



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 10 134-201 532 boxes BPC 19-0153.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

June 4, 2019

BPC #19-0153

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 19-0153

RECEIVED

MAY 29 2019

POLICE COMMISSION

May 21, 2019
10.4

TO: The Honorable Board of Police Commissioners

REVIEWED

FROM: Chief of Police

Richard M. Tefank
RICHARD M. TEFANK
POLICE DIRECTOR
5/29/19
DWE

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 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 532 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
MICHEL R. MOORE
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved June 4, 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 05/29/15

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1973 THRU 12/31/1998

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 DEPARTMENT OF WATER AND POWER 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		
99	WORK CONTROL FOLDERS			CL+4	01/01/1983	12/31/1998		152
37	INVESTIGATOR CASE ENVELOPE-ARRESTEE PACKAGE			TO+5	01/01/1993	12/31/1997		88
168	JUVENILE ARRESTEE PACKAGE			TO+5	01/01/1992	12/31/1997		35
78	STATISTICAL REPORTS			TO+5	01/01/1994	12/31/1996		8
143	DOMESTIC VIOLENCE RESTRAINING ORDERS			EX+2	01/01/1992	12/31/1995		4
109	APPLICANT FOLDERS			TO+5	01/01/1985	12/31/1996		4
94	VICE COMPLAINT LOG BOOK			TO+5	01/01/1973	12/31/1997		7
92	VICE ARRESTS/INFORMATION SUMMARY			TO+5	01/01/1974	12/31/1997		17
84	TIMEBOOK			CL+4	01/01/1982	12/31/1995		2
199	OVERTIME REPORTS			TO+5	01/01/1992	12/31/1997		10
							Total	327

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 Page 1 of 4 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION

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 DEPARTMENT OF WATER AND POWER 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		
18	DAILY FIELD ACTIVITIES REPORT			TO+5	01/01/1993	12/31/1997		24
20	DAILY WORK SHEET			TO+5	01/01/1989	12/31/1996		15
262	WATCH ASSIGNMENT AND TIMEKEEPING RECORD			TO+5	01/01/1993	12/31/1996		1
26	DETENTION TANK LOG			CL+4	01/01/1990	12/31/1997		4
68	REC OF GAS CHROMOTOGRAPH INTOXIMETER USAGE			TO+10	01/01/1989	12/31/1991		3
17	DAILY CRIME AND ARREST SUMMARY			TO+5	01/01/1990	12/31/1990		2
76	SIGN OUT SHEET			TO+5	01/01/1996	12/31/1996		1
13	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/1991	12/31/1997		45
24	DETECTIVES MONTHLY CRIME CLEARANCE REPORT			TO+5	01/01/1997	12/31/1997		1
75	SERGEANTS DAILY REPORT			TO+5	01/01/1987	12/31/1997		17
							Total	89

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

By [Signature] Division Head [Signature] Department Head Date 2 of 4 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 WEST VALLEY RECORDS
(Department/Bureau) (Division) (Unit)

Location of Records DEPARTMENT OF WATER AND POWER 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		
54	PERSONNEL FOLDERS- DIVISIONAL			TE	01/01/1988	12/31/1988		1
D037	TIMEKEEPING RECORDS			TO+2	01/01/1994	12/31/1997		3
53	PERSONNEL COMPLAINT LOG			TO+10	01/01/1992	12/31/1992		1
263	WATCH COMMANDERS DAILY REPORT			TO+5	01/01/1989	12/31/1997		15
27	DIVISION BAIL LOG			CL+4	01/01/1986	12/31/1992		2
61	PROPERTY DISPOSITION REQUEST			TO+5	01/01/1992	12/31/1993		2
71	REGISTRY OF DR NUMBERS			CL+4	01/01/1994	12/31/1995		2
203	PERSONAL SERVICE CITATIONS (BOOKS)			TO+5	01/01/1995	12/31/1998		11
40	JAIL INSPECTION RECORD			TO+5	01/01/1991	12/31/1995		2
							Total	39

The above records are submitted for destruction in accordance with Sec. 12.1 of the L.A. Administrative Code:

By [Signature] Division Head By [Signature] Department Head Date _____ Page 3 of 4 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 WEST VALLEY RECORDS
(Department/Bureau) (Division) (Unit)

Location of Records DEPARTMENT OF WATER AND POWER 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		
142	DIVISION JAIL BOOKING ROSTER			TO+5	01/01/1991	12/31/1996		6
37Q	VEHICLE REPORTS/STOL/REC/IMPOUNDS/RELEASES			TO+10	01/01/1994	12/31/1997		52
19	DAILY SIGN OUT SHEETS			TO+5	01/01/1995	12/31/1997		2
64	RECAP OF DAILY FIELD ACTIVITIES			TO+5	01/01/1993	12/31/1995		1
12	CHRONIC OFFENDER FILE			CL+4	01/01/1992	12/31/1997		1
79	SUBPOENA FILES			CL+4	01/01/1997	12/31/1997		1
41	JAIL TRANSFER RECORD			TO+5	01/01/1989	12/31/1996		4
101	ABSENTEE PARKING CITATION (BOOKS)			TO+5	01/01/1997	12/31/1997		1
6	BAIL RECEIPT AND/OR NOTICE TO APPEAR			TO+5	01/01/1989	12/31/1995		4
D015	FIELD INTERVIEW REPORT			TO+2	01/01/1994	12/31/1997		5
							Total	77

532

The above records are submitted for destruction in accordance with Sec 12.6 of the L.A. Administrative Code:

By [Signature] Division Head Date 4 of 4 Pages

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