

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department				
Additional Information:	WEST LOS ANGELES, SOUTHEAST, & RO	DBBERY HOMICIDE			
Submitting Date:	10/28/2019 ☐ Email me a copy				
*Quantity:	86 Boxes				
Records Dated From	1/1/1997 To 1/1/2015				
Description:	MULTIPLE RECORD SERIES, SEE ATTACH	HED REPORT.			
Attachment: [2 MB max]	Detach PDX 137-215 46 boxes B	PC 19-0237.pdf			
Department Authorizat	cion				
Authorizing Person:	Board of Police Commissioners Report	19-0237 Date: 09/17/2019			
City Clerk Authorizatio	n				
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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.					
		Authorizing Person:			
APPROVE	○ REJECT	PETTY SANTOS			
		Date Signed:			

Date of Notification:

Signature:

10/29/2019

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

10/28/2019

SUBMIT

CANCEL

LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

EILEEN M. DECKER PRESIDENT

SHANE MURPHY GOLDSMITH VICE PRESIDENT

DALE BONNER SANDRA FIGUEROA-VILLA STEVE SOBOROFF

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

BPC #19-0237

September 17, 2019

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 AND DEUPLICATE RECORDS FOR VARIOUS AREAS AND DIVISIONS.

At the regular meeting of the Board of Police Commissioners held September 17, 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 Cilva

Attachment

c: Chief of Police

BPC#19-0237

RECEIVED

INTRADEPARTMENTAL CORRESPONDENCE

SEP 0 4 2019

POLICE COMMISSION

September 11, 2019 1.1

TO:

The Honorable Board of Police Commissioners

FROM:

Chief of Police

SUBJECT:

DESTRUCTION OF OBSOLETE ORIGINAL AND DUPLICATE RECORDS

RECOMMENDED ACTIONS

- 1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records Original/Duplicate Official Records for various Areas and Divisions.
- 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 153 boxes of original and duplicate records for Areas and Divisions. 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

Attachments

September 17,2019 Warra Lilva

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

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- 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:

- 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.	\wedge							,

To the best of m	y knowle	lge, the abov	e determinati	ons are ti	rue:
Ву	-()		Date _	8-20-19
Department/Bure	eau Los	Angeles Pol	lice Departme	ent/Chief	of Police
Records Dated	01/01/1	999 THRU 01	1/01/2015		

CILY CLERK
City of Los Angeles

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Form Gen. 48 (R.3/87)

Reco	Records of	LAPD/OPERATION WEST BUREAU (Department/Bureau)			WEST LA			RECORDS		
Č	Location				(Division)			(Unit)		
of R	of Records	West Los Angeles	Records Reter Schedule No.	Retention No.	PDX/08		S Origin	✓ Original Records	Duplicate Records	Records
Item	Sch. Item	Record Title (Same as on Schedule)	Conf.	Form No	Total	Inclusiv	Inclusive Dates			
o.	No.		Rec.	rollii No.	Reten. Period	From	To	Storage Loc	Storage Location Nos.	Quantity
_ (010				10YRS	01/01/99	12/31/07			9
7	0013				10YRS	01/01/99	06/13/09			0 4
2	0143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/08	01/01/15			
										+
The ah	Teco	ndo ono onlocation of the state						TOTAL		15
	\	in accordance with Sec. 1.	with Sec. 12.5 of	2.5 of the L.A. Adminstrative Code:	nstrative Code:					
By	1	I and for By	The second secon			Date		Раде	۲	
Reten	tion Cod	Retention Code: A = Andit AR = Armal Davison, Ct = Ct	1					i ago		rages
		TO = the "To Date" i.e. the date of the record	osed CO = Con ecord.	npletion CA =	CO = Completion $CA = CANCELLED$ $EX = Expiration$.	EX = Expirati	on PE = Permanent	ment SU = Superseded		TE = Termination

City of Los Angeles Form Gen. 48 (Rev 08/2015) City Clerk

Year Ending: 2019

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	Records of LAPD/OSB			SOUTHEAST	AST		BECORDS	
	(Department/Bureau)				(Division)		(Unit)	
Location of Records	145 W. 108 TH ST	Records Retention Schedule	Retention Schedule No	PD-18		[X] Original Records	ecords [] Duplicate Records	sp.
Sch Item No	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusi	Inclusive Dates	Storage Location Nos.	Quantit
	DIRECTOR			Period (YEARS)	From	То		over · · · · · · · · · · · · · · · · · · ·
0210	PERSONAL SERVICE CITATION -NOTICE TO APPEAR		04.50.00	5 YRS	01/01/10	12/31/13	SOE	8
6/00	SUBPEONA CONTROL RECORDS		15.29.00	4 YRS	01/01/09	12/31/10	SOE	3
0262	VEHICLE EQUIPMENT		15.66.00	5 YRS	01/01/1998	12/31/2000	SOE	8
0013	SUBJECT FILES			10 YRS	01/01/1997	12/31/2007	SOE	2
0900	PROJECT FOLDERS		The state of the s	4 YRS	01/01/2007	12/31/2012	SOE	13
						Total State of the		
					777777			
-								
Ē						Tota	Total: 24	
The above r	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:	12.5 of the	t.A. Admi	nistrative (ode:			
Dy	Aguistion Head By			and the second s	Date		Page of	Pages
		76 1	Programment Head	-				, ,0,,

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.

Department Head

Retention Codes:

City Clerk City of Los Angeles Form Gen. 48 (Rev 08/2015)

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	of LAPD/Detective Bureau			Robber	Robbery Homicide Division	Division	Admin	
	(Department/Bureau)				(Division)	T TO THE TOTAL PROPERTY OF THE TOTAL PROPERT	(Unit)	
Location of Recorc	ds 100 W. 1Street, 5th Floor, Room 584 Los Angeles,	Records Retention Schedule No	ion 35		√ Original Records	Records	[] Duplicate Records	
Sch	Record Title (Same as on Schedule)	Conf Fon	Form No. To	Total	Inclusive Dates	Dates	Storage Location Nos.	Quantity
o Z		V.C.	Per (YE.	Period (YEARS)	From	To		
0005	Box 1- Applicant folders (SCT, MA, DI, DII, DIII, Loanee- Task Force (65 pkgs)			5	90/60/20	07/19/07		
0005	Box 2 - Applicant folders: (DI, DII, DIII, Lt. II) (132 pkgs)			8	03/29/06	01/10/07		
0005	Box 3 - Applicant folders: (MA, PIII, DII) (40 pkgs)			5	05/01/06	90/97/60		_
0005	Box 4 - Applicant folders: (CT, DI, DII) (51 pkgs)			5	01/02/08	03/08/08		_
0005	Box 5 - Applicant folders (SCT, Transfer- Sec/ CIANII, Det I) (46pkgs)			5	05/20/08	01/28/09		para.
0005	Box 6 - Applicant folders: (DII, DIII) (15 pkgs)			5	02/20/06	02/28/09		_
0005	Box 7 - Applicant folders: (Transfer-MA/PIII/DI, CT, DII, DIII) (25 pkgs)			5	60/60/10	02/26/09		
		The state of the s			The state of the s			
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The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

Total

Pages	-
of Pages	TE = TERMINATION
Page	CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
	PE=PERMANENT
Date	EX=EXPIRATION
Department Head	CA=CANCELLED
	CO=COMPLETION
By	N CL=CLOSED e record.
Division Head	AUJAUDIT AR=ANUAL REVIEW CL=CLOSED IS = the "To Date" i.e. the date of the record.
Division	AU-AU TØ = th
3	etention Codes:
By_	Reten