



# 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 09 0253 105 boxes BPC 20-0068.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

Text

CORRESPONDENCE & SUBJECT FILES, DETENTION TANK LOGS, PROJECT FOLDERS,  
INVESTIGATOR'S CASE ENVELOPE ARRESTEE PACKAGES, WORK CONTROL FOLDERS, PERSONAL  
SERVICE CITATIONS, APPLICANT FOLDERS, ACTIVITY REPORTS - NARCO, DOMESTIC VIOLENCE  
RESTRAINING ORDERS, FIELD INTERVIEW CARDS

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

—  
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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

June 30, 2020

BPC #20-0068

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 OFFICIAL RECORDS  
FOR VARIOUS AREAS AND DIVISIONS

At the regular meeting of the Board of Police Commissioners held June 30, 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 20-0068

RECEIVED

INTRADEPARTMENTAL CORRESPONDENCE

MAY 26 2020

May 21, 2020

1.1

POLICE COMMISSION

*MEM Refan 5/28/20*

**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.

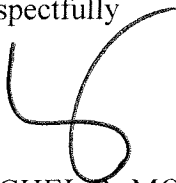
**DISCUSSION**

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 157 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 *June 30 2020*  
Secretary *Maria Silva*

Attachments

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		LAPD/OVB	VAN NUYS		Area, Patrol & Detectives			
		(Department/Bureau)	(Division)		(Unit)			
Location of Records		6240 Sylmar Ave. Van Nuys 91406		Records Retention Schedule No. 09				
Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates From To	Storage Location Nos.	Quantity
1	0013	Correspondence and Subject Files			TO+10	2000 2008	3105, 3218 thru 3225, 3233, 3416 thru 3423, 3444, 3584 thru 3588	24
2	026	Detention Tank Logs			CL+4	2006 2008	3244, 3245, 3437, 3604	4
3	060	Project Folders			AR+4	2006 2007	3226 thru 3232, 3246 thru 3248, 3424 thru 3430	17
4	037	Investigator's Case Envelope-Arrestee Packages			TO+5	2004 2013	3098 thru 3102, 3446 thru 3449, 3571 thru 3575	16
5	099	Work Control Folders					5160, 5161	
6	205	Personal Service Citations		04.50.0	CL+4	2003 2005	3215 thru 3217	3
7	109	Applicant Folders			TO+5	2001 2008	3441, 3607, 3608, 5276, 5277, 5278, (14) no box nos.	20
8	102	Activity Reports - Narco			TO+5	1997 2009	No box nos.	14
9	143	Domestic Violence Restraining Orders			AR+4	2003 2003	3104	1
10	375	Field Interview Cards		15.43	EX+2	2007 2012	5022, 5023, no box nos.	3
					CL+5	2011 2013	No box nos.	3
							TOTAL	105

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

By [Signature] Date \_\_\_\_\_

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

Page 1 of 1 Pages

## CERTIFICATION FOR DESTRUCTION OF RECORDS

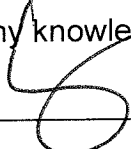
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 5-21-20

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1997 THRU 12/31/2017