



# 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 17 134-198 564 boxes BPC 19-0144.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

May 21, 2019

BPC #19-0144

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 DEVONSHIRE 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 19-0144  
RECEIVED 10

May 21, 2019  
10.4

MAY 17 2019

POLICE COMMISSION

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

*Memorandum*  
5/17/19  
DATE  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

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 Devonshire 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 564 boxes of original records for Devonshire 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 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 5-16-79

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1971 THRU 12/31/2014

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

Records of Los Angeles Police Department/Valley Bureau (Department/Bureau) Devonshire (Division) Detectives (Unit)

Location of Records Housed at various storage locations Schedule No.           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		
69/99	Auto Theft Impounds			5	01/01/90	12/31/97		54
69	Bike Reports			5	01/01/89	12/31/91		1
13/37	Adult Arrest Packages (A - Z)			5	01/01/90	12/31/95		45
69	Missing Juvenile Packages			5	01/01/90	12/31/92		14
69	11169 - Child Abuse			5	01/01/89	12/31/91		1
69	Juvenile Car Logs			5	01/01/90	12/31/91		1
14	Juvenile Arrest Packages - (A - Z); Birth Year 1975			5	01/01/92	12/31/92		7
14	Juvenile Arrest Packages - (A - Z); Birth Year 1976			5	01/01/93	12/31/94		10
14	Juvenile Arrest Packages - (A - Z); Birth Year 1977			5	01/01/91	12/31/94		7
69	Riot Crime Reports			5	01/01/92	12/31/92		1
							Total	141

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

By [Signature] 3,1790 Division Head          Department Head          Date          Page 1 of 3 Pages

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

Records of Los Angeles Police Department/Valley Bureau (Department/Bureau) Devonshire (Division) Detectives (Unit)

Location of Records Housed at various storage locations Schedule No.             Original Records  Duplicate Records

Records Retention

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		
69	ACU Reports			5	01/01/91	12/31/91		1
69	Juvenile Workbooks			5	06/01/92	12/31/95		7
69	Juvenile Miscellaneous			5	01/01/92	12/31/92		1
8	Recaps			5	01/01/87	12/31/91		1
69	Auto Index			5	01/01/92	12/31/94		2
69	Auto Releases			5	01/01/93	02/28/95		2
69	Auto Lien Sales			5	01/01/93	12/31/93		1
109	Job Applicants			5	01/01/85	12/31/90		2
13	Detective Administrative Files			5	01/01/94	12/31/98		5
13	CAD Products			5	01/01/95	12/31/99		3
							Total	25

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

By  31790 By            Date            Page 2 of 3 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) Devonshire (Division) Detectives (Unit)

Location of Records Housed at various storage locations Schedule No. [X] Original Records [ ] Duplicate Records Records Retention

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		
102	Detective Activity Reports			5	01/01/95	12/31/96		1
169	Juvenile Arrest Packages (A-Z)			5	01/01/92	12/31/94		12
99	Missing Juvenile Workbooks			5	01/01/89	12/31/95		1
13	Personnel Interview Packages			5	01/01/94	12/31/96		2
13	Correspondence - Secretarial Files			5	01/01/94	12/31/95		1
169	Juvenile to Adult Arrest Packages - (A - Z); DOB: 1980			5	01/01/999	12/31/99		4
169	Juvenile to Adult Arrest Packages - (A - Z); DOB: 1979			5	01/01/99	12/31/99		8
169	Juvenile to Adult Arrest Packages - (A - Z); DOB: 1979/1980			5	01/01/99	12/31/99		6
	Subrogations			5	01/01/96	12/31/96		1
							Total	36

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

By [Signature] 3190 Division Head [Signature] Department Head Date 3 of 3 Page 3 of 3 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 LAPD/ VALLEY BUREAU (Department/Bureau) DEVONSHIRE (Division) RECORDS/AREA (Unit)

Location of Records DWP Records Retention Schedule No. 17  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		
264	WATCH ASSIGNMENT AND TIME KEEPING RECORD		15.10	5YRS	1-1-85	12-31-96		3
199	OVERTIME REPORTS		2.24	5YRS	1-1-91	12-31-96		20
197	ORDERS, NOTICES, TRAINING BULLETINS			5YS	1-1-85	12-31-95		12
013	CORRESPONDENCE AND SUBJECT FILES			10YRS	1-1-90	12-31-97		33
280	PERSONNEL COMPLAINT ENVELOPE		1.81.1	10YRS	1-1-90	12-31-90		1
207	POBATION OFFICER'S BOOK			5YRS	11-28-92	12-20-94		1
071	REGISTRY OF DR NUMBERS		8.34	4YRS	1-1-93	12-31-97		79
015	CRIMES AGAINST PERSON CONTROL BOOK		5.2	5YRS	1-1-81	12-31-85		1
109	APPLICANT FOLDERS			5YRS	1-1-94	12-31-94		2
102	ACTIVITY REPORTS			5YRS	1-1-90	12-31-93		2
067	RECEIPTS AND DISBURSEMENTS REPORT		16.47	5YRS	1-1-91	12-31-92		1
079	SUBPOENA FILES		15.29	4YRS	1-1-89	12-31-94		1
37	TIMEKEEPING RECORDS		2.30	2YRS	1-1-96	12-31-97		2
15	FIELD INTERVIEW CARDS		15.43	2YRS	1-1-95	12-31-96		4

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

By [Signature] Division Head Date 5/1/90 Page 1 of 1 Records

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

Records of LAPD/ VALLEY BUREAU (Department/Bureau) DEVONSHIRE (Division) RECORDS/AREA (Unit)

Location of Records DWP Records Retention Schedule No. 17  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	PERSONAL SERVICE CITATIONS (BKS)		4.50	10YRS	1-1-90	12-31-95		21
264	WATCH COMMANDE'S DAILY REPORT		15.80	10YRS	1-1-86	12-31-98		31
012	DAILY WORK SHEET		15.26	10YRS	1-1-89	12-31-97		6
018	DAILY FIELD ACTIVITIES REPORT		15.52	10YRS	1-1-85	12-31-95		40
075	SERGEANT'S LOG		15.48	10YRS	1-1-86	12-31-97		13
061	PROPERTY DISPO SUMMARY		10.6	10YRS	1-1-94	12-31-95		3
078	STATISTICAL REPORTS			5YRS	1-1-71	12-31-94		14
240	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52	5YRS	1-1-88	12-31-1992		1
026	DETENTION TANK LOGS		6.19	10YRS	1-1-94	12-31-95		2
092	VICE ARRESTS/ INFORMATION SUMMARY		15.54	5YRS	1-1-84	12-31-93		21
091	VICE ARRESTEE LOG BOOK			5YRS	1-1-73	12-31-93		3
236	TELETYPE MESSAGE NUMBER LOG		7.23	5YRS	1-1-95	12-31-96		1
085	TIME IN AND OUT SHEET		12.4	5YRS	1-1-92	12-31-96		6
246	TRANSFER DOCUMENTATION			5YRS	1-1-94	12-31-96		1

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

By [Signature] Division Head 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.

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

Records of LAPD/ VALLEY BUREAU (Department/Bureau) DEVONSHIRE (Division) RECORDS/AREA (Unit)

Location of Records DWP Records Retention Schedule No. 17  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		
143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	1-1-96	12-31-96		1
005	ARRESTEE LOG BOOK			4YRS	1-1-96	12-31-96		3
257	VICE FILES			4YRS	1-1-90	12-31-95		3
074	SECRET SERVICE REPORTS AND CHIT ERRORS		15.37	5YRS	1-1-96	12-31-96		1
	DAILY OCCURANCE SHEETS			10YRS	1-1-95	12-31-96		2
	TRAINING ORDERS			10 YRS	1-1-94	12-31-96		1
	OCGP NOTICE, SPECIAL ORDERS			10YRS	1-1-91	12-31-94		1
	DSB PRINTOUTS			10YRS	1-1-98	12-31-98		1
	PAYGRADE ADVANCEMENT APPLICATIONS			10YRS	1-1-90	12-31-94		2
	SIGNED TRAINING ORDERS RECEIPTS			10YRS	1-1-97	12-31-97		1
	OIC LOGS		15.37.1	10YRS	1-1-84	12-31-90		1
	SPECIAL ORDER AND CONFINEMENT		6.51	10YRS	1-1-85	12-31-85		1
	DESK AND U-CAR LOGS		4.50	10YRS	1-1-93	12-31-94		1
	181 ROUGH NOTES			10YRS	1-1-93	12-31-97		2

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

By [Signature] Division Head [Signature] By [Signature] Date 1 of 1 Pages 21

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

Records of LAPD/ VALLEY BUREAU (Department/Bureau) DEVONSHIRE (Division) RECORDS (Unit)

Location of Records 10250 ETIWANDA AVE. NORTHRIDGE, CA 91325 Schedule No. 17  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		
O109	APPLICANT FOLDERS		15.88	5	01/01/2007	12/31/2007		1
O203	PERSONAL SERVICE CITATIONS		4.50	5	01/01/2008	12/31/2012		5
O004	ARREST LOG BOOK			4	01/01/1988	12/31/2007		2
<del>D015</del>	<del>FIELD INTERVIEW REPORT</del>		<del>15.45</del>	<del>2</del>	<del>01/01/2014</del>	<del>12/31/2014</del>		<del>1</del>
O225	SPECIAL INVESTIGATOR'S ASSIGNMENT/ CONTROL LOG		15.60	5	01/01/2004	12/31/2013		4
O037	INVESTIGATOR'S CASE ENVELOPE-- ARRESTEE PACKAGES			5	01/01/2003	12/31/2009		3

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

By [Signature] Division Head 3, 190 By [Signature] Date 3/19/10 Page 16 of 16 Pages