



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 10 134-200 26 boxes BPC 19-0152.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

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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

June 4, 2019

BPC #19-0152

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 VALLEY AREA

At the regular meeting of the Board of Police Commissioners held June 4, 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 19-0152

May 21, 2019
10.4

IC RECEIVED
MAY 29 2019

TO: The Honorable Board of Police Commissioners

POLICE COMMISSION

FROM: Chief of Police

REVIEWED

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

Richard W. Tefank
RICHARD W. TEFANK
DIRECTOR

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records - Original/Official Records for West Valley 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 26 boxes of original records for West Valley 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 Jr.
MICHEL R. MOORE
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *June 4, 2019*
Secretary *Maria Celva*

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 05/29/19

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1990 THRU 12/31/2016

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LOS ANGELES POLICE DEPARTMENT/ VALLEY BUREAU WEST VALLEY DIVISION RECORDS
(Department/Bureau) (Division) (Unit)

Location of Records 19020 VANOWEN ST. RESEDA CA 91335 Records Retention Schedule No. PDX-10 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		
037	INVESTIGATOR'S CASE ENVELOPE			TO+5	01/01/2000	12/31/09	19020 Vanowen St Reseda 91335	8
099	WORK CONTROL FOLDERS			CL+4	01/01/2006	12/31/2013	19020 Vanowen St Reseda 91335	7
049	OFFICER LOG BOOKS			TO+5	01/01/1990	12/31/2011	19020 Vanowen St Reseda 91335	3
109	APPLICANT FOLDERS			TO+5	01/01/2013	12/31/2013	19020 Vanowen St Reseda 91335	1
071	REGISTRY OF DR NUMBERS			CL+4	01/01/2007	12/31/2007	19020 Vanowen St Reseda 91335	1
084	TIME BOOK (LAPD 15.30)			CL+4	01/01/1995	12/31/2000	19020 Vanowen St Reseda 91335	1
102	ACTIVITY REPORTS			TO+5	01/01/2002	12/31/2010	19020 Vanowen St Reseda 91335	2
143	DOMESTIC VIOLENCE RESTRAINING ORDER			EX+2	01/01/2016	12/31/2016	19020 Vanowen St Reseda 91335	2
211	PURSUIT LOG			TO+5	01/01/2013	12/31/2013	19020 Vanowen St Reseda 91335	1
							Total	26

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

By [Signature] Division Head By [Signature] Date Page 1 of 1 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.