



# 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 14 134-202 401 boxes BPC 19-0162.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 11, 2019

BPC #19-0162

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 PACIFIC AREA

At the regular meeting of the Board of Police Commissioners held June 11, 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 blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC 19-0162  
**RECEIVED**

JUN 06 2019

**POLICE COMMISSION**

June 5, 2019  
10.4

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

**REVIEWED**

*Richard M. Tefank*  
**RICHARD M. TEFANK**  
EXECUTIVE DIRECTOR

*6/4/19*  
**DATE**

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records - Original/Official Records for Pacific 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 401 boxes of original records for Pacific 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 *June 11, 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 6-6-19

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 12/31/1992 THRU 1/01/2001

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

Records of LAPD/WEST BUREAU PACIFIC DETECTIVES (Unit)  
 (Department/Bureau) (Division)

Location of Records \_\_\_\_\_ [ x ] Original Records | Duplicate Records  
 Records Retention Schedule No. \_\_\_\_\_

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		
D015	Field Interview Report				01/01/1	12/31/1992		4
O037	Investigators Case Envelope - Arrestee Packages				01/01/1	12/31/1998		129
O169	Juvenile Arrest Packages				01/01/1	12/31/1994		22
O099	Work Control Folders				01/01/1	12/31/1998		226
O013	Correspondence & Subject Files				01/01/1	12/31/1995		4
O006	Bail Receipt and/or Notice to Appear				09/01/1	12/31/1993		4
O079	Subpoena Files				01/01/1	12/31/1995		3
O208	Probation Officer's Book				01/01/1	12/31/1996		13
							Total	401

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

By Mr. J.L. Serran Division Head J.M. Serran By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages  
 Department Head

Field Interview Report	Investigators Case Envelope - Arrestee Packages	Juvenile Arrest Packages	Work Control Folders				Correspondence & Subject Files	Bail Receipt &/or Notice to Appear	Subpoena Files	Probation Officer's Book			
D015	O037	O169	O099				O013	O006	O079	O208			
1079	758 867 989 1266	781	805	841	941	1038	1109	1226	1318	1071	949	1075	1163
1248	762 868 990 1267	782	806	842	942	1039	1110	1227	1319	1072	950	1076	1164
1332	771 911 991 1268	783	807	843	943	1040	1111	1228	1320	1073	951		1165
1333	772 912 992 1269	784	808	844	944	1041	1112	1229	1321	1074	952		1166
	773 913 993 1270	785	809	845	1007	1042	1113	1236	1322				1219
	774 914 1068 1380	786	810	846	1008	1043	1114	1237	1334				1220
	775 915 1069 1381	787	811	847	1009	1044	1115	1238	1335				1221
	776 916 1081 1382	788	812	848	1010	1045	1116	1239	1336				1339
	777 917 1082 1383	789	813	869	1011	1046	1117	1240	1337				1340
	793 918 1083 1384	790	814	870	1012	1047	1118	1241	1338				1341
	794 919 1084 1385	791	815	871	1013	1048	1119	1242	1345				1342
	795 920 1085 1386	792	816	872	<del>1014</del>	1049	1120	1243	1346				1343
	796 921 1086 1387	1173	818	873	<del>1015</del>	1050	1121	1244	1347				1344
	798 922 1087 1388	1174	819	874	<del>1016</del>	1051	1122	1245	1348				
	801 923 1088 1389	1175	820	875	<del>1017</del>	1052	1123	1246	1349				
	802 924 1089 1390	1176	821	876	<del>1018</del>	1053	1124	1247	1350				
	803 925 1090 1391	1289	822	877	<del>1019</del>	1054	1125	1249	1362				
	804 926 1091 1392	1290	823	878	1020	1055	1126	1250	1363				
	849 927 1092 1393	1291	824	879	1021	1056	1127	1251	1364				
	850 928 1093 1394	1292	825	880	1022	1064	1128	1252	1365				
	851 929 1094 1395	1293	826	881	1023	1065	1129	1253	1366				
	852 975 1095 1396	1294	827	882	1024	1066	1130	1286	1367				
	853 976 1096 1397		828	883	1025	1067	1131	1287	1368				
	855 977 1254 1398		829	884	1026	1097	1132	1288	1369				
	856 978 1255		<del>830</del>	889	1027	1098	1133	<del>1300</del>	1370				
	857 979 1256		<del>831</del>	890	1028	1099	1134	<del>1301</del>	1371				
	858 980 1257		832	891	1029	1100	1135	1302	1372				
	859 981 1258		833	892	1030	1101	<del>1177</del>	1303	1373				
	860 982 1259		834	894	1031	1102	1178	1304	1374				
	861 983 1260		835	895	1032	1103	1179	1312	1375				
	862 984 1261		836	896	<del>1033</del>	1104	1180	1313	1376				
	863 985 1262		837	897	1034	1105	1222	1314	1399				
	864 986 1263		838	898	1035	1106	1223	1315	1400				
	865 987 1264		839	910	1036	1107	<del>1224</del>	1316					
	866 988 1265		840	940	1037	1108	1225	1317					

4 22 226 4 4 3 13  
Total Boxes 422