

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department
Additional Information:	SOUTH TRAFFIC DIVISION (PDX/25)
Submitting Date:	7/29/2019 ☐ Email me a copy
*Quantity:	135 Boxes
Records Dated From	01/01/1987 To 12/31/1999
Description:	MULTIPLE ORIGINAL RECORD SERIES, SEE ATTACHED REPORT.
	·
Attachment: [2 MB max]	Detach PDX 25 135-206 135 Boxes BPC 19-0193.pdf
Department Authorizat	ion
Authorizing Person:	BPC Report 19-0193 Date: 07/16/2019
City Clerk Authorizatio	n
50, I hereby certify that the att	.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. tached Request for Authority to Dispose of Obsolete Records has been reviewed by my office ge is complete, accurate, and adequate. City Clerk staff have reviewed the request for d any items of unique historical value.
	Authorizing Person:

SHANNON HOPPES

Date Signed:

07/29/2019

Date of Notification:

• APPROVE

Signature:

08/14/2019

Jume Denn Hygow

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

SUBMIT

○ **REJECT**

CANCEL

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

July 16, 2019



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 #19-0193

Mr. Todd Gaydowski Records Management Officer Office of the City Clerk

555 Ramirez Street, Space 320

Mail Stop 161

Dear Mr. Gaydowski:

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

Maria Silva

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPCH19-0193
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JUL 11 2019

July 10, 2019 10.4 **POLICE COMMISSION**

"ENEMED

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 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,

MICHEL R MOORE

Attachments

POLICE COMMINICATION

Soorwary 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
- 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	y k y pwledge, the above o	determinations are true:	
Ву		Date	7-11-19
Department/Bure	eau Los Angeles Police	e Department/Chief of P	olice
Records Dated	01/01/1987 THRÙ 12/3	31/1999	

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AUTHORITY TO DESTROY OBSOLETE RECORDS

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AUTHORITY TO DESTROY OBSOLETE RECORDS

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		DAILY RECAP STD OFFICER			31	DP 01/88	11/90	339	-
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	0247	WATCH COMMANDER LOGS		15.80.0	27	01/01/92	06/30/92	341	-
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	00024	SERGEANTS LOGS		15.48	27	1992	1992	343	-
	0007	DAILY WORKSHEETS		15.26.0	27	1992	1992	344	
	0004	ADMIN FILES A-E AND COMMEND CARDS			27	1992	1992	345	-
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		PERSONAL SERVICE CITATION BOOKS							
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	0713	1685600-1731980		4.50	25	1994	1994	389	-
	0713	1732400-1819380		4.50	25	1994	1994	390	-
	0713	1291520-1333800		4.50	25	1994	1994	391	-
	0713	1700000-1821380		4.50	25	1995	1995	392	+
	0713	1821400-1824780		4.50	25	1995	1995	393	-
	0713	1921200-1952980		4.50	25	1995	1995	394	-
	0713	195300-1957180		4.50	25	1995	1995	395	-
	0713	1981200-1957180		4.50	25	1995	1995	396	-
	0713	1984800-2107580		4.50	25	1995	1995	397	-
	0713	2151600-2154980		4.50	25	1995	1995	398	-
	0713	2155000-221580		4.50	25	1995	1995	399	1
	0713	2210600-2231580		4.50	25	1995	1995	400	-
	0713	2250400-2262980		4.50	25	1995	1995	401	1
	0713	2252000-2252180, 2263000-2263580		4.50	25	1995	1995	402	A
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	0713	2283400-2284380, 2342000-2342280		4.50	25	1995	1995		
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ġ	No.	Record Title (Same as on Schedule)	Rec	Form No.	Reten. Period	From	То	Storage Location Nos.	Quantity
		OHR			22	1/96	10/12/96	409	
		DAILY WORKSHEET						410	_
		TIMEKEEPING RECORDS & SICK AUDITS			30	1/89	11/21/91	411	-
		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	-
		ADMIN FILE CR-M			20	1998	1998	414	-
		ADMIN FILE N-W			20	1998	1998	415	-
		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	
		WATCH COMMANDER LOGS (AUG-DEC)			20	1998	1998	418	-
		ORAL INTERVIEW PACKAGES			25	1994	1995	419	
		ORAL INTERVIEW PACKAGES			22	1996	1997	420	-
		OVERTIME SLIPS M-NA			25	1994	1997	421	_
		LOGS-TDFAR			19	10/1/99	10/1/99	422	
		TIMEKEEPING RECORDS			21	1997	1999	423	-
		LOGS-TDFAR			20	10/1/98	12/31/98	424	-
		TAG TEAM			21	1/97	12/97	425	-
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n Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending_

ğ	s of	Cords of Los Angeles Police Department	South Traffic					Admin		
		(Department/Bureau)		(Division)	ou)			(Unit)	13)	
sation Record	ation Records	Records Retention Schedule No.		PD 0025			✓ Origin	Original Records	Duplicate Records	Records
1	Sch		Conf		Total	Inclusi	Inclusive Dates		The state of the s	
E 0	No.	m Record Title (Same as on Schedule)	Rec.	Form No.	Reten. Period	From	To	Storage Location Nos.	ition Nos.	Quantity
		OVERTIME SLIPS DAV-DO			25	1994	1997	426		τ-
		TIMEKEEPING RECOR			24	1995	1997	427		-
		LOGS TDFAR			25	10/11/94	12/31/94	428		~ -
		DAILY WORK SHEETS			19	7/1/99	66/02/6	429		-
		WATCH COMMANDER LOGS			21	1/97	26/9	430		-
		OVERTIME SLIPS A-CO			25	1994	1998	431		-
		LOGS-TDFAR			20	2/98	86/6	432		_
		ADMIN FILES			21	1/97	12/97	433		_
		FAILURE TO APPEAR IAD			21	1/97	12/97	434		9
		FLEET SERVICES, NARCOTICS ARREST,			20	1/98	12/98			
		OVERTIME, REPORTS, LOAN OF PERSON-								
		NEL, PROJECTS, ROLLCALL TRAINING								
		ROSTER, CALLOUTS, SUPERVISORY								
	L	DEN SHEETS, SUPPLY REQUISTIONS			20	1/98	12/98	434		
		ADMIN C-F			21	1/97	12/97	435		
		CREW SHEETS			31	1/88	12/98	436	3	-
		CITE BOOK #'S 3401660-3431480			21	1/97	12/98	437		-
		CITE BOOK #'S 14664,14671,77004			22	1/96	12/98	438	8	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,								
ap	ove	e above records are submitted for destruction in accordance with So	c. 12.5 of	Sec. 12.5 of the L.A. Administrative Code:	ninistrative	Code				

C = Closed or Completion St Korandy 35483 By etention Code: A = Audit ARI = Annual Review

P = Permanent E = Expiration

Date

S = Superseded T = Termination

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

		Records		Quantity			11											5					-	3				∠ _ Pages	
Admin	(Unit)	Original Records		Storage Location Nos.			446											447					450	451				Page 3 of 5	T - Tormination
		Original	Dates	To																									
			Inclusive Dates	From																							Code:	4)	Population O = O
	sion)		Total	Reten. Period																							dministrative	Date	- Dormonont
South Traffic	(Division)	PD 0025		Form No.																							h Sec. 12.5 of the L.A. Administrative Code:		n distriction
South		Retention No.		Rec.	3920.		7720											21380					1780	0-780,			1 Sec. 12.5		u
Los Angeles Police Deapartment	(Department/Bureau)	Records		Record Title (Same as on Schedule)	PERSONAL SERVICE CITATION BOOKS 3401600-940, 3401908-3402060, 3446920.	3451600,3446800-880-,3547180	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	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	PERSONAL SERVICE CITATION BOOKS 3818200-780,3816800-6980,3816600-780,	3818800-91800000,3819400-980,3861200-	62180,3862020-780.3920600-980,	e above records are submitted for destruction in accordance with	Ratendy 35983 m	noiseland Power - Of moised prinches - Of
os Angeles Poli	(D)	Record of Retention			PERSONAL SERVICE C	345	PERSONAL SERVICE	25077	280188	294344	3120040,3	3163520,3	380,31870	580,322	324925	326	3282;	PERSONAL SERVICE	331560	3338000	31878	6	PERSONAL SE	PERSONAL SERVICE	3818800	62180	ecords are submit	-Kalani	
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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

1	Los Angeles Police Department		South Traffic	ဥ				Admin	
Solos	(Department/Bureau)			(Division)				(Unit)	
cation	Records of Retention	Records Retention Schedule No.	ntion PD 0025	25			✓ Origin	Original Records	Records
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E O	Record Title (Same as on Schedule)	chedule)	Rec.	Form No.	Reten. Period	From	To	Storage Location Nos.	Quantity
-	PERSONAL SERVICE CITATION BOOKS 3339000-140,3339720,3339800-80,	-140,3339720,3339800-80,			22	1-96	12-98	438	
	3339920-960								
	PERSONAL SERVICE CITATION BOOKS 3185400-580,3185660-980,318600-980	30,3185660-980,318600-980						439	
-	318700-300,3187340-560,3187600-780,	87600-780,							
	3187820-860,3187900-980,3188000-	,3188000-							
	3188100,3188140-380	80							
	PERSONAL SERVICE CITATION BOOKS 2673600-2674780,2690800-269720,2693800-	780,2690800-269720,2693800-						440	
-	2694780,2714400-2715180	15180							
	PERSONAL SERVICE CITATION BOOKS1127900,2874080,3089040,3315260,336300,	080,3089040,3315260,336300,						441	
	3363380,3363650-580,3363600-680	3600-680,							
	3363760-780, 3363800-980,3364000-380	364000-380,							
	3382700								
-	PERSONAL SERVICE CITATION BOOKS 2800800-2801580, 2823600-2825180,	-2801580,2823600-2825180,						442	
	2847600-2849180	0							
	PERSONAL SERVICE CITATION BOOKS 310000-180,3128800-8860,3128960-980	0,3128800-8860,3128960-980						443	
	3129000-220,3129920-230,3129400-580	3129400-580,							
	3138880-3139580,3162200,316358	00,316358							
-	3185200-3185380	0)							
	PERSONAL SERVICE CITATION BOOKS 3313820-3314960,3315060-3315160,	-3314960,3315060-3315160,						444	
	3315200-3315580,326400-3264580,)-3264580,							
	3263580,32666663900-960	096-00				-			
	PERSONAL SERVICE CITATION BOOKS 3382000-180,3382200-560,3382640-680	180,3382200-560,3382640-680						445	
e abo	e above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code	accordance with Sec	3. 12.5 of the	L.A. Adm	inistrative	Cod			4
R	- Karandyssyls	By			Da.,		,	Page 4 of 5	Pages
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AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

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1	4	Los Angeles Police Department	South France							
SD IO	5	(Department/Bureau)		(Division)				7)	(Unit)	
ation	ation	Records of Retention Schedule No.	ion PD 0025	5			O	Original Records	Duplicate Records	ecords
} -	Sch.		-	. A	Total Reten.	Inclusiv	Inclusive Dates	Storage Lo	Storage Location Nos.	Quantity
-	No Se	Record	Rec.	-	Period	From	^၉			
		3819200-380								0
		2912400-480,2912520,29125650-80,						4	452	٥
		2912800-960,2913599,2943429,2943460-								
1		580,2964420,2964480-780,2984000,								
1		2984040-180,2984200-220,2984260-380,								
1		2984800-980,3025200-380,3070420-580								
1		3071600-640,3071680-780,3071800-980								
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e ac) ve	e above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:	12.5 of the L	A. Admini	istrative (Code:				以ろし
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