

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Depa	rtment: Police Department	
Additional Inform	mation: VALLEY TRAFFIC DIVISION (PDX/	26)
Submitting Date	7/3/2019	сору
*Quantity:	Boxes	
Records Dated F	rom 1/1/1988 To 12/31/1997	7
Description:	SEE ATTACHED REPORT.	
Attachment: [2	MB max] Detach PDX 26 134-204 38	2 boxes BPC 19-0160.pdf
Department Au	thorization	
Authorizing Pers	BPC Report # 19-0160	Date: 06/11/2019
City Clerk Autho	orization	
50, I hereby certify t and to the best of n	_	e Code (LAAC) and the Mayor's Executive Directive No. e of Obsolete Records has been reviewed by my office City Clerk staff have reviewed the request for
		Authorizing Person:
APPROVE	O REJECT	SHANNON HOPPES
		Date Signed:
Signature:	Sum Sum Horano	07/03/2019

Date of Notification:

07/03/2019

(Records will be held for 60 days from this date).

SUBMIT

CANCEL

LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

STEVE SOBOROFF PRESIDENT



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

BPC #19-0160

DALE BONNER SANDRA FIGUEROA-VILLA SHANE MURPHY GOLDSMITH

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

June 11, 2019

Mr. Todd Gaydowski Records Management Officer Office of the City Clerk 555 Ramirez Street, Space 320 Mail Stop 161

Dear Mr. Gaydowski:

E: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS FOR VALLEY 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

MARIA SILVA

Commission Executive Assistant II

Maria Silva

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

JUN 0 6 2019

June 5, 2019 10.4

POLICE COMMISSION

TO:

The Honorable Board of Police Commissioners

FROM:

Chief of Police

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 Valley 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 382 boxes of original records for Valley 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,

Chief of Police

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 n	ıy kno	rledge, the above determina	ations are tr	ue:
Ву	X		Date	6-6-19
Department/Bure	eau	Los Angeles Police Departn	ment/Chief	of Police
Records Dated	01/0	1/1988 THRU 12/31/1997		

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Quantity Year Ending 1993 **Duplicate Records** Pages 22 Storage Location Nos. (Unit) 17755 ō 17774 17775 17772 17757 17744 17746 17791 17781 17754 17756 17745 17807 17802 17742 17768 Original Records T = Termination Page DP1-10/91 DP13-91 1988 DP13-91 1988 1988 12-91 11-92 02-91 1991 1991 1991 04-91 06-91 08-81 10-91 12-91 03-84 05-93 03-93 1991 1991 2 Inclusive Dates <u>></u> P = Permanent S = Superseded **DP13-90 DP11-91** 1988 **DP1-91** From 1988 1988 01-91 01-91 05-91 10-92 1991 1991 03-91 07-91 09-91 02-79 10-92 1991 11-91 04-92 1991 1991 The above repords are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date Total Reten. Period Valley Traffic Division (Division) Form No. 15.52.1 15.48 2.24 15.26 04.50 126 15.30 z Records Retention PD0026 E = Expiration Conf. Rec. Schedule No. C = Closed or Completion Personal Service Citation Book Watch Commander's Daily Report Watch Commander's Daily Report Record Title (Same as on Schedule) Personal Service Citation Book Personal Service Citation Book CORRESPONDENCE FILES Sergeant's Daily Report A-Z Overtime Reports B Overtime Reports Overtime Reports Statistical Reports Daily Work Sheets Time Book (Official) Subpoena Files Subpoena Files Subpoena Files **TDFAR** (Department/Bureau) **TDFAR** TDFAR TDFAR **TDFAR TDFAR** AR = Annual Review Records of POLICE/TSB Reteption Code: A = Audit Sch. No. 169 169 169 248 248 211 211 173 173 173 of Records 28 211 4 37 37 24 37 37 37 33 37 Location Fem No. 113 114 194 195 218 196 197 198 200 88 199 201 202 203 206 204 205 207 208 209 216 217

Request for

Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Quantity Year Ending 1993 **Duplicate Records** 22 Pages Storage Location Nos. 17 (Unit) ð Original Records Page 2 T = Termination 02-93 05-93 03-93 04-93 03-93 04-93 03-93 04-93 08-93 04-93 05-93 06-93 05-93 06-93 07-93 08-93 08-93 09-93 09-93 09-93 09-93 07-93 ္ Inclusive Dates 5 S = Superseded 11-92 From 12-92 01-93 01-93 01-93 03-93 03-93 03-93 04-93 04-93 06-93 05-93 06-93 04-93 05-93 07-93 07-93 08-93 08-93 09-93 09-93 06-93 The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date P = Permanent Total Reten. Period Valley Traffic Division (Division) Form No. 04.50 PD0026 Ξ E E = Expiration Conf. Rec. Records Retention Schedule No. C = Closed or Completion Personal Service Citation Book Personal Service Citation Book Record Title (Same as on Schedule) Personal Service Citation Book B (Department/Bureau) AR = Annual Review Records of POLICE/TSB Retention Code: A = Audit Sch. Hem No. 173 of Records Location 219 Item 220 221 222 223 224 225 Š 226 228 229 230 240 231 235 227 232 233 234 236 237 238 239 <u>。</u>

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

								Year End	Year Ending 1993
Reco	Records of	POLICE/188	Valley Tr	Valley Traffic Division	sion				
		(Department/Bureau)		(Division)	(luc			(Hall)	
Location of Recor	Location of Records	Records Retention Schedule No.	ntion	PD0026			Origina		
100	⊩						- 1		Duplicate Records
No.	Item No.	Record Title (Same as on Schedule)	Conf.	Form No.	Total Reten.	Inclusiv	Inclusive Dates		
241	173	Personal Service Citation Book		04 50	Period	From	°L	Storage Location Nos.	Quantity
242	173	Personal Service Citation Book		200		00-83	07-93		
243	173	Personal Service Citation Book	1			07-93	07-93		
244	173	Personal Service Citation Book				07-93	10-93		
245	173	Personal Service Citation Book				09-93	11-93		
246	173	Personal Service Citation Book				06-60	01-92		
247	173	Personal Service Citation Book				12-91	01-92		
248	173	Personal Service Citation Book				01-92	03-92		
249	173	December Course Door				11-91	03-92		
250	173	Domestic Citation Book		E		05-91	10-91		
251	173	Personal Service Citation Book		=		07-91	12-91		
252	173	reisonal service Citation Book		2		07-91	08-91		
3 2	2 1	Personal Service Citation Book		E		08-91	10-91		
30	2	Personal Service Citation Book				09-91	02-92		
402	173	Personal Service Citation Book				00-01	12 04		
255	173	Personal Service Citation Book		E		5 6	16-31		
256	173	Personal Service Citation Book		=		200			
257	173	Personal Service Citation Book		=		1000	76-10		
258	173	Personal Service Citation Book	+	=		16-21	03-92		
259	173	Personal Service Citation Book		-		16-71	01-92		
260	173	Personal Service Citation Book				01-92	02-92		
261	173	Personal Service Citation Book		.	1	02-92	03-92		
262	173	Personal Service Citation Book		g		02-92	03-92		
The ab	OVE LEGIOUS	ds alle submitted for destruction in conscious				18-60	04-92		
By /	/	By Administrative Code:	12.5 of the	L.A. Admin	istrative C	ode:			22
		By			Date		à	3 17	(

Pages

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Page 3

T = Termination

E = Expiration P = Permanent S = Superseded

C = Closed or Completion

AR = Annual Review

Retention Code: A = Audit

Date

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Year Ending 1994

Quantity Duplicate Records Pages 22 Storage Location Nos. (Unit) of Original Records 4 T ≈ Termination Page ' 01-92 01-93 03-92 03-92 03-92 07-94 12-92 12-92 11-92 11-92 10-92 01-93 12-92 11-93 02-94 10-92 12-93 10-93 10-93 11-93 12-93 01-94 Inclusive Dates P = Permanent S = Superseded 10-91 01-92 03-92 04-92 12-93 From 09-87 06-92 06-92 08-92 08-92 09-92 09-92 09-92 10-92 10-92 10-92 03-93 10-93 10-93 11-93 11-93 11-93 The above repords are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date Total Reten, Period Valley Traffic Division (Division) Form No. 04.50 Records Retention PD0026 Schedule No. £ E = Expiration Conf. Rec. C = Closed or Completion Personal Service Citation Book Personal Service Citation Book Record Title (Same as on Schedule) Personal Service Citation Book 8 (Department/Bureau) AR = Annual Review Records of POLICE/TSB Retention Code: A = Audit 173 Sch. Rem No. 173 of Records Location Item 263 264 265 266 269 270 272 267 268 273 274 275 271 276 278 284 ģ 279 280 277 281 282 283 8

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

	'	10 TO 10					Year Ending 1994	1994
Reco	rds of _	Records of POLICE/15B	Valley Traffic Division	ivision				
		(Department/Bureau)	ia)	(Division)			(Unit)	
Location of Recor	Location of Records	Records Retention Schedule No.	ntion PD0026			Origin	Original Records December	
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No.	Item No.	Record Title (Same as on Schedule)	Conf. Form No.	Total Reten.	Inclusi	Inclusive Dates	Storage	
285	173	Personal Service Citation Book	A EO	Period	mor 7	o l	Con age cocason 100s.	Quantity
286	173	Personal Citation Book	P. F		12-93	01-94		
287	173	Personal Service Citation Book	2		12-93	01-94		
288	173	Personal Service Citation Book			12-93	02-94		
289	173	Personal Service Citation Book	=		01-94	02-94		
290	173	Personal Service Citation Book			01-94	03-94		
291	173	Personal Service Citation Book	2		02-94	02-94		
292	173	Personal Service Citation Book	:		02-94	03-94		
293	173	Personal California of the College o	=		02-94	03-94		
200	173	resolution Service Citation Book	E		02-94	03-94		
100	2 4	Personal Service Citation Book	=		03-94	03-94		
CR7	1/3	Personal Service Citation Book			03-94	07-94		
296	173	Personal Service Citation Book	2		70 00	10.00		
297	173	Personal Service Citation Book			03-84	04-94		
143	248	Watch Commander's Daily Report	400		04-94	05-94		
174	169	Overtime Reports	07		DP1-90	DP12-90		
181	28	Statistical Reports	2.24		11-89	08-80		
298	37	TDEAB's			1990	1990		
299	37	TDFAR's	15.52.1		12-92	02-93		
300	37	TDFAB's	2		02-93	04-93		
301	37	TOEADI			04-93	05-93		
302	27	IUTAKS	=		05-93	07-93		
200	ò	TDFAR's	Ξ		07-93	08-93		
303	3/	TDFAR's	2		09-93	10-93		
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2		By		Date			. 17	

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Page 5

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T = Termination

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Retention Code: A = Audit AR = Annual Review

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 1995

Form Gen. 48 (R.3/87)

Quantity **Duplicate Records** 28 09-94 326,327,328,329,330,33 Storage Location Nos. (Unit) Original Records 11-93 12-93 05-94 05-94 05-94 05-94 08-94 09-94 12-94 10-94 11-94 11-94 09-94 10-94 10-94 10-94 06-94 11-94 01-95 11-94 06-94 Inclusive Dates > 10-93 12-93 From 04-94 04-94 04-94 04-94 05-94 05-94 09-94 10-94 06-94 11-94 10-94 08-94 08-94 09-94 09-94 05-94 05-94 11-94 06-94 11-94 The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Reten. Period Total Valley Traffic Division (Division) 15.52.1 Form No. 4.50 Records Retention PD0026 E E Conf. Rec. Schedule No. Personal Service Citation Book Record Title (Same as on Schedule) Personal Service Citation Book TDFAR's (Department/Bureau) Records of POLICE/TSB Sch. Item No. 173 173 173 173 173 173 173 173 173 173 173 173 37 37 173 173 173 173 173 173 of Records 173 173 Location 304 Rem No. 305 306 307 308 309 310 311 312 313 314 315 316 319 320 318 321 325 317 322 323 324

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Date

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Records of _	s of POLI	POLICE/TSB	Valley Traffic Division	Division				
		(Department/Bureau)	. [0	(Division)				
Location of Records	n rrds	Records Retention	PD0026				~	
	Sch	Schedule No.					Original Records Duplical	Duplicate Records
No.	Item No.	Record Title (Same as on Schedule)	Conf. Form No.	_	Inclusi	Inclusive Dates		
348	248	Watch Commander's Daily Report	+	Period	From	٦٥	Storage Location Nos.	Quantity
349	4	Correspondence Files	971		DP9-92	DP13-92	332,347	3
350	4	Correspondence Files		+	01-92	12-92		
351	24	Sergeant's Daily Report A-7	4	1	01-93	12-93		
352	211	Subpoena Files	0.40		1993	1993	335, 336	ന
353	211	Subpoena Files		1	1992	1992		
354	7	Daily Work Sheet			1993	1993	345, 346	က
355	169	Overtime Reports	15.26		1993	1993		
356	169	Overtime Benorts A-M	2.24		01-91	06-91	333	2
357	169	Overtime Reports M 7 9 Civil			07-91	12-91		
358	169	Continuo Octobrillo MI-Z & CIV. 8	2		07-91	12-91		
350	180	Overline Reports N-Z & Civ.'s	=		01-92	06-92		
2 9	60	Overtime Reports A-L	2		07-92	12-92		
200	691	Overtime Reports M-Z & Civ.'s	£		07-92	12.02		
361	33	Time Book	15.30		1005	4000		
362	4	Correspondence Files			2000	1988	334	7
363	7	Daily Work Sheet	14.06		0881	0661		
364	21	Project Folders	0.50		7661	1992		
365	185	Property Dispo Reg Summary	10.06		1991	1991		
366	211	Subpoena Files	.00.00		0881	1992		
367	37	TDFAR's			1993			
392	173	Derivation of the control of the con	15.52.1	1	1988	1988	337,338,339,340,	6
+-	110	rersonal Service Citations	4.50		96-60	11-95	341,342,343,344	
Sec.	1/3		11		09-95	10-95		
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		By		Date			71 × 7	200
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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Quantity 22 **Duplicate Records** Year Ending 1995 Storage Location Nos. (Chit) Original Records 10-95 10-95 11-95 04-95 10-95 10-95 12-95 12-94 02-95 02-95 03-95 03-95 07-95 04-95 04-95 12-95 06-95 05-95 06-95 06-95 06-95 07-95 Inclusive Dates > 9-60 10-95 10-95 10-95 10-95 12-94 From 02-95 03-95 06-95 12-94 12-94 01-95 02-95 03-95 04-95 04-95 12-94 05-95 05-95 05-95 96-90 05-95 The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Total Reten. Period Valley Traffic Division (Division) Form No. 4.50 Records Retention PD0026 Schedule No. = Conf. Rec. Record Title (Same as on Schedule) Personal Service Citations (Department/Bureau) POLICE/TSB 173 Sch. Item No. 173 173 173 173 173 173 173 173 173 173 173 Records of. 173 173 173 173 173 173 173 173 173 173 of Records Location 394 395 396 415 397 398 399 400 403 Item 401 402 404 405 413 414 Š 406 408 409 410 412 407 411 8

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Page 8

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Retention Code: A ≈ Audit

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Date

Request for

Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Quantity Year Ending 1995 **Duplicate Records** Pages Storage Location Nos. 17 (Gnit) ŏ Original Records Page 9 07-95 08-95 08-95 08-95 09-95 12-94 09-95 12-94 12-94 06-93 08-94 1994 12-93 06-93 12-93 02-94 1994 1994 1994 03-94 05-94 07-94 2 Inclusive Dates \square 07-95 07-95 08-95 07-95 09-95 08-95 From 01-94 01-94 07-94 01-94 01-93 1994 01-93 1993 1994 07-93 07-93 01-94 1994 02-94 04-94 05-94 The above repords are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date Total Reten. Period Valley Traffic Division (Division) Form No. 15.48 4.50 15.66 15.88 15.52.1 126 2.24 = Records Retention PD0026 = E = Expiration Conf. Rec. Schedule No. C = Closed or Completion Watch Commander's Daily Report Record Title (Same as on Schedule) Correspondence & Subject Files Personal Service Citations Sergeant's Daily Report A-Z Veh & Equip Assign Sheets Personal Service Citations Transfer Applicant Data Sheet Personal Service Citations Personal Service Citations Personal Service Citations Personal Service Citations Overtime Reports - A-M Overtime Reports - N-Z Overtime Reports - N-Z Overtime Reports - A-L 4 Subpoena Files Property Dispo **TDFAR's** (Department/Bureau) TDFAR's **TDFAR's TDFAR's TDFAR's** AR = Annual Review Records of POLICE/TSB Retention Code: A = Audit Sch. Item No. 173 173 173 173 173 173 248 185 169 169 211 169 169 24 of Records 39 41 37 37 4 37 37 37 Location Item 416 418 419 Š. 417 420 421 422 423 424 425 426 427 428 429 430 437 431 432 433 434 435 436 Š

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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

	2							Year End	rear Ending 1990
Recor	Records of PC	POLICE/TSB	Valley T	Valley Traffic Division	sion				
		(Department/Bureau)		(Division)	(hx			(A) 1-14A	
Location of Recor	Location of Records	Records Retention Schedule No.	antion	PD0026			Origin	Original Records	
Hem	Sch.						- 1		Cupilicale Records
No.	Item No.	Record Title (Same as on Schedule)	Conf.	Form No.	Total Reten.	Inclusiv	Inclusive Dates	Sold actions areastoly	
438	37	TDFAR's		15 50 4	Period	From	T0	Sionage Location Nos.	Quantity
439	37	TDFAR's		15.52.1		09-94	10-94		
440	37	TDFAR's		=		10-94	11-94		
441	236	Personnel Complaint Envelope		1 04 44		12-94	12-94		
442	8	Deployment Folders				1992	1994		
443	7	Daily Work Sheets		45.00		1992	1994		
444	21	Project Folders		13.20		1994	1994		
445	21	Project Folders #1.425				1992	1993		
461	173	Perconal Control				1994	1994		
462	173	ersorial Service Citations		4.50		11-95	11-95	8	
463	173	reisonal service Citations		£		11-95	12-95		
3	2	Personal Service Citations		E		11-95	12-95		
404	1/3	Personal Service Citations		=		11.05	04.06		
465	173	Personal Service Citations		=		200	06-10		
466	173	Personal Service Citations		F		12-95	01-96		
467	173	Personal Service Citations				12-95	01-96		
468	173	Personal Service Citations				12-95	12-95		
469	173	Personal Service Citations	+			12-95	01-96		
470	173	Personal Service Citations	+	¥ 1		01-96	02-96		
471	21	Project Folders #408.47E		•		01-96	03-96		
130	169	C/1+021+ Clance 12000				1994	1994		
134	180	Overtime Keports		2.24		01-89	05-89		
2 1	80	Overtime Reports				1989	1989		
1/3 Ag	169	Overtime Reports		æ		11-89	08-90		
	1	destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:	12.5 of the	L.A. Admin	istrative C	ode:			20
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Date

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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

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Charleman Char	Reco	rds of	- 1	Valley 7	Traffic Divi	sion					
Records Retention Record Retention Records Retention Schedule No.			(Department/Bureau)		(Division	(uc			(I Init)		
17.5 16.9 Paris	Loca of Re	tion scords	Records Rete	ntion	20026					of of original control of the contro	
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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Year Ending 1996

Quantity 22 **Duplicate Records** Pages Storage Location Nos. 17 (Unit) ō Original Records Page 12 T = Termination 1995 04-96 96-90 96-90 04-96 96-90 05-96 96-50 96-80 1995 96-90 96-90 96-90 96-90 96-70 96-20 96-20 96-20 96-80 96-80 96-80 96-80 ů Inclusive Dates \square P = Permanent S = Superseded 1995 From 03-96 03-96 03-96 04-96 04-96 96-50 96-90 04-96 1995 96-90 05-96 04-96 96-90 96-90 96-90 96-90 96-90 96-20 96-20 96-80 96-80 The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code; Date Total Reten. Period Valley Traffic Division (Division) Form No. 15.26 15.66 4.50 Records Retention PD0026 E = 2 Ξ E = Expiration Conf. Rec. Schedule No. C = Closed or Completion Record Title (Same as on Schedule) Personal Service Citations Veh & Equip Assign Sheets Personal Service Citations Daily Work Sheets 8 (Department/Bureau) AR = Annual Review Records of POLICE/TSB Retention Code: A = Audit Sch. Item No. 173 173 173 173 173 173 173 173 173 173 41 173 173 173 173 173 173 173 173 173 173 of Records Location 518 Rem No. 519 520 521 522 523 524 525 526 529 533 527 528 530 535 539 534 536 531 532 538 537 B

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Year Ending 1997

								Year Ending	1997
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568	173	Personal Service Citations		:	03-97	\dashv	03-97		
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571	173	Personal Service Citations	1		03-97	-	04-97		
572	173	Personal Service Citations		E	04-97		04-97		
573	173	Personal Control Citations			10-93		96-60		
574	173	Personal Service Citations		E	01-96		03-96		
575	173	December Control Control	1	2	02-96		04-96		
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577	173	Personal Service Citations	-	=	02-96		03-96		
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Request for

Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Quantity **Duplicate Records** 22 Year Ending 1997 Pages Storage Location Nos. (Unit) o Original Records Page 15 T = Termination 26-90 26-90 26-90 26-90 05-97 26-90 07-97 07-97 07-97 76-80 07-97 08-97 76-80 08-97 76-80 76-70 76-60 76-60 10-97 76-60 76-60 08-97 Inclusive Dates > P = Permanent S = Superseded 05-97 From 05-97 05-97 05-97 26-90 06-97 26-90 26-90 76-70 76-70 07-97 03-96 09-97 76-70 76-80 08-97 08-97 76-60 08-97 09-97 10-96 09-97 The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date Total Reten. Period Valley Traffic Division (Division) Form No. 4.50 Records Retention PD0026 2 E = Expiration Conf. Rec. Schedule No. C = Closed or Completion Record Title (Same as on Schedule) Personal Service Citations Ę, (Department/Bureau) AR = Annual Review Records of POLICE/TSB Retention Code: A = Audit Sch. Item No. 173 of Records Location Item 584 605 585 586 Š 587 588 589 590 591 592 593 594 595 603 604 596 598 599 900 601 602 597

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Year Ending 1997

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Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

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