

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department
Additional Information:	
Submitting Date:	12/31/2019
*Quantity:	169 Boxes
Records Dated From	01/01/1992 To 12/31/2016
Description:	77TH STREET DIVISION – 6 BOXES OF INVESTIGATOR CASE ENVELOPES FROM 1992-2013 JUVENILE DIVISION – 3 BOXES OF CORRESPONDENCE AND SUBJECT FILES FROM 2008
Attachment: [2 MB max]	Detach PDX 3 Divisions BPC 19-0262 169 boxes.pdf

Department Authorization

Authorizing Person: Board of Police Commissioners Report 19-0262	Date:	09/24/2019	
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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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

• APPROVE

Authorizing Person:

PETTY SANTOS

Date Signed:

12/31/2019

Signature:

Date of Notification:

01/01/2020

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

SUBMIT



77TH STREET DIVISION - 6 BOXES OF INVESTIGATOR CASE ENVELOPES FROM 1992-2013 JUVENILE DIVISION - 3 BOXES OF CORRESPONDENCE AND SUBJECT FILES FROM 2008 OLYMPIC DIVISION - 111 BOXES OF VARIOUS ORIGINAL RECORD SERIES FROM 2010-2013 (SEE ATTACHED REPORT); 49 BOXES OF VARIOUS DUPLICATE RECORD SERIES FROM 2012-2016 (SEE ATTACHED REPORT)

Text

AGENDA DATE: SEPTEMBER 24, 2019

OPEN SESSION

ITEM 1-D

DEPARTMENT'S REPORT. dated September 10, 2019, relative to the Destruction of Obsolete and Duplicate Records for various Areas and Divisions of the Los Angeles Police Department, as set forth. [BPC #19-0262]

Recommendation(s) for Board action:

APPROVE the Department's report and TRANSMIT to City Clerk, Records Management Officer.

Commissioner Soboroff moved, seconded by Commissioner Goldsmith to APPROVE the Department's report and TRANSMIT to City Clerk, Records Management Officer. Unanimously adopted 5/0.

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

September 24, 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 DUPLICATE RECORDS.

At the regular meeting of the Board of Police Commissioners held September 24, 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

MARIA SILVA Commission Executive Assistant II

Attachment

c: Chief of Police



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 #19-0262

www.LAPDOnline.org www.joinLAPD.com

DPC-026 RECEIVED

INTRADEPARTMENTAL CORRESPONDENCE

SEP 1 1 2019

September 10, 2019 1.1 POLICE COMMISSION

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL AND DUPLICATE RECORDS

RECOMMENDED ACTIONS

- 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 169 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

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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:

- 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:

Ву	Date01/19
Department/Bureau	Los Angeles Police Department/Chief of Police
Records Dated 01	/01/1992 THRU 12/31/2016

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

AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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		Darred	Shocords	Inclusive Dates	To	12/31/13								
	(Division)	(J. Original Bacada		Inclusiv	From	01/01/92								
77 th Area		ention 12		Total Retention	Period (YEARS)	TO+5						 		
		rds Ret		Form No.										
		Reco Schedule No.		Conf Rec.								 		
Los Angeles Police Department/South bureau	(Department/Bureau)	Location 7600 South Broadway, Los Angeles, CA 9000 3 of Records	Record Title (Sama an on C.1.1.1.)		Investionator Case Envisionan America	(290 Files Obsolete)								
Los Records of		Location 76 of Records	Sch Item	No.	0037									I

01 of 01 Page_ The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code: Date Department Head By By: AL NEAL, Captain Commanding Officer Division Head

AU-AUDIT AR-ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION Retention Codes:

Pages

City Clerk City of Los Angeles

Form Gen. 48 (Rev 08/2015)

Year Ending: 2008-

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

					(more than)		(Unit)	G	
Location of Record	is 100 W. First St., 3rd Floor, Room 341, Los Angeles, CA	Ro 90012 Sch	Records Retention Schedule No. P	antion PD 37		[X]	[X] Original Records [] Du	[] Duplicate Records	sprds
Sch	Record Title (Same as on Schedule)	Conf Rec	Form No.	Total	Inclusi	Inclusive Dates	Storage Location Nos.		Quantity
Ň				Period (YEARS)	From	To			
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Department Head

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Division Head

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Date

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

Year Ending: 2013

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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RECORDS	(Unit)	[X] Original Records	Inclusive Dates	To	12/31/13	12/31/13	12/31/13	12/31/10	12/31/13	12/31/13	12/31/13	12/31/13	11/30/12	12/31/12	
		×	Inclusiv	From	01/01/10	01/01/13	01/01/13	05/01/09	01/01/13	01/01/11	01/01/09	01/01/13	01/01/10	01/01/12	
		K-62	Total	Retention Period (YEARS)	2	5	5	5	5	5	5	5	5	5	
IPIC	sion)	Records Retention Schedule No. PDX-62	Form No.									15.88		4.50	
OLYMPIC	(Division)	Records Retention Schedule No. <u>P</u>	Conf	Kec.									-		
	(Department/Bureau)	Location of Records 1130 S. VERMONT AVE, L.A	Record Title (Same as on Schedule)		RESTRAINING ORDERS (EXPIRED) & LOGS	DETENTION TANK LOGS	PROJECT FOLDERS	REGISTRY OF DR NUMBERS	REGISTRY OF DR NUMBERS	SECRET SERVICE REPORTS & CHITS	WORK CONTROL FOLDERS	0100 TRANSFER-ADVICANT DATA-SHEETS	PROBATION OFFICERS BOOKS	TRAFFIC NOTICE TO APPEAR BOOKS	
Records of		Location of Records_	Sch	No	0073	0024	0060	0072	0072	0075	0094	0400	0179	0213	

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

Date Department Head By Fatueri V. S. By

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of

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TOTAL

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:

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

Year Ending: 2016

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

		য	Quantity			47			!				Ц
SDS		ords [X] Duplicate Records	Storage Location Nos.		1130 S. Vermont / Records unit	1130 S. Vermont / Records unit	1130 S. Vermont / Records unit	1130 S. Vermont / Records unit	1130 S. Vermont / Records unit				Total
RECORDS	(Unit)	[] Original Records	e Dates	To	12/31/12	12/31/16	12/31/16	12/31/12	12/31/13			-	
			Inclusive Dates	From	01/01/12	01/01/16	01/01/16	01/01/12	01/01/13				
		K-62	Total	Period (YEARS)	2	2	2	2	2				•
IPIC	ion)	Records Retention Schedule No. PDX-62	Form No.				15.4				1	E.	
OLYMPIC	(Division)	Records Retention Schedule No. <u>P</u>]	Conf	Vec						-			
LAPD/OWB	(Department/Bureau)	ocation of Records 1130 S. VERMONT AVE, L.A	Record Trite (Same as on Schedule)		CRIME & TRAFFIC REPORTS (RECORDS)	CRIME & TRAFFIC REPORTS (RECORDS)	FIELD INTERVIEW CARDS	TIMEKEEPING RECORDS	TIMEKEEPING RECORDS				
Records of		ocation of Records	Sch Item	°N N	000G	D009	D012	-D031	D031				

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

Pages of 1 Page_ Date Department Head Å, By Patrice . Tue Division Head

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: