



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 26 134-204 382 boxes BPC 19-0160.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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 #19-0160

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 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

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADPARTMENTAL CORRESPONDENCE

BPC 19-0160

RECEIVED

JUN 06 2019

June 5, 2019
10.4

POLICE COMMISSION

TO: The Honorable Board of Police Commissioners

REVIEWED

FROM: Chief of Police

Richard M. Stefank
RICHARD M. STEFANK
DIRECTOR
6/6/19
DML

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,



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 01/01/1988 THRU 12/31/1997

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1993**

Records of <u>POLICE/TSB</u>		(Department/Bureau)		Valley Traffic Division		(Unit)		
Location of Records		Records Retention Schedule No. <u>PD0026</u>		Original Records <input type="checkbox"/> Duplicate Records <input checked="" type="checkbox"/>				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
88	169	Overtime Reports		2.24		1988 1988	17755	
113	169	Overtime Reports		"		1988 1988	17774	
114	169	Overtime Reports		"		1988 1988	17772	
194	248	Watch Commander's Daily Report		126		DP13-90 DP1-10/91	17757	
195	248	Watch Commander's Daily Report		"		DP11-91 DP13-91	17775	
196	4	CORRESPONDENCE FILES				01-91 12-91	17791	
197	211	Subpoena Files				1991 1991	17744	
198	211	Subpoena Files				1991 1991	17746	
199	28	Statistical Reports				1991 1991	17781	
200	37	TDFAR		15.52.1		01-91 02-91	17754	
201	37	TDFAR		"		03-91 04-91	17768	
202	37	TDFAR		"		05-91 06-91	17807	
203	37	TDFAR		"		07-91 08-81	17769	
204	37	TDFAR		"		09-91 10-91	17802	
205	37	TDFAR		"		11-91 12-91	17742	
206	24	Sergeant's Daily Report A-Z		15.48		1991 1991	17756	
207	211	Subpoena Files				1991 1991		
208	7	Daily Work Sheets		15.26		DP1-91 DP13-91	17745	
209	33	Time Book (Official)		15.30		02-79 03-84		
216	173	Personal Service Citation Book		04.50		04-92 05-93		
217	173	Personal Service Citation Book		"		10-92 03-93		
218	173	Personal Service Citation Book		"		10-92 11-92		

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

By  Date 1 of 17 Page 1 of 17 Pages 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1993**

Records of **POLICE/TSB** (Department/Bureau) **Valley Traffic Division** (Division)

(Unit)

Location of Records: **Records Retention Schedule No. PD0026**

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
219	173	Personal Service Citation Book		04.50		11-92	02-93		
220	173	Personal Service Citation Book		"		12-92	05-93		
221	173	Personal Service Citation Book		"		01-93	03-93		
222	173	Personal Service Citation Book		"		01-93	04-93		
223	173	Personal Service Citation Book		"		01-93	03-93		
224	173	Personal Service Citation Book		"		03-93	03-93		
225	173	Personal Service Citation Book		"		03-93	04-93		
226	173	Personal Service Citation Book		"		04-93	04-93		
227	173	Personal Service Citation Book		"		04-93	04-93		
228	173	Personal Service Citation Book		"		04-93	05-93		
229	173	Personal Service Citation Book		"		04-93	06-93		
230	173	Personal Service Citation Book		"		05-93	05-93		
231	173	Personal Service Citation Book		"		05-93	06-93		
232	173	Personal Service Citation Book		"		06-93	07-93		
233	173	Personal Service Citation Book		"		07-93	08-93		
234	173	Personal Service Citation Book		"		07-93	08-93		
235	173	Personal Service Citation Book		"		08-93	09-93		
236	173	Personal Service Citation Book		"		08-93	09-93		
237	173	Personal Service Citation Book		"		09-93	09-93		
238	173	Personal Service Citation Book		"		09-93	09-93		
239	173	Personal Service Citation Book		"		06-93	07-93		
240	173	Personal Service Citation Book		"		06-93	08-93		

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

By  By  Date 17 of 2 Page 2 of 17 Pages 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1993**

Records of POLICE/TSB		(Department/Bureau)		Valley Traffic Division		(Division)		(Unit)	
Location of Records		Records Retention Schedule No. PD0026		Form No. 04-50		Total Reten. Period		Inclusive Dates	
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	From	To	Storage Location Nos.	Quantity
241	173	Personal Service Citation Book		04-50		06-93	07-93		
242	173	Personal Service Citation Book		"		07-93	07-93		
243	173	Personal Service Citation Book		"		07-93	10-93		
244	173	Personal Service Citation Book		"		09-93	11-93		
245	173	Personal Service Citation Book		"		09-90	01-92		
246	173	Personal Service Citation Book		"		12-91	01-92		
247	173	Personal Service Citation Book		"		01-92	03-92		
248	173	Personal Service Citation Book		"		11-91	03-92		
249	173	Personal Service Citation Book		"		05-91	10-91		
250	173	Personal Service Citation Book		"		07-91	12-91		
251	173	Personal Service Citation Book		"		07-91	08-91		
252	173	Personal Service Citation Book		"		08-91	10-91		
253	173	Personal Service Citation Book		"		09-91	02-92		
254	173	Personal Service Citation Book		"		09-91	12-91		
255	173	Personal Service Citation Book		"		10-91	11-91		
256	173	Personal Service Citation Book		"		04-91	01-92		
257	173	Personal Service Citation Book		"		12-91	03-92		
258	173	Personal Service Citation Book		"		12-91	01-92		
259	173	Personal Service Citation Book		"		01-92	02-92		
260	173	Personal Service Citation Book		"		02-92	03-92		
261	173	Personal Service Citation Book		"		02-92	03-92		
262	173	Personal Service Citation Book		"		09-91	04-92		

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

By  By  Date Page **3** of **17** Pages **22**

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 1994

Records of POLICE/TSB (Department/Bureau) Valley Traffic Division (Division) (Unit)

Records Retention Schedule No. PD0026 Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
263	173	Personal Service Citation Book		04-50		10-91	01-92		
264	173	Personal Service Citation Book		"		01-92	03-92		
265	173	Personal Service Citation Book		"		03-92	03-92		
266	173	Personal Service Citation Book		"		09-87	03-92		
267	173	Personal Service Citation Book		"		04-92	07-94		
268	173	Personal Service Citation Book		"		06-92	12-92		
269	173	Personal Service Citation Book		"		06-92	12-92		
270	173	Personal Service Citation Book		"		08-92	01-93		
271	173	Personal Service Citation Book		"		08-92	11-92		
272	173	Personal Service Citation Book		"		09-92	11-92		
273	173	Personal Service Citation Book		"		09-92	10-92		
274	173	Personal Service Citation Book		"		09-92	10-92		
275	173	Personal Service Citation Book		"		10-92	01-93		
276	173	Personal Service Citation Book		"		10-92	12-92		
277	173	Personal Service Citation Book		"		10-92	12-93		
278	173	Personal Service Citation Book		"		03-93	10-93		
279	173	Personal Service Citation Book		"		10-93	10-93		
280	173	Personal Service Citation Book		"		10-93	11-93		
281	173	Personal Service Citation Book		"		11-93	11-93		
282	173	Personal Service Citation Book		"		11-93	01-94		
283	173	Personal Service Citation Book		"		11-93	12-93		
284	173	Personal Service Citation Book		"		12-93	02-94		

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

By [Signature] Date Page 4 of 17 Pages 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1994**

Records of <u>POLICE/TSB</u>		(Department/Bureau)		Valley Traffic Division		(Unit)			
Location of Records		Records Retention Schedule No. <u>PD0026</u>		Original Records <input type="checkbox"/>		Duplicate Records <input type="checkbox"/>			
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From	To	Storage Location Nos.	Quantity
285	173	Personal Service Citation Book		4.50		12-93	01-94		
286	173	Personal Citation Book		"		12-93	01-94		
287	173	Personal Service Citation Book		"		12-93	02-94		
288	173	Personal Service Citation Book		"		01-94	02-94		
289	173	Personal Service Citation Book		"		01-94	03-94		
290	173	Personal Service Citation Book		"		02-94	02-94		
291	173	Personal Service Citation Book		"		02-94	03-94		
292	173	Personal Service Citation Book		"		02-94	03-94		
293	173	Personal Service Citation Book		"		03-94	03-94		
294	173	Personal Service Citation Book		"		03-94	07-94		
295	173	Personal Service Citation Book		"		03-94	04-94		
296	173	Personal Service Citation Book		"		04-94	05-94		
297	173	Personal Service Citation Book		"		DP1-90	DP12-90		
143	248	Watch Commander's Daily Report		126		11-89	08-90		
174	169	Overtime Reports		2.24		1990	1990		
181	28	Statistical Reports				12-92	02-93		
298	37	TDFAR's		15.52.1		02-93	04-93		
299	37	TDFAR's		"		04-93	05-93		
300	37	TDFAR's		"		05-93	07-93		
301	37	TDFAR's		"		07-93	08-93		
302	37	TDFAR's		"		09-93	10-93		
303	37	TDFAR's		"					

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

By  Date 5 of 17 Page 5 of 17 Pages 22


Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1995**

Records of POLICE/TSB		(Department/Bureau)		Valley Traffic Division		(Division)		(Unit)	
Location of Records		Records Retention Schedule No. PD0026		Original Records <input checked="" type="checkbox"/>		Duplicate Records <input type="checkbox"/>			
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From	To	Storage Location Nos.	Quantity
304	37	TDFAR's		15.52.1		10-93	11-93		
305	37	TDFAR's		"		12-93	12-93		
306	173	Personal Service Citation Book		4.50		04-94	05-94		
307	173	Personal Service Citation Book		"		04-94	05-94		
308	173	Personal Service Citation Book		"		04-94	05-94		
309	173	Personal Service Citation Book		"		04-94	05-94		
310	173	Personal Service Citation Book		"		04-94	05-94		
311	173	Personal Service Citation Book		"		05-94	08-94		
312	173	Personal Service Citation Book		"		05-94	09-94		
313	173	Personal Service Citation Book		"		09-94	12-94		
314	173	Personal Service Citation Book		"		10-94	10-94		
315	173	Personal Service Citation Book		"		10-94	11-94		
316	173	Personal Service Citation Book		"		11-94	11-94		
317	173	Personal Service Citation Book		"		08-94	09-94		
318	173	Personal Service Citation Book		"		08-94	10-94		
319	173	Personal Service Citation Book		"		09-94	10-94		
320	173	Personal Service Citation Book		"		09-94	10-94		
321	173	Personal Service Citation Book		"		05-94	06-94		
322	173	Personal Service Citation Book		"		05-94	11-94		
323	173	Personal Service Citation Book		"		11-94	11-94		
324	173	Personal Service Citation Book		"		11-94	01-95		
325	173	Personal Service Citation Book		"		06-94	06-94		
						06-94	09-94	326,327,328,329,330,331	7

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

By  By _____ Date _____ Page **6** of **17** Pages **28**

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS


Year Ending **1995**

Records of **POLICE/TSB** (Department/Bureau) **Valley Traffic Division** (Division) (Unit)

Location of Records _____ Records Retention Schedule No. **PD0026** Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
348	248	Watch Commander's Daily Report		126		DP9-92	DP13-92	332,347	3
349	4	Correspondence Files				01-92	12-92		
350	4	Correspondence Files				01-93	12-93		
351	24	Sergeant's Daily Report A-Z		15.48		1993	1993	335, 336	3
352	211	Subpoena Files				1992	1992		
353	211	Subpoena Files				1993	1993	345, 346	3
354	7	Daily Work Sheet		15.26		1993	1993		
355	169	Overtime Reports		2.24		01-91	06-91	333	2
356	169	Overtime Reports A-M		"		07-91	12-91		
357	169	Overtime Reports M-Z & Civ.'s		"		07-91	12-91		
358	169	Overtime Reports N-Z & Civ.'s		"		01-92	06-92		
359	169	Overtime Reports A-L		"		07-92	12-92		
360	169	Overtime Reports M-Z & Civ.'s		"		07-92	12-92		
361	33	Time Book		15.30		1985	1988	334	2
362	4	Correspondence Files				1990	1990		
363	7	Daily Work Sheet		15.26		1992	1992		
364	21	Project Folders				1991	1991		
365	185	Property Dispo Req Summary		10.06.1		1990	1992		
366	211	Subpoena Files				1993	1993		
367	37	TDFAR's		15.52.1		1988	1988	337,338,339,340,	9
392	173	Personal Service Citations		4.50		09-95	11-95	341,342,343,344	
393	173	Personal Service Citations		"		09-95	10-95		

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

By  By _____ Date _____ Page **7** of **17** Pages **38**

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1995**

Records of POLICE/TSB		(Department/Bureau)		Valley Traffic Division		(Unit)			
Location of Records		Records Retention Schedule No. PD0026		Original Records <input type="checkbox"/>		Duplicate Records <input type="checkbox"/>			
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From	To	Storage Location Nos.	Quantity
394	173	Personal Service Citations		4-50		09-95	10-95		
395	173	Personal Service Citations		"		10-95	10-95		
396	173	Personal Service Citations		"		10-95	10-95		
397	173	Personal Service Citations		"		10-95	10-95		
398	173	Personal Service Citations		"		10-95	11-95		
399	173	Personal Service Citations		"		12-94	12-94		
400	173	Personal Service Citations		"		12-94	12-95		
401	173	Personal Service Citations		"		12-94	04-95		
402	173	Personal Service Citations		"		01-95	02-95		
403	173	Personal Service Citations		"		02-95	02-95		
404	173	Personal Service Citations		"		12-94	03-95		
405	173	Personal Service Citations		"		02-95	03-95		
406	173	Personal Service Citations		"		03-95	07-95		
407	173	Personal Service Citations		"		03-95	04-95		
408	173	Personal Service Citations		"		04-95	04-95		
409	173	Personal Service Citations		"		04-95	05-95		
410	173	Personal Service Citations		"		05-95	06-95		
411	173	Personal Service Citations		"		05-95	06-95		
412	173	Personal Service Citations		"		05-95	06-95		
413	173	Personal Service Citations		"		05-95	07-95		
414	173	Personal Service Citations		"		06-95	12-95		
415	173	Personal Service Citations		"		06-95	06-95		

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

By  Date 8 of 17 Page 8 of 17 Pages 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1995**

Records of <u>POLICE/TSB</u>		(Department/Bureau)		Valley Traffic Division		(Unit)	
Location of Records		Records Retention Schedule No. <u>PD0026</u>		Original Records <input type="checkbox"/> Duplicate Records <input type="checkbox"/>		Quantity	
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.
416	173	Personal Service Citations		4.50		07-95 07-95	
417	173	Personal Service Citations		"		07-95 08-95	
418	173	Personal Service Citations		"		07-95 08-95	
419	173	Personal Service Citations		"		09-95 08-95	
420	173	Personal Service Citations		"		08-95 09-95	
421	173	Personal Service Citations		"		08-95 09-95	
422	248	Watch Commander's Daily Report		126		01-94 12-94	
423	24	Sergeant's Daily Report A-Z		15.48		01-94 12-94	
424	4	Correspondence & Subject Files		15.66		1994 1994	
425	41	Veh & Equip Assign Sheets		15.88		1993 1994	
426	39	Transfer Applicant Data Sheet				1994 1994	
427	185	Property Dispo				1994 1994	
428	211	Subpoena Files				1994 1994	
429	169	Overtime Reports - N-Z		2.24		01-93 06-93	
430	169	Overtime Reports - N-Z		"		07-93 12-93	
431	169	Overtime Reports - A-M		"		01-93 06-93	
432	169	Overtime Reports - A-L		"		07-93 12-93	
433	37	TDFAR's		15.52.1		01-94 02-94	
434	37	TDFAR's		"		02-94 03-94	
435	37	TDFAR's		"		04-94 05-94	
436	37	TDFAR's		"		05-94 07-94	
437	37	TDFAR's		"		07-94 08-94	

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

By  _____

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 1996

Records of POLICE/TSB		(Department/Bureau)		Valley Traffic Division		(Unit)		
Location of Records		Records Retention Schedule No. PD0026		Original Records <input type="checkbox"/> Duplicate Records <input checked="" type="checkbox"/>				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
438	37	TDFAR's		15.52.1		09-94 10-94		
439	37	TDFAR's		"		10-94 11-94		
440	37	TDFAR's		"		12-94 12-94		
441	236	Personnel Complaint Envelope		1.81.11		1992 1994		
442	8	Deployment Folders				1992 1994		
443	7	Daily Work Sheets		15.26		1994 1994		
444	21	Project Folders				1992 1993		
445	21	Project Folders #1-425				1994 1994		
461	173	Personal Service Citations		4.50		11-95 11-95		
462	173	Personal Service Citations		"		11-95 12-95		
463	173	Personal Service Citations		"		11-95 12-95		
464	173	Personal Service Citations		"		11-95 01-96		
465	173	Personal Service Citations		"		12-95 01-96		
466	173	Personal Service Citations		"		12-95 01-96		
467	173	Personal Service Citations		"		12-95 12-95		
468	173	Personal Service Citations		"		12-95 01-96		
469	173	Personal Service Citations		"		01-96 02-96		
470	173	Personal Service Citations		"		01-96 03-96		
471	21	Project Folders #426-475				1994 1994		
130	169	Overtime Reports		2.24		01-89 05-89		
131	169	Overtime Reports		"		1989 1989		
175	169	Overtime Reports		"		11-89 08-90		

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

By [Signature] By [Signature] Date 10 of 17 Page 10 of 17 Pages 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1995**


Records of **POLICE/TSB** (Department/Bureau) **Valley Traffic Division** (Division) (Unit)

Location of Records: **Valley Traffic Division** (Division) (Unit)

Records Retention Schedule No. **PD0026** Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
176	169	Overtime Reports		2.24		1990	1990		
177	169	Overtime Reports		"		1990	1990		
207	211	Subpoena Files				1991	1991		
486		Vehicle Impounds (Orig Release)				1992	1992		
487		Vehicle Impounds (Orig Release)				1992	1993		
488		Vehicle Impounds (Orig Release)				1993	1993		
490	4	Correspondence & Subject Files				1995	1995		
491	21	Project Folders				1995	1995		
492	248	Watch Commander's Daily Report DP 1-11		126		1995	1995		
493	248	Watch Commander's Daily Report DP 12-14		"		1995	1995		
494	24	Sergeant's Daily Report		15.48		1995	1995		
507	169	Overtime Reports A-L		2.24		08-94	12-94		
508	169	Overtime Reports M-Z & Civ.'s		"		08-94	12-94		
509	37	TDFAR's		15.52.1		01-95	02-95		
510	37	TDFAR's		"		02-95	04-95		
511	37	TDFAR's		"		04-95	05-95		
512	37	TDFAR's		"		06-95	07-95		
513	37	TDFAR's		"		07-95	09-95		
514	37	TDFAR's		"		09-95	10-95		
515	37	TDFAR's		"		11-95	11-95		
516	37	TDFAR's		"		12-95	12-95		
517	169	Overtime Reports		2.24		01-94	06-94		

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

By  Date **11** of **17** Page **11** of **17** Pages **22**

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1996**

Records of POLICE/TSB		(Department/Bureau)		Valley Traffic Division		(Unit)		
Location of Records		Records Retention Schedule No. PD0026		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
518	7	Daily Work Sheets		15.26		1995 1995		
519	41	Veh & Equip Assign Sheets		15.66		1995 1995		
520	173	Personal Service Citations		4.50		03-96 06-96		
521	173	Personal Service Citations		"		03-96 04-96		
522	173	Personal Service Citations		"		03-96 04-96		
523	173	Personal Service Citations		"		04-96 06-96		
524	173	Personal Service Citations		"		04-96 06-96		
525	173	Personal Service Citations		"		05-96 05-96		
526	173	Personal Service Citations		"		05-96 05-96		
527	173	Personal Service Citations		"		05-96 06-96		
528	173	Personal Service Citations		"		04-96 06-96		
529	173	Personal Service Citations		"		06-96 06-96		
530	173	Personal Service Citations		"		06-96 06-96		
531	173	Personal Service Citations		"		06-96 07-96		
532	173	Personal Service Citations		"		06-96 07-96		
533	173	Personal Service Citations		"		06-96 07-96		
534	173	Personal Service Citations		"		06-96 07-96		
535	173	Personal Service Citations		"		07-96 08-96		
536	173	Personal Service Citations		"		07-96 08-96		
537	173	Personal Service Citations		"		08-96 08-96		
538	173	Personal Service Citations		"		08-96 08-96		
539	173	Personal Service Citations		"		04-96 08-96		

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

By  By _____

Date **12** of **17** Pages **22**

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1997**

Records of **POLICE/TSB** (Department/Bureau) **Valley Traffic Division** (Division) (Unit)

Location of Records: **Records Retention Schedule No. PD0026**

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
540	173	Personal Service Citations		4.50		08-96	09-96		
541	173	Personal Service Citations		"		08-96	09-96		
542	173	Personal Service Citations		"		06-96	09-96		
543	173	Personal Service Citations		"		08-96	09-96		
544	173	Personal Service Citations		"		09-96	12-96		
545	173	Personal Service Citations		"		09-96	10-96		
546	173	Personal Service Citations		"		10-96	11-96		
547	173	Personal Service Citations		"		10-96	10-96		
548	173	Personal Service Citations		"		11-96	11-96		
549	173	Personal Service Citations		"		11-96	11-96		
550	173	Personal Service Citations		"		08-96	11-96		
551	173	Personal Service Citations		"		11-96	12-96		
552	173	Personal Service Citations		"		11-96	01-97		
553	173	Personal Service Citations		"		11-96	12-96		
554	173	Personal Service Citations		"		11-96	12-96		
555	173	Personal Service Citations		"		11-96	02-97		
556	173	Personal Service Citations		"		12-96	01-97		
557	173	Personal Service Citations		"		01-97	02-97		
558	173	Personal Service Citations		"		01-97	02-97		
559	173	Personal Service Citations		"		11-95	02-97		
560	173	Personal Service Citations		"		01-97	02-97		
561	173	Personal Service Citations		"		01-97	02-97		

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

By [Signature] Date 13 of 17 Page 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending **1997**


Records of **POLICE/TSB** (Department/Bureau) **Valley Traffic Division** (Division)

Location of Records _____ Records Retention Schedule No. **PD0026**

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
562	173	Personal Service Citations		4.50		02-97	03-97		
563	173	Personal Service Citations		"		02-97	07-97		
564	173	Personal Service Citations		"		02-97	03-97		
565	173	Personal Service Citations		"		03-97	03-97		
566	173	Personal Service Citations		"		02-97	03-97		
567	173	Personal Service Citations		"		03-97	03-97		
568	173	Personal Service Citations		"		03-97	04-97		
569	173	Personal Service Citations		"		03-97	04-97		
570	173	Personal Service Citations		"		03-97	04-97		
571	173	Personal Service Citations		"		04-97	04-97		
572	173	Personal Service Citations		"		10-93	09-96		
573	173	Personal Service Citations		"		01-96	03-96		
574	173	Personal Service Citations		"		02-96	04-96		
575	173	Personal Service Citations		"		02-96	03-96		
576	173	Personal Service Citations		"		02-96	03-96		
577	173	Personal Service Citations		"		03-96	03-96		
578	173	Personal Service Citations		"		04-97	04-97		
579	173	Personal Service Citations		"		04-97	04-97		
580	173	Personal Service Citations		"		04-97	04-97		
581	173	Personal Service Citations		"		04-97	04-97		
582	173	Personal Service Citations		"		05-97	05-97		
583	173	Personal Service Citations		"		05-97	06-97		

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

By  By _____

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

Date _____ Date **14** of **17** Page **22** of **17** Pages

AUTHORITY TO DESTROY OBSOLETE RECORDS


Year Ending **1997**

Records of **POLICE/TSB** (Department/Bureau) **Valley Traffic Division** (Division)

Location of Records: **Records Retention Schedule No. PD0026** Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
584	173	Personal Service Citations		4.50		05-97	06-97		
585	173	Personal Service Citations		"		05-97	06-97		
586	173	Personal Service Citations		"		05-97	05-97		
587	173	Personal Service Citations		"		05-97	06-97		
588	173	Personal Service Citations		"		06-97	06-97		
589	173	Personal Service Citations		"		06-97	06-97		
590	173	Personal Service Citations		"		06-97	07-97		
591	173	Personal Service Citations		"		06-97	07-97		
592	173	Personal Service Citations		"		07-97	08-97		
593	173	Personal Service Citations		"		07-97	07-97		
594	173	Personal Service Citations		"		07-97	07-97		
595	173	Personal Service Citations		"		07-97	08-97		
596	173	Personal Service Citations		"		08-97	08-97		
597	173	Personal Service Citations		"		08-97	08-97		
598	173	Personal Service Citations		"		08-97	08-97		
599	173	Personal Service Citations		"		03-96	07-97		
600	173	Personal Service Citations		"		09-97	09-97		
601	173	Personal Service Citations		"		08-97	09-97		
602	173	Personal Service Citations		"		09-97	09-97		
603	173	Personal Service Citations		"		10-96	08-97		
604	173	Personal Service Citations		"		09-97	09-97		
605	173	Personal Service Citations		"		09-97	10-97		

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

By  By _____ Date _____ Page **15** of **17** Pages **22**

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of POLICE/TSB		Valley Traffic Division		(Unit)				
Location of Records		Records Retention Schedule No. PD0026		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> Duplicate Records				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
606	173	Personal Service Citations		4.50		08-97 08-97		
607	173	Personal Service Citations		"		10-97 10-97		
608	173	Personal Service Citations		"		10-97 11-97		
609	173	Personal Service Citations		"		10-97 11-97		
610	173	Personal Service Citations		"		04-97 11-97		
611	173	Personal Service Citations		"		10-97 10-97		
612	173	Personal Service Citations		"		10-97 11-97		
613	173	Personal Service Citations		"		11-97 12-97		
614	173	Personal Service Citations		"		11-97 12-97		
615	173	Personal Service Citations		"		11-97 11-97		
616	173	Personal Service Citations		"		11-97 12-97		
617	173	Personal Service Citations		"		12-97 12-97		
618	7	Daily Work Sheets		15.26		1996 1996		
619	248	Watch Commander's Daily Report		126		DP1-96 DP13-96		
620	266	Personnel Complaint Envelope		1.81.11		1996 1996		
621	41	Veh & Equip Assign Sheets		15.66		1996 1996		
622	24	Sergeant's Daily Report		15.48		1996 1996		
623	21	Project Folders				1996 1996		
624	4	Correspondence & Subject Files				1996 1996		
625		Statistical Reports				1990 1995		
631	169	Overtime Reports		2.24		01-95 07-95		
632	169	Overtime Reports		"		08-95 12-95		

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

By  Date 17 Page 16 of 17 Pages 22

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

