



# 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 09 134-197 105 boxes BPC 19-0143.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

DAILY FIELD ACTIVITIES REPORT  
DAILY WORKSHEET  
OFFICIAL DIVISIONAL TIME BOOK  
OVERTIME RECAP  
RECAP OF DAILY FIELD ACTIVITIES  
SERGEANT'S DAILY REPORT  
SIGN OUT SHEET  
STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER)  
TIME BOOK  
OVERTIME REPORTS  
WATCH COMMANDER'S DAILY REPORT

# 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

May 21, 2019

BPC #19-0143

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 VAN NUYS AREA

At the regular meeting of the Board of Police Commissioners held May 21, 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

BPC 19-0143

RECEIVED *IC*

MAY 17 2019

POLICE COMMISSION

May 21, 2019  
10.4

TO: The Honorable Board of Police Commissioners

REVIEWED

FROM: Chief of Police

*Richard M. Tefank* 5/17/19  
RICHARD M. TEFANK  
CHIEF OF POLICE  
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 Van Nuys Area.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.

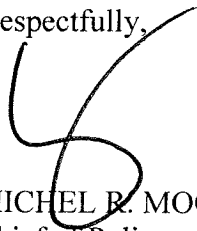
DISCUSSION

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 105 boxes of original records for Van Nuys 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, at (213) 486-8170.

Respectfully,



MICHEL R. MOORE  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved *May 21, 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 5/16-19

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1980 THRU 12/31/1995


Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Los Angeles Police Department/Valley Bureau (Department/Bureau) Van Nuys (Division) Administrative and Patrol (Unit)

Location of Records Department of Water and Power Records Retention Schedule No. PD09  Original Records  Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
18	Daily Field Activities Report		15.52	TO+5	1-1-87	12-31-95	969,970 thru 972,1309,1318 thru 1322,1325 thru 1331,1334 thru	52
							1338,1367,1369 thru 1373,1379,	
							1397,1399,1402,1403,1417,1420,	
							1422,1423,1427,1429,1439,1442,	
							1445,1446,1452,1456,1526 thru	
							1531,1400	
20	Daily Worksheet		15.26	TO+5	1-1-92	12-31-93	1191 and 1192	2
50	Official Divisional Time Book		15.30	CL+4	1-1-80	12-31-94	1189 and 1190	2
51	Overtime Recap			TO+5	1-1-92	12-31-92	863	1
64	Recap of Daily Field Activities		15.53	TO+5	1-1-84	12-31-94	1317,1324,1378,1389,1503,1523	6
							<b>TOTAL</b>	<b>63</b>

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

By  Division Head Date \_\_\_\_\_ Page 1 of 2 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION  
TO = the "To Date" i.e. the date of the record.

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Los Angeles Police Department/Valley Bureau (Department/Bureau) Van Nuys (Division) Administrative and Patrol (Unit)

Location of Records Department of Water and Power Schedule No. PD09 [X] Original Records [ ] Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
75	Sergeant's Daily Report		15.48	TO+5	1-1-83	12-31-95	866,867,932,933,1196,1197,1323	16
							1355,1356,1381,1385,1426,1434	
							1521,1532,1533	
76	Sign Out Sheet		15.42	TO+5	1-1-91	12-31-97	1316,1621,1690,1709	4
77	Station Supervisor's Daily Report (Watch Commander)		15.80	TO+5	1-1-84	12-31-91	1381,1425	1
84	Time Book		15.30	CL+4	1-1-75	12-31-92	1458,1512	2
201	Overtime Reports		2.24	TO+5	1-1-86	12-31-92	922 thru 927,1431,1461,1462,	11
							1506,1513	
267	Watch Commander's Daily Report		126	TO+5	1-1-89	12-31-94	868,869,930,1198 thru 1200,1332	8
							1352	
							<b>TOTAL</b>	<b>42</b>
								<b>43</b>

105

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

By [Signature] Division Head [Signature] Department Head Date \_\_\_\_\_ Page 2 of 2 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION

TO = the "To Date" i.e. the date of the record.