



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 14 198 boxes BPC 20-0123.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

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

April 7, 2020

BPC #20-0050

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 AND DUPLICATE OFFICIAL RECORDS FOR
VARIOUS AREAS AND DIVISIONS

At the regular meeting of the Board of Police Commissioners held April 7, 2020, 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

A handwritten signature in cursive script that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

BPC #120-0050 2J

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

APR 01 2020

March 16, 2020

1.1

POLICE COMMISSION

TO: The Honorable Board of Police Commissioners

RECEIVED
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
DATE 4/1/20

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 384 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

BOARD OF
POLICE COMMISSIONERS
Approved April 7, 2020
[Signature]

Attachments

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

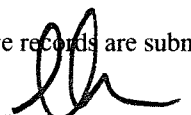
Records of LAPD/Operations West Bureau Pacific Detectives
 (Department/Bureau) (Division) (Unit)

Location of Records 12312 Culver Boulevard Records Retention Schedule No. PDX/14 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	Work Control Folders/Gangs			4	01/01/11	12/31/13		5
O099	Work Control Folders/GED			4	01/01/07	12/31/08		2
O099	Work Control Folders/MAC Recap, Hate Crime, Elder Abuse			4	01/01/03	12/31/06		3
O099	Work Control Folders/MAC-Control Books			4	01/01/13	12/31/13		2
O099	Work Control Folders/Robbery			4	08/01/07	12/31/07		1
O099	Work Control Folders/Robbery			4	01/01/12	12/31/13		4

Total: 17

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

By  Division Head By _____ Department Head Date _____ Page _____ of _____ Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau Pacific Detectives
 (Department/Bureau) (Division) (Unit)

Location of Records 12312 Culver Boulevard Records Retention Schedule No. PDX/14 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O004	Arrest Log Book			4	01/01/12	12/31/13		2
O013	Correspondence & Subject Files/GED			10	01/01/90	12/31/02		5
O013	Correspondence & Subject Files/Juvenile Master Control Log			10	01/01/03	12/31/03		1
O013	Correspondence & Subject Files/WTD Miscellaneous Files			10	01/01/94	12/31/94		1
O037	Investigator's Case Envelope – Arrestee Packages			5	01/01/07	12/31/09		4
O037	Investigator's Case Envelope – Arrestee Packages			5	01/01/04	12/31/05		2
O037	Investigator's Case Envelope – Arrestee Packages			5	01/01/02	12/31/02		1
O037	Investigator's Case Envelope – Arrestee Packages			5	01/01/13	12/31/14		7
O037	Investigator's Case Envelope – Arrestee Packages VICE			5	01/01/00	12/31/04		1
O037	Investigator's Case Envelope – Arrestee Packages-Control Log			5	01/01/80	01/28/01		1
O037	Investigators Case Envelope/Clear-SEU Gang Detail			5	01/01/00	10/31/02		4
O037	Investigators Case Envelope/GED Cases			5	06/01/06	12/31/06		1
O037	Investigators Case Envelope/GED Cases			5	01/01/99	12/31/99		1

Total: 31

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

By [Signature] Division Head By _____ Department Head Date _____ Page _____ of _____ Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau Pacific Detectives
 (Department/Bureau) (Division) (Unit)

Location of Records 12312 Culver Boulevard Records Retention Schedule No. PDX/14 Original Records [] Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O018	Daily Field Activities Report			5	06/24/04	12/31/06		5
O018	Daily Field Activities Report			5	07/01/91	12/31/91		5
O018	Daily Field Activities Report			5	01/01/12	12/31/14		7
O018	Daily Field Activities Report GED			5	12/01/04	12/31/07		2
O018	Daily Field Activities Report/GED			5	01/06/10	12/31/14		1
O018	Daily Field Activities Report/PAC CLEAR/SEU			5	01/01/01	12/31/02		2
O020	Daily Worksheet/LAX			5	01/01/04	10/16/04		1
O026	Detention Tank Log			4	01/01/02	12/31/03		1
O026	Detention Tank Log			4	01/01/05	12/31/07		3
O026	Detention Tank Log			4	01/01/12	12/31/14		2
O279	Personnel Complaint Envelope			10	01/01/05	12/31/08		13
O211	Property Disposition Request Summary			5	01/01/05	12/31/06		5
O211	Property Disposition Request Summary			5	01/01/03	1/30/03		4

Total: ~~61~~

15

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

By [Signature] Division Head By _____ Date _____ Page _____ of _____ Pages
 Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau Pacific Administrative
 (Department/Bureau) (Division) (Unit)

Location of Records 12312 Culver Boulevard Records Retention Schedule No. PDX/14 Original Records [] Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O013	Correspondence & Subject Files			10	01/01/00	12/31/06		7
O013	Correspondence & Subject Files/Inventory Audit			10	01/01/13	12/31/14		5
O013	Correspondence & Subject Files/Area Files			10	01/01/95	12/31/14		43
O013	Correspondence & Subject Files/Expired Restraining Orders			10	01/10/10	05/31/11		1
O013	Correspondence & Subject Files/Expired Restraining Orders			10	01/01/00	12/31/00		2
O013	Correspondence & Subject Files/Kit Room Audits			10	11/01/06	12/31/07		2
O013	Correspondence & Subject Files/PAC Comp Stat Records			10	01/01/06	12/31/06		1
O013	Correspondence & Subject Files/Patrol Files			10	01/01/03	12/31/07		9
O013	Correspondence & Subject Files/Patrol Files			10	01/01/13	12/31/14		6
O013	Correspondence and Subject Files/IOD Records			10	01/01/97	12/31/97		1
O013	Correspondence and Subject Files/IOD Records			10	01/01/04	12/31/05		2
O013	Correspondence and Subject Files/LAX Admin Files			10	01/01/04	12/31/04		2
O013	Daily Field Activities Report			5	01/01/14	12/31/14		1

Total: ~~82~~

24

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

By [Signature] Division Head By _____ Department Head Date _____ Page _____ of _____ Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

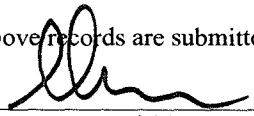
Records of LAPD/Operations West Bureau Pacific Detectives
 (Department/Bureau) (Division) (Unit)

Location of Records 12312 Culver Boulevard Records Retention Schedule No. PDX/14 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O169	Juvenile Arrest Package			5	01/01/86	12/31/14		40
0221	Search Warrants			10	01/01/99	12/31/01		2
0221	Search Warrants			10	01/01/04	12/31/08		6
O099	Work Control Folder GED			4	01/01/99	12/31/99		1
O099	Work Control Folder/Autos			4	01/01/03	12/31/07		5
O099	Work Control Folder/Autos			4	01/01/13	12/31/14		15
O099	Work Control Folder/Burglary			4	01/04/04	12/31/06		15
O099	Work Control Folder/Juvenile			4	01/01/06	12/31/06		2
O099	Work Control Folder/MAC			4	01/01/12	12/31/12		1
O099	Work Control Folders			4	01/01/99	12/31/09		2
O099	Work Control Folders			4	01/01/11	12/31/11		1
O099	Work Control Folders – Gang			4	05/01/08	09/30/08		1
O099	Work Control Folders/CRASH-CLEAR GED			4	01/01/00	12/31/03		4

Total: 95

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

By  By _____ Date _____ Page _____ of _____ Pages
 Division Head Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau Pacific Administrative
 (Department/Bureau) (Division) (Unit)

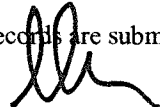
Location of Records 12312 Culver Boulevard Records Retention Schedule No. PDX/14 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
0211	Property Disposition Request Summary			5	01/01/12	12/31/15		10
0076	Sign Out Sheet			5	08/01/04	12/31/04		1
0075	Sergeant's Daily Report			5	01/01/03	12/31/03		1
0075	Sergeant's Daily Report			5	01/01/12	12/31/14		8
0075	Sergeant's Daily Report/GED, GIT OIC, VICE, NARCO			5	01/01/05	12/31/07		3
0079	Subpoena Files			4	04/01/05	12/31/05		1
0079	Subpoena Files			4	01/01/02	12/31/02		1
0079	Subpoena Files			4	01/01/02	12/31/03		4
0079	Subpoena Files			4	01/01/12	12/31/12		1
0253	Use of Force Report Pursuits, Fleet Safety, ALIRT Packages			10	01/01/05	12/31/05		1
0255	Vehicle & Equipment Issue Assignment Sheet			5	01/01/12	12/31/14		6
0264	Watch Commander Daily Report			5	01/01/05	12/31/07		10
0264	Watch Commander Daily Report			5	01/01/12	12/31/14		13

Total: 60

13

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

By  Division Head By _____ Date _____ Page _____ of _____ Pages
 Department Head

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 3-18-20

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1980 THRU 12/31/2017