

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

4	
*Records of Department:	Police Department
Additional Information:	NORTHEAST AREA (PDX/11)
Submitting Date:	5/7/2019 Email me a copy
*Quantity:	553 Boxes
Records Dated From	1/1/1972 To 12/31/1997
Description:	553 BOXES AS SUMMARIZED IN THE ATTACHED REPORT. A FULL COPY OF THE REPORT WILL BE POSTED ON LINE HERE: HTTPS://CLERK.LACITY.ORG/CITY-ARCHIVES-AND-RECORDS-CENTER/RECORDS
Attachment: [2 MB max]	Detach PDX11 131-190 553 boxes BPC 19-0117 summary pages.pdf
Department Authorizat	ion

Authorizing Person:	Board of Police Commissioners, Report 19-0117	Date:	04/30/2019	
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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 knowlege 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: • APPROVE SHANNON HOPPES **Date Signed:** Jume Denne Hypne Signature: 05/07/2019 Date of Notification: 05/07/2019 (Records will be held for 60 days from this date).

CANCEL

SUBMIT

LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

STEVE SOBOROFF

DALE BONNER SANDRA FIGUEROA-VILLA SHANE MURPHY GOLDSMITH

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

April 30, 2019

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 NORTHEAST 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

Varia Lilva

MARIA SILVA Commission Executive Assistant II

Attachment

c: Chief of Police



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

BPC #19-0117

www.LAPDOnline.org www.joinLAPD.com INTRADEPARTMENTAL CORRESPONDENCE

April 23, 2018 10.4

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

BPC

REMEMEN

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 Northeast 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 553 boxes of original records for Northeast 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 O POUCE COMMISSI April 30, 2019 Maria Silio Acoroved Secretary c

Attachments

POLICE COMMISSION

APR 2 5 2019

1-00

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:

To the best of my	y kilowieuge, the above de	sterminations are true.	112419
Ву	\prec	Date	Q-19-19
Department/Bure	eau Los Angeles Police	Department/Chief of P	Police
Records Dated	01/01/1972 THRU 12/31/	/1997	

City Clerk City of Los Angeles Form Gen 48 (Rev 08/2015)

AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

Records of POLICE DEPARTMENT

NORTHEAST DIVISION / **CENTRAL BUREAU** (Department/Bureau)

Location

of Records DEPARTMENT OF WATER AND POWER

(Unit)

[X] Original Records PD-011

Records Retention Schedule No. <u>PD</u>

(Division)

[] Duplicate Records

Record Title (Sam								
vocus ture (same as on Schedule)		Conf Rec.	Form No.	Total Retention	Inclusi	Inclusive Dates	Storage Location Nos.	Quantity
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	ĺ			TO+5	1984	1994	DWP	0.
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WATCH COMMANDERS DAILY REPORT				TO+5	1024	0271	DWP	46
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Pages 2 of Page___ Date destruction in accordance with Sec 12.5 of the L.A. Administrative Code: Department Head By for The above recently are submitted Division Hear Retention Codes: By

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City Clerk City of Los Angeles Form Gen. 48 (Rev 08/2015)

AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of POLICE DEPARTMENT / CENTRAL BUI

VT / CENTRAL BUREAU / NORTHEAST DIVISION (Department/Bureau)

Location of Records <u>DEPARTMENT OF WATER AND POWER</u>

Records Retention Schedule No. PD-011

[X] Original Records []

rds [] Duplicate Records

(Unit)

(Division)

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Pages 2 of 2 Page Date fitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code: Department Head By Division Head subi The above rechtds a By

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CITY OF LOS ANGELES



Page $\underline{2}$ of $\underline{6}$ Page

RECORDS TRANSFER LIST

Date 07-22-93

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Shipment No.

Form Gen. 62 (R.1/88)
Copies will be sent to
Originating Office and
Records Coordinator
5

CITY OF LOS ANGELES RECORDS TRANSFER LIST

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Page 3 of 6 Page

Date 07-22-93

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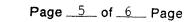
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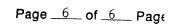
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Addre	ss <u>335</u>	53 SAN FERNANDO RD., Com	piled ROB	ERT HOF	FMAN	_ Phone $_4$	85-2568
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<u>}o</u>				1 1	1992	1992	
871				2004	1993	1993	
872				18	1993	1993	
873				2002	1991	1991	
874		ALSO SEE BOX 887 FOR 1993		2004	1993	1993	
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378				17	1994	1994	
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1	3	AREA SUBJ/CORRESPOND FILES					
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Recor	rds				Date	March 12	, 1999
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391	13	PATROL SUBJ & CORRESPONDENCE		2002	1991		
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893		ALSO SEE BOX 895		2004	1992	<u>1992</u> 1993	
894		ALSO SEE BOX 896		2005	1994	1994	************
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Addres	ss <u>33</u>	Co. RTIEAST AREA Co. SAN FERNANDO RD., by Location of Records	RC	DBERT HO	FFMAN	Phone	485-2568
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		BOXES 529, 530, 531, 532, 533						
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		NOT TO BE REUSED.	-		_			
		DFARS	15.52	1996	198	5	1986	
4	18	DFARS MAY 1-JULY 31, 1985 MAY 28 - OCT 1986						
		NOV 10 - JAN 4, 1986			+			
		J-CAR DFARS SEPT 17, 1984 - DEC 21,	1985					
		JAN 2 - APRIL 31, 1985 AUG 1 - NOV 9, 1985			ļ			
		JAN 1 - MAY 23, 1986						
5		DFARS 1991-DP 1 & 2	15.52	2001	1991	1	1991	
5		DFARS 1991 DP 3						
,		DFARS 1991 DP 4 & 5		,,,,,,,,,,,,,,,,,				
		DFARS 1991 DP 6 & 7						
		DFARS 1991 DP 8 & 9						
		DFARS 1991 DP 10 & 11			<u> </u>			

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- 5 -		POLICE/DEPARTMENT / CENTRAL BUREAU (Department/Bureau)	Division)					RECORDS
Addı	ress	ORTHEAST AREA 353 SAN FERNANDO RD., Com Location of Records	piled R	OBERT	· (Unit) 485-2568		
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542		DFARS 1992 DP 1 & 3	1552		*******			
543		DFARS 1992 DP 4 - 7	1552	200		1992	2 1992	<u>.</u>
544		DFARS 1992 DP 7 - 9						
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546		DFARS CRASH DEC 31, 1990 - APR 18, 19	92 1552	2002		1990	1992	
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255	75	SGT'S DAILY REPORT						
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548		SCT'S LOG O-Z 1991						
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<u>~550</u>		SGT'S LOG P-Z 1992						ela atamilating calangung again
	268	WATCH COMMANDERS DAILY REPORT						
551		JAN THUR APR 1991		2001		1001	1001	
552		MAY THRU AUG 1991		2001		1991	1991	
553		SEPT THRU DEC 1991		***************************************				
554		JAN THRU APRIL 1992		2002		1992	1992	
555		MAY THRU AUG 1992					1552	
556		SEPT THRU DEC 1992						
	20	DAILY WORK SHEETS						
วร์7		TIMEKEEP/ANALYTICAL MISC 1988		1998	1	1988	1988	

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Paçoro	ds POI	LICE/DEPARTMENT / CENTRAL BUREAU	NORTHEAS	ST		REC	CORDS
Addres	NOF	(Department/Bureau) (Compartment/Bureau) Compartm	ivision)		MAN	(Unit)	35-2568
Record Schedu	ls Reter ule No.	tion XX Original Records PD-0011 □ Vital Records		e Records	ifidential R	 Historica ecords 	al Records
DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE (SAME AS ON) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUS FROM	IVE DATES	CRC/ARCHIVI BOX NO.
558		DAILY WORK SHEETS 1990, TIMESHEETS 198	89	2000	1989	1990	
559		DAILY WORK SHEETS 1-89 - 10-89		1999	1989	1989	
560		TIME SHEETS 1-89 - 12-89	· ·				
561		DAILY WORK SHEETS 1990		2000	1990	1990	
562		DAILY WORK SHEETS 12-30-90/7-13-91		2001	1990	1991	
563		DAILY WORK SHEETS 7-14-91/12-28-91		2001	1991	1991	
564		DAILY WORK SHEETS 12-29-91/9-5-92		2002	1991	1992	1
565		DAILY WORK SHEETS 11-5-89/1-27-90 9-6-92/12-31-92		2002	1989	1992	
***		BOXES 566, 567 REMOVED FROM TRANSFER	at D	WPZ	127/19		
		DUPLICATE RECORDS NUMBERS NOT TO BE RE	USED.				
	26 20	DETENTION TANK LOGS		2001	1986	1991	
568		1986, 1988, 1991					
	99	WORK CONTROL FOLDERS (AUTO)					
569 ·		AUTO 1		1995	1985	1985	
570 🕴		AUTO 2					
571		AUTO 3					- -
572		AUTO CONTROL LOGS JULY-SEPT					
3		AUTO CONTROL LOGS NOV-DEC					
574		MISC 1985 AUTO FILES		1996	1985	1986	

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Record	ds POI	LICE/DEPARTMENT / CENTRAL BUREAU		ST			CORDS
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Addres	ss <u>335</u>	Com 53 SAN FERNANDO RD., Location of Records	. ROBI	SRT HOFFI	MAN	Phone	0.5-2.500
Record Schedu	ds Reter ule No	ntion XX Original Records PD-0011		e Records	fidential Re	Historic cords	al Records
DEPT. BOX	SCH. ITEM	RECORDS TITLE (SAME AS ON) AND RANGE	FORM NO.	DESTRUC.		VE DATES	
<u>NO.</u>	NO.			DATE	FROM	то	BOX NO.
	99	1986 AUTO MASTERS (CONTROL LOCS)					
575`		JAN-FEB CONTROL LOGS		1996	1986	1986	
576		MARCH-APRIL CONTROL LOGS					
577		MAY-JUNE CONTROL LOGS					
578 ⁻ `		JULY-SEPT CONTROL LOGS					
579		DECEMBER CONTROL LOGS					
580		AUTO -1- WORK BOOKS (JAN-MAY)					}
581		AUTO -1- WORK BOOKS (JUNE-DEC)					
\mathbb{Q} .		AUTO -2- WORK BOOKS (JAN-MAY)					
583 -		AUTO -2- WORK BOOKS (JUNE-DEC)					
584 🔍		AUTO -3- WORK BOOKS (JAN-JUNE)					
585		AUTO - 3- WORK BOOKS (JULY-DEC)				,	
586 -		AUTO -4- WORK BOOKS (MAY-AUG)					
5`87		AUTO -4- WORK BOOKS (SEPT-DEC)					
	99	WORK CONTROL FOLDERS (AUTOS)					
588		1987 MASTER LOGS (JAN-FEB)		1997	1987	1987	
589		1987 MASTER LOGS (MAR-APR)					·····;,,,,,
590 ⁻		1987 MASTER LOGS (MAY-JUNE)					
591		1987 MASTER LOGS (JULY-AUG)					
503-		1987 MASTER LOGS (SEPT-OCT)					
593 .		1987 MASTER LOGS (NOV-DEC)					

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s)	NOF		(Division)			(Unit)	
Addres	s <u>335</u>	53 SAN FERNANDO RD., by	npiled ROB	ERT HOFF	MAN	_ Phone	85-2568
Record Schedu	s Reten Ie No. ₋	ntion XX Original Records			ifidential R	Historic Hecords	al Records
DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE (SAME AS ON) AND RANGE	FORM NO.	DESTRUC. DATE		SIVE DATES	- CRC/ARCHIN BOX NO.
594	99	AREA 1 WORKBOOK 1987 (JAN-MAY)					
595 ·		AREA 1 WORKBOOK 1987 (JUN-DEC)					
596		AREA 2 WORKBOOK 1987 (JAN-JUN)					
597		AREA 2 WORKBOOK 1987 (JULY-DEC)					
598		AREA 3 WORKBOOK 1987 (JAN-JUNE)					
599		AREA 3 WORKBOOK 1987 (JULY-NOV)					
600		AREA 4 WORKBOOK 1987 (JULY-DEC)					j
601		AREA 5 WORKBOOK 1987 (JAN-JUNE)				1	:
<u></u> .		AREA 5 WORKBOOK 1987 (JULY-DEC)					
603		1988 AUTO WORKBOOKS		1998	1988	1988	
604		1988 AUTO WORKBOOKS					
605		1988 AUTO WORKBOOKS					
606		1988 AUTO WORKBOOKS					· · ·
607		1988 AUTO WORKEOOKS			4		
608 ⁻		1988 AUTO WORKBOOKS			*****		*******
609		1988 AUTO WORKBOOKS					
610		1988 AUTO WORKBOOKS					
611		1989 AUTO WORKBOOKS		1999	1989	1989	
612		1989 AUTO WORKBOOKS					
613		1989 AUTO WORKBOOKS					
614		1989 AUTO WORKBOOKS					· · · · · · · · · · · · · · · · · · ·
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Addres	ss <u>33</u>	RTHEAST AREA 53 SAN FERNANDO RD., Location of Records	byROBI	ERT HOFF	MAN	_ Phone	485-2568
		ntion XXOriginal Records	Oversiz	e Records		Histor	
DEPT.	SCH.						
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616	99	1990 AUTO WORKBOOKS (JAN-FEB)		2000	1990	1990	BOX NO.
617		1990 AUTO WORKBOOKS (MAR)					
618		1990 AUTO WORKBOOKS (APR-MAY)					
619		1990 AUTO WORKBOOKS (MAY-JULY)					
620		1990 AUTO WORKBOOKS (JULY-AUG)					
621		1990 AUTO WORKBOOKS (AUG-SEPT)					
622		1990 AUTO WORKBOOKS (OCT-NOV)					j
623		1990 AUTO WORKBOOKS (DEC)					
24		1991 AUTO WORKBOOKS (JAN)		2001	1991	1991	
625		1991 AUTO WORKBOOKS (FEB)					
626		1991 AUTO WORKBOOKS (MARCH)					
627		1991 AUTO WORKBOOKS (APRIL)					
628 ·		1991 AUTO WORKBOOKS (MAY)					
629 ·		1991 AUTO WORKBOOKS (JUNE)					
630		1991 AUTO WORKBOOKS (JULY-AUG)					
631		1991 AUTO WORKBOOKS (SEPT-OCT)			•		
632		1991 AUTO WORKBOOKS (NOV-DEC)					
633		1992 AUTO WORKBOOKS (JAN-FEB)		2002	1992	1992	
634		1992 AUTO WORKBOOKS (MAR-APR)					
635		1992 AUTO WORKBOOKS (MAY-JUNE)					
636		1992 AUTO WORKBOOKS (JULY-AUG)					
037		1992 AUTO WORKBOOKS (AUG-OCT)					

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	ds Reten ule No		Oversiz		fidential R	Historica	al Records
DEPT. BOX NO.	SCH. ITEM NO.	RECORDS TITLE (SAME AS ON) AND RANGE	FORM NO.	DESTRUC. DATE	INCLUS	IVE DATES	- CRC/ARCHIV BOX NO.
638	99	1992 AUTO WORKBOOKS (OCT, NOV, DEC)					
639		1987 AUTO WORKBOOKS (JAN-JUNE)		1997	1987	1987	
640		DFARS 1988 DP 11, 12, 13	·	1998	1988	1988	
		-					
		AUTO DR FILES					
641 .		89-11-00001-89-11-04300				_	
642		89-11-04400-89-11-07300)
643		89-11-07400-89-11-10100					
<u></u>		89-11-10200-89-11-13100					
645		89-11-13200-89-11-16200					
646		89-11-16300-89-11-19700					
647		89-11-19800-89-11-22500					
648		89-11-22600-89-11-25700					
649 -		89-11-25800-89-11-29100					
650		89-11-29200-89-11-32800					
651		89-11-32900-89-11-34200					
652		89-11-34300-89-11-34900					
653		89-11-35000-89-11-37400					
654		90-11-00001-90-11-06700					
655		90-11-06800-90-11-10700					
656		90-11-10800-90-11-14500					
007		90-11-14600-90-11-18300		1			

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	ļ	AUTO DR FILES					
658 •	<u> </u>	90-11-18400-90-11-22100					
659 、		90-11-22200-90-11-26100					
660 `		90-11-26200-90-11-30400					
661 `		90-11-30500-90-11-34400					
662 .		90-11-34500-90-11-38600					
663 ·		90-11-38700-90-02-00000					į
664		90-02-00001-90-09-00000					
્રેક -		91-11-00000-91-11-06000					
666 -		91-11-06100-91-11-09300					
667 .		91-11-09400-91-11-12400					
668 .		91-11-12500-91-11-15300					<u>\</u>
669 -		91-11-15400-91-11-19300					
670		91-11-19400-91-11-22900					
671		91-11-23000-91-11-27400					
672 -		91-11-27500-91-11-32200					
673		91-11-32300-91-11-36300					
674 ⁻		91-11-36400-91-11-39900					
675 ·		91-11-40000-91-11-42700					
676		91-01-00000-91-08-00000					
677		91-09-00000-91-18-00000					
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