

# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

| *Records of Department:  | Police Department                         |                         |  |  |
|--|---|-------------------------|--|--|
| Additional Information:  | CENTRAL AREA (PDX/01)                     |                         |  |  |
| Submitting Date:   | 7/29/2019 ☐ <b>Email me a copy</b>        |                         |  |  |
| *Quantity:   | 27 Boxes                                  |                         |  |  |
| Records Dated From   | 01/01/2003 <b>To</b> 12/31/2013           |                         |  |  |
| Description:   | MULTIPLE ORIGINAL RECORD SERIES, SEE ATTA | CHED REPORT.            |  |  |
|  |   |                         |  |  |
| Attachment: [2 MB max]   | Detach PDX 01 135-207 27 Boxes BPC 1      | 9-0194.pdf              |  |  |
| Department Authorization   |   |                         |  |  |
| Authorizing Person:  | BPC Report 19-0194                        | <b>Date:</b> 07/16/2019 |  |  |
| 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 knowlege is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value. |   |                         |  |  |
|  | A   | uthorizing Person:      |  |  |
| APPROVE  | O REJECT SI                               | HANNON HOPPES           |  |  |
|  |   | Date Signed:            |  |  |

**Date of Notification:** 

Signature:

08/14/2019

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

07/29/2019

SUBMIT CANCEL

# LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

STEVE SOBOROFF
PRESIDENT

EILEEN M. DECKER

DALE BONNER , SANDRA FIGUEROA-VILLA SHANE MURPHY GOLDSMITH

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

July 16, 2019



RICHARD M. TEFANK EXECUTIVE DIRECTOR

MARK P. SMITH

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 #19-0194

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

Office of the City Clerk
555 Ramirez Street, Space 320
Mail Stan 161

Mail Stop 161

Dear Mr. Gaydowski:

RE: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS FOR CENTRAL 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

. VAVIEWED

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 Central Area.
- 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 27 boxes of original records for Central Area. 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 RI MØORE

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
- 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:
- 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 kno | wledge, the above | determinati | ons are true:       |
|-----------------------|-------------------|-------------|---------------------|
| Ву                    |                   |             | Date 7-179          |
| Department/Bureau     | Los Angeles Polic | ce Departme | ent/Chief of Police |
| Records Dated 01/0    | )1/2003 THRU 12/  | /31/2013    |                     |

City Clerk City of Los Angeles Forn Gen. 48 (Rev 08:2013)

Year Ending: 2013

# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

| ivision)    Original Records   Inclusive Dates   To  | Records of           |   |   |   | CEN               | CENTRAL           |              | DETECTIVES   |         |
|--|----------------------|---|---|---|-------------------|-------------------|--------------|--|---------|
| A   Original Records     Duplicate Records   Inclusive Dates   Storage Location Nos.   From To   12/31/12   Central Area   10   12/31/13   Central Area   10   12/31/13   Central Area   11   12/31/13   Central Area     |                      | (Department/Bureau)   |   |   |                   | (Division         | (            |  |         |
| Inclusive Dates         Storage Location Nos.           From         To           03         12/31/12         Central Area         6           10         12/31/12         Central Area         2           05         12/31/13         Central Area         1           09         12/31/09         Central Area         1           13         12/31/13         Central Area         1           13         12/31/13         Central Area         1           13         12/31/13         Central Area         1   | Location<br>of Recor | CENTRAL AREA  | Records<br>ule No.                      | Retention<br>PDX-01                     |                   | [X] Orig          | inal Records | [] Duplicate Records   |         |
| From To Entral Area 10 12/31/12 Central Area 6 11 12/31/11 Central Area 6 12/31/13 Central Area 7 12/31/13 Central Area 11 12/31/13 Central Area 1 | Sch                  |   | Conf                                    | Form No.                                | Total             | Inclusi           | ve Dates     | Storage Location Nos.  | Ouantit |
| 03   12/31/12   Central Area<br>10   12/31/12   Central Area<br>11   12/31/13   Central Area<br>05   12/31/13   Central Area<br>13   12/31/13   Central Area<br>13   12/31/13   Central Area<br>14   12/31/13   Central Area<br>15   12/31/13   Central Area   | ž                    |   | Ì                                       |   | Period<br>(YEARS) | From              | To           |  |         |
| 03 12/31/12 Central Area 10 12/31/12 Central Area 11 12/31/11 Central Area 05 12/31/13 Central Area 09 12/31/13 Central Area 13 12/31/13 Central Area 13 T2/31/13 Central Area   |                      |   |   |   |                   |                   |              |  |         |
| 10   12/31/12   Central Area<br>11   12/31/11   Central Area<br>05   12/31/13   Central Area<br>09   12/31/09   Central Area<br>13   12/31/13   Central Area<br>14   Central Area<br>15   12/31/13   Central Area  | 195                  | Notice of Stored/Impounded Vehicle                            |   |   | TO+5              | 1/1/03            | 12/31/12     | Central Area   | 10      |
| 11 12/31/11 Central Area 05 12/31/13 Central Area 09 12/31/09 Central Area 13 12/31/13 Central Area  Total:  | 66                   | Work Control Folders  | •                                       | *************************************** | TO+4              | 1/1/10            | 12/31/12     | Central Area   |         |
| 05 12/31/13 Central Area 09 12/31/09 Central Area 13 12/31/13 Central Area  Total:   | 212                  | Property Disposition Request Summary                          | *************************************** |   | TO+5              | 1/1/11            | 12/31/11     | Central Area   | 2 6     |
| 13 12/31/13 Central Area  13 12/31/13 Central Area  Total:   | 169                  | Juvenile Arrest Package                                       |   |   | TO+5              | 1/1/05            | 12/31/13     | Central Area   | 1 1     |
| 13 12/31/13 Central Area  Total:   | 37                   | Investigator's Case Envelope - Arrestee Packages              |   |   | TO+5              | 1/1/09            | 12/31/09     | Central Area   |         |
| Total:   | 2                    | Recap of Daily Field Activities                               |   |   | TO+5              | 1/1/13            | 12/31/13     | Central Area   | -       |
| Total:   |                      |   |   |   |                   |                   |              |  | -       |
| Total:   |                      |   |   |   |                   |                   |              |  |         |
| Total:   |                      |   |   |   |                   |                   |              |  |         |
| Total:   |                      |   |   |   |                   |                   |              | The state of the s |         |
| Total:   |                      |   |   |   |                   |                   |              |  |         |
| Total:   |                      |   |   |   |                   |                   |              |  |         |
|  | The above            | e records are submitted for destruction in accordance with Se | c 12 5 of the                           |   |                   | ;<br><del>1</del> | <b>5</b>     |  | 27      |

| Department Head                                    |  |
|--|--|
|  |  |
| By   |  |
|  |  |
| By CAT ( N. J. |  |
| By By  |  |

AU=AUDIT. AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION TO = the "To Date" i.e. the date of the record, Retention Codes:

Date

Pages