



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 24 134-203 354 boxes BPC 19-0161.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 #19-0161

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 CENTRAL TRAFFIC
DIVISION

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 19-0161
RECEIVED

JUN 06 2019

June 5, 2019
10.4

POLICE COMMISSIONION

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

REVIEWED

Richard M. TeFank
RICHARD M. TEFANK
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 Central Traffic Division.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.

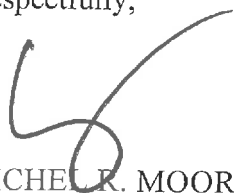
DISCUSSION

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 354 boxes of original records for Central Traffic Division. 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

**BOARDS OF
POLICE COMMISSIONERS**
Approved June 11, 2019
Secretary *Maria Selva*

Attachments

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department / Transit Services Bureau (Department/Bureau) Central Traffic Division (Division) Admin. (Unit)

Location of Records Department of Water and Power (Department/Bureau) Records Retention Schedule No. PD-24 [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		
004	Correspondence and Subject Files			AR+10	01-89	12-97	192, 193, 194, 219, 237, 238, 239, 298, 299, 300, 302, 381, 383, 385, 444, 445, 450, 451, 452, 481, 482, 483, 484, 485, 556	25
007	Daily Work Sheet (LAPD 15.26)		15.26	TO+5	01-90	12-94	218, 236, 294, 313, 386	5
008	Deployment Guide (LAPD 1.90)		1.90	AR+4	01-88	12-95	190, 191, 217, 457	4
262	Employee Comment Sheet (1.77)		1.77	TO+5	09-94	08-96	547	1
013	Investigator's Case Envelope - Arrest Packages (LAPD 15.15)		15.15	TO+5	01-90	12-98	206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 316, 317, 318, 319, 320, 321, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 463, 464, 465, 466, 467, 494, 506, 507, 508, 509, 510, 491, 492, 493	53 56
017	Official Divisional Time Book (LAPD 15.30)		15.30	CL+4	01-85	01-98	195, 251, 252, 303, 453, 560	6
170	Overtime Reports (LAPD 2.24)		2.24	TO+5	01-97	12-97	486	1

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

By [Signature] Division Head 27959 By Date 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
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 / Transit Services Bureau Central Traffic Division Admin. (Unit)
(Department/Bureau) (Division)

Location of Records Department of Water and Power Records Retention Schedule No. PD-24 Original Records Duplicate Records

174	Personal Service Citations (Books) (LAPD 4.50)	4.50	TO+5	12-92	12-98	220, 221, 222, 223, 224, 225, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546,
						167

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

By *[Signature]* Division Head 27909 Date _____ Department Head _____ Page 2 of 4 Pages

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Location of Records Department of Water and Power Records Retention Schedule No. PD-24 [X] Original Records [] Duplicate Records

264	Personnel Complaint Envelope (1.8.1.11)	1.18.11	TO+10	01-96	12-97	487, 488, 489, 490	4
186	Property Disposition Request (LAPD 10.6)	10.6	TO+5	01-93	12-97	401, 478, 505, 559	4
024	Sergeant's Daily Report (LAPD 15.48)	15.48	TO+5	01-90	12-97	188, 233, 234, 295, 306, 382, 456, 477, 502	9
029	Subpoena Files		CL+4	01-88	12-98	253, 254, 441, 442, 443, 501, 557, 558	8
037	Traffic Daily Field Activities Report (LAPD 15.52)	15.52	TO+5	01-90	12-97	199, 200, 201, 202, 203, 204, 205, 226, 227, 228, 229, 230, 231, 232, 287, 288, 289, 290, 291, 292, 293, 307, 308, 309, 310, 311, 312, 379, 380, 384, 446, 447, 448, 449, 458, 459, 460, 461, 462, 474, 475, 479, 480, 495, 496, 497, 498, 499, 500	49
260	Notice of Stored/Impounded Vehicle		TO+5	01-97	01-97	511	1
247	Watch Commander's Daily Report (LAPD 126)	126	TO+5	01-90	01-98	189, 235, 296, 297, 304, 305, 377, 378, 454, 455, 476, 503, 504	13

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

By [Signature] Division Head 27957 By Date Department Head

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

