butler Street, Los Angeles 90026

Compiled By: S Starkey

(310) 575-8406

Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1100	266	W/C Logs	126		1/97	7/97	
1101	99	MAC Files	3.12, etc		1/97	2/97	
1102	99	MAC Files	3.12, etc		4/97	6/97	
1103	195	Impounds	15.23		7/97	9/97	ob
1104	13	Correspondence Files	----		1/97	12/97	
1105	99	MAC Files	3.12, etc		6/97	7/97	
1106	99	Burglary Files	3.12, etc		4/97	5/97	
1107	99	MAC Files	3.12, etc		8/97	9/97	
1108	99	Auto Files	3.12, etc		1/97	2/97	
1109	195	Impounds	15.23		9/97	10/97	ob
1110	10	Storm Logs/Work Sheets	---		2/97	12/97	
1111	71	Registry of DR Issuance	8.34		1/97	12/97	ob
1112	75	Sgt. Logs	15.48		1/97	12/97	
1113	266	W/C Logs	126		7/97	12/97	
1114	75	Sgt. Logs	15.48		1/97	12/97	
1115	195	Impounds	15.23		5/97	6/97	ob
1116	221	Rotator, Misc.	---		10/97	12/97	ob
1117	99	Burglary/Theft Files	3.12, etc		1/97	3/97	
1118	99	Burglary/Theft Files	3.12, etc		8/97	9/97	
1119	99	Burglary/Theft Files	3.12, etc		10/97	11/97	
1120	99	Burglary/Theft Files	3.12, etc		11/97	12/97	
1121	99	Burglary/Theft Files	3.12, etc		6/97	7/97	

Records Received By: _____ Date _____ Shipment No. _____

DWP

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RECORDS TRANSFER LIST

Date 03/28/00

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

1663 Butler Street, Los Angeles 90026

Compiled By: S Starkey

(310) 575-8406

Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1122	99	MAC Files	3.12, etc		9/97	11/97	
1123	99	Theft Files	3.12, etc		1/97	1/97	
1124	195	Impounds	15.23		3/97	4/97	rb ✓
1125	201	Overtime Slips			7/95	6/95	
1126	13	Correspondences	-----		1/96	12/96	
1127	55	Personnel/Probationers Reports	-----		1/96	12/96	
1128	40	Jail Inspect Records	6.17		1/96	12/96	
1129	55	Personnel/Promotion Pkgs	-----		1/96	12/96	
1130	99	Auto Files	3.12, etc		1/96	12/96	
1131	101	Citations	4.49		1/96	12/96	
1132	17	Daily Occurrences	15.6		3/96	7/96	
1133	38	A-Z Investigators Case Progress	1.44		1/96	12/96	
1134	101	Parking Citations	4.49		1/96	12/96	
1135	101	Citations	4.49		1/96	12/96	
1136		Training Logs	-----		1/96	12/96	
1137	55	Personnel/Probationers Reports	-----		1/96	12/96	
1138	18	DFARS PM Watch	15.52		1/96	2/96	
1139	26	Storm Logs/Detention Logs	6.19		1/96	12/96	
1140	3	Arrest Dispositions	2.0		1/96	12/96	
1141	71	Registry of DR Issuance	8.34		1/96	12/96	rb
1142	101	05 82300- Citations 2691700	4.49		1/96	12/96	
1143	99	BFMV Files	3.12, etc		5/96	8/96	

Records Received By: _____ Date _____ Shipment No. 2

RECORDS TRANSFER LIST

Date 03/28/00

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

1663 Butler Street, Los Angeles 90026

Compiled By: S Starkey

(310) 575-8406

Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1144	99	Burglary/Theft Files	3.12, etc		1996	1996	
1145	13	Correspondence Files	-----				
1146	37	Case Pkgs. L-Mc	5.2, etc				
1147	41	Jail Transfer Log	6.11				
1148	37	Case Pkgs. J-K	5.2, etc		1/96	12/96	
1149	195	Impounds	15.23		12/96	12/97	
1150	99	BFMV Files	3.12, etc		1/96	4/96	
1151	37	Case Pkgs MA-MI	5.2, etc				
1152	13	Correspondence Files	-----				
1153	37	Case Pkgs. D-E	5.2, etc				
1154	37	Case Pkgs. O-Q	5.2, etc				
1155	195	Vehicle Reports	3.12, etc				ab
1156	99	Burglary/Theft Files	3.12, etc				
1157	60	Projects/Detectives	-----				
1158	37	Case Pkgs. C	5.2, etc				
1159	195	Vehicle Reports	3.12, etc				abs
1160	13	Correspondence Files	-----				
1161	99	Burglary/Theft Files	3.12, etc				
1162	37	Case Pkgs. T-V	5.2, etc				
1163	37	Case Pkgs. F-G	3.12, etc				
1164	201	Overtime Slips	5.0				
1165	99	Burglary/Theft Files	3.12, etc				

Records Received By: _____ Date _____ Shipment No. _____

3

RECORDS TRANSFER LIST

Date 03/28/00

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

1663 Butler Street, Los Angeles 90026

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Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1166	99	BEMV Files	3.12,etc		9/96	11/96	
1167	195	Vehicle Reports	3.12,etc		1/96	3/96	✓ ✓
1168	37	Case Pkgs. R	3.12,etc		1/96	12/96	
1169	37	Case Pkgs. MO-N	3.12,etc		1/96	12/96	
1170	37	Case Pkgs. S	3.12,etc		1/96	12/96	
1171	99	Burglary/Theft Files	3.12,etc		1/96	12/96	
1172	37	Case Pkgs. W-Z	3.12,etc		1/96	12/96	
1173	99	Burglary/Theft Files	3.12,etc		1/96	2/96	
1174	55	Personnel/Detective Orals	-----		1/96	12/96	
1175	37	Case Pkgs. H-I	3.12,etc		1/96	12/96	
1176	195	Vehicle Reports	3.12,etc		6/96	8/96	✓ ✓
1177	13	Correspondences	-----		1/96	12/96	
1178	37	Case Pkgs. B	3.12,etc		1/96	12/96	
1179	55	Personnel/Detective Orals	-----		1/96	12/96	
1180							
1181							
1182							
1183							
1184							
1185							
1186							
1187							

Records Received By: _____ Date _____ Shipment No. _____

2

RECORDS TRANSFER LIST

Date July 1, 2000

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

1663 Butler Street, Los Angeles 90026

Compiled By: S Starkey

(310) 575-8406

Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1180	06	BAIL RECEIPTS	6.15	2005	01/95	07/95	
1181	31	RFC'S		2005	01/95	12/95	
1182	18	DFAR'S	15.52	2003	01/93	05/93	
1183	133	CRIME LOGS		2005	01/95	06/96	
1184	266	W/C LOGS		2005	01/95	04/95	
1185	78	STATISTICAL INFO (CRASH)		2005	01/95	12/95	
1186	201	OVERTIME SLIPS	2.24	2000	06/95	09/95	
1187	26	DETENTION TANK LOGS	6.19	2005	01/95	12/95	
1188	18	DFAR'S (PM)	15.52	2004	07/94	12/94	
1189	75	SGT LOGS	15.48	2005	01/95	12/95	
1190	199	ADMINISTRATIVE: ORDERS, NOTICE, ETC		2005	01/95	12/95	
1191	199	ADMINISTRATIVE: ORDERS, NOTICE, ETC		2005	01/95	12/95	
1192	103	SICK REPORTS		2005	01/95	12/95	
1193	31	RFC'S		2005	04/95	12/95	
1194	18	DFAR'S	15.52	2005	12/94	06/95	
1195	78	STATISTICAL INFO (CAD)		2005	01/95	12/95	
1196	201	OVERTIME SLIPS	2.24	2005	01/95	12/95	
1197	37	CASE ARREST PKGS "B-F"		2005	01/93	01/95	
1198	117	BOOKING & DISPO REPORT	6.01	2005	01/95	12/95	
1199	37	INVESTIGATORS CASE PACKAGE "A-Z"	10.06	2005	01/95	12/95	
1200	06	BAIL RECEIPTS	6.15	2004	01/94	12/94	
1201	31	RFC'S		2005	11/95	11/95	

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DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1202	54	PROBATION RATINGS		2005	07/95	12/95	
1203	75	SGT LOGS	15.48	2005	01/95	12/95	
1204	71	MANUEL DR LOGS	8.34	2007	01/90	01/97	
1205	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1206	18	DFAR'S	15.52	2005	01/95	12/95	
1207	78	STATISTICAL REPORTS (CAD)		2005	01/95	12/95	
1208	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1209	26	JAIL DETENTION LOGS	6.16	2005	01/95	12/95	
1210	37	ARREST PACKAGES "A"		2017	01/95	12/95	
1211	101	PARKING CITES		2005	01/95	12/95	
1212	50	DIVISIONAL TIME BOOK	15.30	2004	01/90	01/94	
1213	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1214	266	WATCH COMMANDER LOGS		2005	05/95	09/95	
1215	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1216	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1217	18	DFAR'S	15.52	2004	01/94	07/94	
1218	55	ADMINISTRATIVE CORRESPONDENCE		2005	01/95	12/95	
1219	169	JUVENILE REPORTS		2005	01/94	01/95	
1220	64	DFAR RECAP	15.53	2005	01/95	12/95	
1221	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1222	201	OVERTIME SLIPS	2.24	2000	04/95	06/95	
1223	266	WATCH COMMANDER LOGS		2004	01/94	12/94	

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DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1225	266	WATCH COMMANDER LOGS		2006	09/96	12/96	
1226	244	TRAFFIC CITES	4.50	2005	01/95	12/95	
1227	6	BAIL RECEIPTS	6.15	2005	01/95	12/95	
1228	265	TIME KEEPING RECORD	15.10	2005	01/95	12/95	
1229	78	EMERGENCY RESPONSE CALLS		2005	01/95	12/95	
1230	101	PARKING CITES		2001	01/91	12/91	
1231	201	OVERTIME SLIPS	2.24	1998	01/85	01/91	
1232	78	STATISTICS QUANT SERVICE		2000	01/93	12/93	205
1233	78	STATISTICS (CAD)		2003	01/90	12/90	205
1234	6	BAIL RECEIPTS	6.15	2004	01/93	12/93	
1235	265	TIME KEEPING RECORD	15.10	2004	11/93	01/94	
1236	195	VEHICLE REPORTS	15.23	1992	01/82	07/82	115
1237	37	ARREST PACKAGES "W"		2004	01/88	12/88	
1238	244	TRAFFIC CITES	4.50	2004	01/94	12/94	115
1239	37	INVESTIGATORS CASE PACKAGE "A-Z"		2002	01/70	01/80	
1240	22	DETECTIVE RECAP		2004	01/94	12/94	
1241	153	DETECTIVE CASE PACKAGE "C-F"		2012	01/86	01/89	
1242	199	ADMINISTRATIVE: ORDERS, NOTICE, ETC		2004	01/94	12/94	115
1243	199	ADMINISTRATIVE: ORDERS, NOTICE, ETC		2003	01/93	12/93	115
1244	64	DFAR RECAP	15.53	2003	01/93	12/93	
1245	266	WATCH COMMANDER LOGS		2004	01/94	05/94	

Records Received By: _____

Date _____

Shipment No. 7

21-5=16
 2=244
 3=75
 1=101
 1=175
 2=37
 1=22
 1=153
 2=199
 16

RECORDS TRANSFER LIST

Date July 1, 2000

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

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DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1246	259	VICE REPORTS		2002	01/92	12/92	
1247	37	INVESTIGATORS CASE PACKAGES "F-M"		2016	01/90	01/94	
1248	201	OVERTIME SLIPS	2.24	1998	01/93	12/93	
1249	22	DETECTIVE LOGS		2004	01/94	12/94	
1250	26	DETENTION TANK LOGS	6.19	2003	01/93	12/93	
1251	101	ABSENTEE PARKING CITES		1995	01/84	12/85	
1252	37	ARREST PACKAGES "G-J"		2017	01/95	12/95	
1253	78	STATISTICAL REPORTS (CAD)		2003	01/93	12/93	
1254	9	BOOKING RECOMMENDATION	12.31	1998	01/88	12/88	
1255	259	VICE LOGS		1997	01/87	12/87	
1256	18	DFAR'S	15.52	2003	08/93	12/93	
1257	199	ADMINISTRATIVE: ORDERS, NOTICE, ETC		2004	01/94	12/94	
1258	78	CRIME STATISTICS		2001	01/90	01/91	
1259	265	TIME KEEPING RECORD	15.10	2003	07/92	03/93	
1260	13	CORRESPONDENCE FILES (COMMISSION)		2004	01/94	12/94	
1261	71	REGISTRY OF DR'S	8.34	2004	01/94	12/94	
1262	244	TRAFFIC CITES	4.50	2001	01/91	12/91	
1263	19	SIGN IN/OUT SHEETS	15.19	2006	01/91	01/96	
1264	150	EQUIPMENT ISSUE CONTROL		1999	01/89	07/89	
1265	37	INVESTIGATORS CASE PACKAGE "A-E"		2016	01/90	01/94	
1266	195	VEHICLE REPORTS	15.23	1989	01/79	12/79	
1267	75	SGT LOGS	15.48	2004	01/94	12/94	

Records Received By: _____ Date _____ Shipment No. _____

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RECORDS TRANSFER LIST

Date July 1, 2000

Records Of: Police Department/ West Bureau

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Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1268	201	OVERTIME SLIPS	2.24	1996	01/91	08/91	
1269	277	ROBBERY REPORTS		2022	05/92	12/94	
1270	259	VICE REPORTS		1996	01/86	12/86	
1271	259	VICE REPORTS		1997	01/87	12/87	
1272	18	DFAR'S	15.52	2004	01/94	12/94	
1273	201	OVERTIME SLIPS	2.24	1996	01/91	12/91	
1274	265	TIME KEEPING RECORD	15.10	2004	01/94	12/94	
1275	277	ROBBERY REPORTS		2022	01/94	12/94	
1276	75	SGT LOGS	15.48	2003	01/93	12/93	
1277	265	TIME KEEPING RECORD	15.10	1999	06/94	06/94	
1278	18	DFAR'S	15.52	2003	01/93	12/93	
1279	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		2001	01/91	12/91	
1280	244	TRAFFIC CITES	4.50	2004	01/86	01/94	
1281	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		2003	01/91	01/93	
1282	201	OVERTIME SLIPS	2.24	2002	03/92	09/92	
1283	18	DFAR'S	15.52	2004	07/94	12/94	
1284	78	STATISTICS CALLS FOR SERVICE		2003	01/93	12/93	
1285	18	DFAR'S	15.52	2004	01/94	06/94	
1286	153	FELONY CASE PACKAGES		2044	01/84	12/84	
1287	6	BAIL RECEIPTS	6.15	2004	01/94	12/94	
1288	6	BAIL RECEIPTS	6.15	2004	01/94	12/94	
1289	50	DIVISIONAL TIME BOOK	15.30.1	1990	01/76	01/80	

Records Received By: _____ Date _____ Shipment No. 3

RECORDS TRANSFER LIST

Date July 1, 2000

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(310) 575-8406

Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1290	64	DFAR RECAP	15.53	2002	01/92	12/92	
1291	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		1999	01/89	12/89	✓
1292	195	VEHICLE REPORTS	15.23	1989	01/79	12/79	✓
1293	20	DAILY WORKSHEETS	15.26	1990	01/80	12/80	
1294	64	DFAR RECAP	15.53	2003	05/93	10/93	
1295	18	DEAR'S	15.52	2006	01/96	12/96	
1296	37	ARREST CASE PACKAGES "G-L"		2007	01/85	12/85	
1297	201	OVERTIME SLIPS	2.24	1999	10/94	12/94	
1298	37	INVESTIGATORS CASE PACKAGE "N-Z"		2016	01/90	01/94	
1299	20	DAILY WORKSHEETS	15.26	1997	01/87	12/87	
1300	77	SUPERVISORS LOG		2003	01/93	12/93	
1301	244	TRAFFIC CITES	4.50	1995	01/85	12/85	✓
1302	169	JUVENILE REPORTS		2004	01/91	01/94	
1303	265	DAY'S OFF	15.10	2005	01/95	12/95	
1304	255	USE OF FORCE	1.67.2	2003	01/93	12/93	
1305	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		2002	01/92	12/92	✓
1306	244	TRAFFIC CITES	4.50	1997	01/87	12/87	✓
1307	255	USE OF FORCE	1.67.2	2001	01/91	12/91	
1308	20	DAILY WORKSHEETS	15.26	2003	01/93	12/93	
1309	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		1996	01/86	12/86	✓
1310	6	BAIL RECEIPTS	6.15	2004	01/94	12/94	
1311	244	TRAFFIC CITES	4.50	1997	01/87	12/87	✓

Records Received By: _____ Date _____ Shipment No. _____

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RECORDS TRANSFER LIST

Date July 1, 2000

Records Of: Police Department/ West Bureau

West Los Angeles Division

Records Unit

1663 Butler Street, Los Angeles 90026

Compiled By: S Starkey

(310) 575-8406

Records Retention Schedule No. PD-08

DEPT. BOX NO.	SCH ITEM NO.	RECORDS TITLE & RANGE	FORM NO.	DESTRUC. DATE	INCLUSIVE DATES		CRC/ARCHIVES BOX NO.
					FROM	TO	
1312	19	SIGN IN/OUT SHEETS	15.19	2000	01/90	12/90	
1314	275	NARCO ARREST PACKAGES		2023	01/93	12/93	
1315	153	DETECTIVE CASE PACKAGES "D-G"		2056	01/94	12/94	
1316	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		2000	01/90	12/90	abs
1317	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		2000	01/90	12/90	abs
1318	251	UNUSUAL OCCURRENCE		2005	01/91	12/95	
1319	244	TRAFFIC CITES	4.50	1993	01/83	12/83	abs
1320	20	DAILY WORKSHEETS	15.26	2003	01/93	12/93	
1321	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		1995	01/85	12/85	abs
1322	199	ADMINISTRATIVE: ORDERS,NOTICE, ETC		2003	01/93	12/93	abs
1323	265	TIME KEEPING RECORD	15.10	2004	01/93	01/94	

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