



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 25 135-206 135 Boxes BPC 19-0193.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

EILEEN M. DECKER
VICE 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

July 16, 2019

BPC #19-0193

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 SOUTH TRAFFIC
DIVISION AREA

At the regular meeting of the Board of Police Commissioners held July 16, 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

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

JUL 11 2019

POLICE COMMISSION

July 10, 2019
10.4

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

[Signature]
RICHARD H. TEFANK
7/11/19
DATE

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 South 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 135 boxes of original records for South 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,

[Signature]
MICHEL R. MOORE
Chief of Police

Attachments

**BOARD OF
POLICE COMMISSIONERS**
Approved *July 10, 2019*
Secretary *Maria Silva*

CERTIFICATION FOR DESTRUCTION OF RECORDS

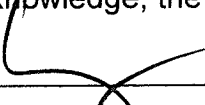
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 7-11-19

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1987 THRU 12/31/1999

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Division) South Traffic (Unit) ADMIN

Location of Records Records Retention Schedule No. PD 0025 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		
	247	WATCH COMMANDERS DAILY REPORT		LAPD126	28	01/91	12/91	306	1
	88	DAILY FIELD ACTIVITIES RPT. (TRAFFIC)		15.52.1	28	6/1/91	7/31/91	307	8
		June 1, 1991 - July 31, 1991				8/1/91	10/16/91	308	
		Aug 1, 1991 - Oct 16, 1991				10/17/91	12/31/91	309	
		Oct 17, 1991 - Dec 31, 1991			29	01/01/90	03/22/90	310	
		Jan 1, 1990 - March 22, 1990			29	03/23/90	06/12/90	311	
		Mar 23, 1990 - June 12, 1990			29	06/13/90	08/31/90	312	
		June 13, 1990 - Aug 31, 1990			29	11/01/90	12/31/90	313	
		Sep 1, 1990 - Oct 31, 1990			29	11/01/90	12/31/90	314	
	29	NOV 1, 1990 - DEC 31, 1990			28	01/01/91	12/31/91	315	1
	169	SUBPOENA FILES		15.51.1	31	01/09/88	06/25/88	316	2
		OVERTIME REPORTS		02.24	31	07/02/88	12/31/88	317	
	24	SERGEANTS DAILY REPORT		15.48	28	01/01/90	12/31/90	318	2
	21	PROJECT FOLDERS (PINK BOOK)			28	01/01/91	12/31/19	319	
	8	DEPLOYMENT GUIDE		1.90	28	01/01/91	12/31/91	321	5
	46	ACTIVITY REPORTS			28	01/01/91	12/31/91	321	
	55	APPROVAL FOR HOME GARAGING AFTER HOURS		1.45	28	01/01/91	12/31/91	321	
	207	SEMI-ANNUAL EQUIPMENT REPORT		15.61	28	01/01/91	12/31/91	321	

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

See manually 3/8/83 By _____ Date _____ Page 1 of 3 Pages

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of LAPD/OSB		(Department/Bureau)		South Traffic		(Unit)		Admin	
Location of Records		Records Retention Schedule No. PD 0025		<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		Storage Location Nos.	Quantity
						From	To		
	235	USE OF FORCE REPORTS		1-67-2	28	01/01/91	13/31/91	321	1
	166	ORDERS, NOTICES, BULLETINS			28	01/91	12/91	322	21
	35	STATISTICAL REPORTS							
	15	MOBILIZATION ROSTER							
	19	PERSONNEL ROSTER							
	4	CORRESPONDENCE AND SUBJECT FILES			28	01/91	12/91	323	21
	23	ROLL CALL TRAINING FILES							
	40	VACATION SCHEDULES							
	72	CHANGE OF WATCH DATA							
	79	COMMANDING OFFICER'S O/T RECORD							
	210	STAFF MEETING MINUTES							
	237	VEH RESOURCES QUARTERLY REPORT							
	4	CORRESPONDENCE AND SUBJECT FILES			30	01/89	12/89	324	1
	235	USE OF FORCE		1-67-2	29	01/90	12/90	325	21
	2	CHECK SIGN OUT ROSTER							
	21	PROJECT FOLDERS							
	23	ROLL CALL TRAINING FILES							
	246	WATCH ASSMNT AND TIMEKEEPING RECORD		15.10					
	173	PERSONAL SERVICE CITATION (BOOKS)		4.50					
		09 04240-09 07380			26	01/93	2/93	326	1
		09 07400-09 05380			26	02/93	03/93	327	1
		09 085400-09 88680			26	03/93		328	1

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

By Sgt Karamany 3485 Date Page 2 of 3 Pages 6

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 _____

Records of LAPD/ OSB (Department/Bureau) South Traffic Division (Division) Admin (Unit)

Location of Records Records Retention (Schedule No. PD 0025) 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		
	173	PERSONAL SERVICE CITATION (BOOKS)		4.50					
		09 88700-10 55880				04/93	05/93	329	1
		10 55900-11 20780				05/93	06/93	330	1
		11 20800-11 73380				06/93	08/93	331	1

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

ST Marandy 35183 By _____ Date _____ Page 3 of 3 Pages

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Location Records Retention Schedule No. PD 0025 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		
	D017	TIME SHEET		02.45	32	01/17/87	12/29/90	332	1
	O169	OVER TIME REPORT		02.24.0	30	07/01/89	12/30/89	333	1
	O169	OVER TIME REPORT		02.24.0	29	01/06/90	06/30/90	334	1
	O169	OVER TIME REPORT		02.24.0	29	07/07/90	12/29/90	335	1
	O169	OVER TIME REPORT		02.24.0	28	01/05/91	06/29/91	336	1
	O169	OVER TIME REPORT		02.24.0	28	07/06/91	12/28/91	337	1
	O169	OVER TIME REPORT		02.24.0	27	01/02/92	07/25/92	338	1
		DAILY RECAP STD OFFICER			31	DP 01/88	11/90	339	1
	O004	ADMIN FILES A-T			28	1991	1991	340	1
	O261	COMMENT CARD ENTRIES			32	03/31/87	08/30/91		
		PATROL CITATION RECAP LOGS,			30	12/31/89	04/07/90		
	O007	AND DAILY WORKSHEETS		15.26.0	30	05/03/89	02/14/90		
	O247	WATCH COMMANDER LOGS		15.80.0	27	01/01/92	06/30/92	341	1
	O247	WATCH COMMANDER LOGS		15.80.0	27	07/01/92	12/31/92	342	1
	O0024	SERGEANTS LOGS		15.48	27	1992	1992	343	1
	O007	DAILY WORKSHEETS		15.26.0	27	1992	1992	344	1
	O004	ADMIN FILES A-E AND COMMENT CARDS			27	1992	1992	345	1
	O004	ADMIN FILES F-R			27	1992	1992	346	1
	O004	ADMIN FILES S-W			27	1992	1992	347	1
	O247	WATCH COMMANDER LOGS		15.80.0	26	01/01/93	09/30/93	348	1
	O0247	WATCH COMMANDER LOGS AND		15.80.0	26	10/01/93	12/31/93	349	1
	O0247	SERGEANTS LOGS		15.48.0	26	1993	1993		1

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

By ST Forwardy 35483 Date _____ Page 1 of 5 Pages 10

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Location Records Retention (Department/Bureau) Records Retention (Division) PD 0025 (Unit)
 Schedule No. _____ 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		
	0029	OFFICER SUBPOENA RECORD (COURT BOOK), CIFU SUBPOENA RECORD AND DIV 61 SUBPOENA		15.29.0	30	1989	1994	350	51
	0004	ADMIN FILES A-E			25	1994	1994		
	0004	ADMIN FILES F-P			25	1994	1994	351	1
	0004	ADMIN FILES R-1			25	1994	1994	352	1
	0169	OVERTIME REPORTS		02.24.0	26	03/06/93	11/27/93	353	1
	0169	OVERTIME REPORTS		02.24.0	26	12/04/93	08/27/94	354	1
	0247	WATCH COMMANDER LOGS		15.80.0	25	01/94	06/94	355	1
	0247	WATCH COMMANDER LOGS		15.80.0	25	07/94	12/94	356	1
	0024	SERGEANTS LOGS		15.48.0	25	1994	1994	357	1
	0247	WATCH COMMANDER LOGS		15.80.0	24	1995	1995	358	1
	0247	WATCH COMMANDER LOGS		15.80.0	24	1995	1995	359	1
	D017	OVERTIME HISTORY REPORT		15.80.0	24	1995	1995	360	1
	D017	OVERTIME HISTORY REPORT			28	01/12/91	12/28/91	361	1
	D017	OVERTIME HISTORY REPORT			27	01/11/92	08/08/92	362	1
	D017	OVERTIME HISTORY REPORT			26	01/09/93	05/29/93	363	1
	D017	OVERTIME HISTORY REPORT			26	08/07/93	06/11/94	364	1
	D017	OVERTIME HISTORY REPORT			25	08/06/94	02/18/95	365	1
	0004	ADMIN FILES A-Co			24	1995	1995	366	1
	0004	ADMIN FILES Co-O			24	1995	1995	367	1
	0004	ADMIN FILES P-W			24	1995	1995	368	1
		PINK TEST			35	02/23/84	10/08/95	369	1

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

SST Karandy 35483 By _____ Date _____

Page 2 of 5 Pages

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department

(Department/Bureau)

South Traffic

(Division)

Admin

(Unit)

Records Retention Schedule No. PD 0025 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		
	O004	ADMIN FILES A-C			25	1994	1994	370	1
	O004	ADMIN FILES N-W			25	1994	1994	371	1
	O004	MISCELLANEOUS ADMIN FILES			32	1987	1990	372	1
	O004	ADMIN FILES			28	1991	1992	373	2/
		(INCLUDING PROJECTS)			38	1981	1991		
	O004	MISCELLANEOUS ADMIN FILES			31	12/88	12/94	374	1
	O169	MISCELLANEOUS OVERTIME DOCUMENTS			27	1992	1994	375	1
	D017	MONTHLY REPORTS (93.85&96) AND, WEEKLY CREW TIME SHEETS			26	93/95	96		1
	D017	WEEKLY CREW TIME SHEETS			32	01/87	01/88		
	0713	PERSONAL SERVICE CITATION BOOKS			22	1996	1996	376	1
	O169	OVERTIME REPORTS		4.50	27	08/01/92	02/27/93	377	1
	O619	OVERTIME REPORTS		02.24.0	30	01/04/89	96/24/89	378	2/
		PERSONAL SERVICE CITATION BOOKS		02.24.0					
	O173	1119380-1128760 AND 1172600-1175760			27	1992	1992	379	1
	O173	1218180-1272360		4.50	26	1993	1993	380	1
	O173	1175760-1218160		4.50	26	1993	1993	381	1
	O173	1272500-1291480		4.50	26	1993	1993	382	1
	O173	1333820-1386480		4.50	25	1994	1994	383	1
	O173	140700-1466980		4.50	25	1994	1994	384	1
	O173	1467000-1470780		4.50	25	1994	1994	385	1
	O173	1470800-1533580		4.50	25	1994	1994	386	1
	O173	1533700-1559980		4.50	25	1994	1994	387	1

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

By Sgt Karandy 35483 Date _____

Page 3 of 5 Pages

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Location Records of Retention Records Retention Schedule No. PD 0025 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		
		PERSONAL SERVICE CITATION BOOKS							
	0713	1607600-1606380 AND 1560000-1560180		4.50	25	1994	1994	388	1
	0713	1685600-1731980		4.50	25	1994	1994	389	1
	0713	1732400-1819380		4.50	25	1994	1994	390	1
	0713	1291520-1333800		4.50	25	1994	1994	391	1
	0713	1700000-1821380		4.50	25	1995	1995	392	1
	0713	1821400-1824780		4.50	25	1995	1995	393	1
	0713	1921200-1952980		4.50	25	1995	1995	394	1
	0713	195300-1957180		4.50	25	1995	1995	395	1
	0713	1981200-1957180		4.50	25	1995	1995	396	1
	0713	1984800-2107580		4.50	25	1995	1995	397	1
	0713	2151600-2154980		4.50	25	1995	1995	398	1
	0713	2155000-221580		4.50	25	1995	1995	399	1
	0713	2210600-2231580		4.50	25	1995	1995	400	1
	0713	2250400-2262980		4.50	25	1995	1995	401	1
	0713	2252000-2252180, 2263000-2263580		4.50	25	1995	1995	402	1
	0713	228200-2282780, 2283000-2283340		4.50	25	1995	1995		
	0713	2283400-2284380, 2342000-2342280		4.50	25	1995	1995		
	0713	AND 2547000-2547180		4.50	25				

Records above are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:
 By Sgt Karandy 30483 Date 4 of 5 Pages 5

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department
(Department/Bureau) **South Traffic** (Division)

Admin (Unit)

Location of Records **Records of Retention** Schedule No. **PD0025** 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		
		PERSONAL SERVICE CITATION BOOKS							
	0713	200750, 2212120, 2238100, 2251200		4.50	24	1995	1995	403	4
	0713	2251600, 2346780, 2360600, 2669520		4.50	24	1995	1995		
	0713	2283400-2383580, 2342600-2342960		4.50	24	1995	1995		
	0713	2343000-2343780, 2358800-2360180		4.50	24	1995	1995		
	0713	2360400-2384380		4.50	24	1995	1995	404	1
	0713	2384400-2456580		4.50	24	1995	1995	405	1
	0713	2456600-2507380		4.50	24	1995	1995	406	1
	0713	2507600-2547580 AND 2555600-2555780		4.50	24	1995	1995	407	1
	0713	2547200-2579180		4.50	24	1995	1995	408	1

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

By *[Signature]* Date _____

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Retention Schedule No. PD 0025 Original Records Duplicate Records

Form 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		
		OHR			22	1/96	10/12/96	409	1
		DAILY WORKSHEET						410	1
		TIMEKEEPING RECORDS & SICK AUDITS			30	1/89	11/21/91	411	1
		VACATION SCHEDULE, DP SCHEDULING			22	1996	1997	412	5
		DP 14, 1995-DP 13, 1997							
		1996 STATISTICAL			21	1997	1997		
		1997 DIGEST OF TRAFFIC LEGISLATION,			21	1997	1997		
		AND COMMUNITY/POLICE PARTNERSHIP			20	1998	1998		
		ADMIN FILE A-CO			20	1998	1998	413	1
		ADMIN FILE CR-M			20	1998	1998	414	1
		ADMIN FILE N-W			20	1998	1998	415	1
		SERGEANT LOGS (JAN-DEC)			20	1998	1998	416	2
		WATCH COMMANDER LOGS (JAN-FEB)			20	1998	1998		
		WATCH COMMANDER LOGS (MAR-JUNE)			20	1998	1998	417	1
		WATCH COMMANDER LOGS (AUG-DEC)			20	1998	1998	418	1
		ORAL INTERVIEW PACKAGES			25	1994	1995	419	1
		ORAL INTERVIEW PACKAGES			22	1996	1997	420	1
		OVERTIME SLIPS M-NA			25	1994	1997	421	1
		LOGS-TDFAR			19	10/1/99	10/1/99	422	1
		TIMEKEEPING RECORDS			21	1997	1999	423	1
		LOGS-TDFAR			20	10/1/98	12/31/98	424	1
		TAG TEAM			21	1/97	12/97	425	1

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

Sgt. Kowandy By _____ Date _____ Page 1 of 5 Pages

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Retention Schedule No. PD 0025 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		
		OVERTIME SLIPS DAV-DO			25	1994	1997	426	1
		TIMEKEEPING RECOR			24	1995	1997	427	1
		LOGS TDFAR			25	10/11/94	12/31/94	428	1
		DAILY WORK SHEETS			19	7/1/99	9/30/99	429	1
		WATCH COMMANDER LOGS			21	1/97	6/97	430	1
		OVERTIME SLIPS A-CO			25	1994	1998	431	1
		LOGS-TDFAR			20	7/98	9/98	432	1
		ADMIN FILES			21	1/97	12/97	433	1
		FAILURE TO APPEAR IAD			21	1/97	12/97	434	6
		FLEET SERVICES, NARCOTICS ARREST, OVERTIME, REPORTS, LOAN OF PERSONNEL, PROJECTS, ROLLCALL TRAINING							
		ROSTER, CALLOUTS, SUPERVISORY							
		DEN SHEETS, SUPPLY REQUISITIONS			20	1/98	12/98	434	
		ADMIN C-F			21	1/97	12/97	435	1
		CREW SHEETS			31	1/88	12/98	436	1
		CITE BOOK #S 3401660-3431480			21	1/97	12/98	437	1
		CITE BOOK #S 14664,14671,77004			22	1/96	12/98	438	5
		06-71800,25-06900,27-38000-80,27-38100-180,2738400-580,2849520,2738440-580,30 2400,3064680,3071200,3186520,3314740,338800-980,3339200-380,							

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

By Sgt Kowandy 35483 Date _____ Page 2 of 5 Pages 13

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Retention Schedule No. PD 0025 Original Records Duplicate Records

Item No.	Sch. No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
		PERSONAL SERVICE CITATION BOOKS 3401600-940, 3401908-3402080, 3446920.							
		3451600,3446800-880-,3547180						446	11
		PERSONAL SERVICE CITATION BOOKS 15280, 1983520,2062620,2457720							
		2507780,2527580,2539140,2557280							
		2801880,2913380,2942640,2942760-80							
		2943440,2963980-64000,2964200-380							
		3120040,3129240,3129340,3139120,3162540,							
		3163520,3185600-640,3186200-280,3186320-							
		380,3187020,3187200-20,3202040,3216400-							
		580,3226420,3249200-380,3249420-480,							
		3249250-540,3263200-440,3263500-560							
		3263600-860,3264660,3264700,							
		3282200,3282240-280,3282340-360							
		PERSONAL SERVICE CITATION BOOKS 3547520-3580620,3481800-3521380						447	5
		3315600-980,3382800-3160,338600-760,							
		3338000-400,3383540-80,3338600-760,							
		3187880,3314120,3313760,3315020,							
		3313800,3331880,3340100							
		PERSONAL SERVICE CITATION BOOKS 343150-3481780						450	1
		PERSONAL SERVICE CITATION BOOKS 3818200-780,3816800-6980,3816600-780,						451	3
		3818800-91800000,3819400-980,3861200-							
		62180,3862020-780,3920600-980,							

Records Retention Schedule No. PD 0025 Administrative Code: _____

By Sgt Karandy 35483

Page 3 of 5 Pages

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 _____

Records of Los Angeles Police Department (Department/Bureau) South Traffic (Division) Admin (Unit)

Records Retention Schedule No. PD 0025 Original Records Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
	PERSONAL SERVICE CITATION BOOKS 3339000-140,3339720,3339800-80, 3339920-960			22	1-96	12-98	438	
	PERSONAL SERVICE CITATION BOOKS 3185400-580,3185660-980,318600-980						439	
	318700-300,3187340-560,3187600-780, 3187820-860,3187900-980,3188000-3188100,3188140-380							
	PERSONAL SERVICE CITATION BOOKS 2673600-2674780,2690800-269720,2693800-2694780,2714400-2715180						440	
	PERSONAL SERVICE CITATION BOOKS 1127900,2874080,3089040,3315260,3363800, 3363380,3363650-580,3363600-680, 3363760-780, 3363800-980,3364000-380, 3382700						441	
	PERSONAL SERVICE CITATION BOOKS 2800800-2801580,2823600-2825180, 2847600-2849180						442	
	PERSONAL SERVICE CITATION BOOKS 310000-180,3128800-8860,3128960-980, 3129000-220,3129920-230,3129400-580, 3138880-3139580,3162200,316358 3185200-3185380						443	
	PERSONAL SERVICE CITATION BOOKS 3313820-3314960,3315060-3315160, 3315200-3315580,326400-3264580, 3263580,32666663900-960						444	
	PERSONAL SERVICE CITATION BOOKS 3382000-180,3382200-560,3382640-680						445	

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

By Sgt Karandy 35683 Date

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

