



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 76 53 boxes PDX OO 14 boxes BPC 20-0080.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature: 

Date Signed:

Date of Notification: (Records will be held for 60 days from this date).

PDX/76 53 BOXES FROM 2015 - 2017
O051 PAWN BROKER/SECOND HAND DEALER 53 BOXES 01/01/2015 -
01/01/2017 3 YRS
PDX/OO 14 BOXES FROM 1997 - 2006
O037 CORRESPONDENCE & SUBJECT FILES 1 BOX 1997 - 2005 AR+10
O050 DEPLOYMENT GUIDE 4 BOXES 1997 - 2006 AR+4
O146 PROJECTS 9 BOXES 1991 - 2004 5 YRS

LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

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PRESIDENT

SHANE MURPHY GOLDSMITH
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DALE BONNER
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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

July 23, 2020

BPC #20-0080

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 RECORDS FOR VARIOUS AREAS AND
DIVISION

At the regular meeting of the Board of Police Commissioners held July 21, 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, appearing to read "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC 20-0080
RECEIVED

JUL 15 2020

July 7, 2020
1.1

POLICE COMMISSION

RECEIVED
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
7/15/20
DATE

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 97 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
Secretary
July 21, 2020
Marea Sit

Attachments

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department - Office of Operations (Division) (Unit)
 (Department/Bureau)

Location of Records Office of Operations - 3rd floor room 369 Schedule No. [X] Original Records [] Duplicate Record

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		
146	PROJECTS BOX 1 - Originals			5	4/1/92	12/16/01		1
146	PROJECTS BOX 2 - Originals			5	1/1/95	5/13/98		1
146	PROJECTS BOX 3 - Originals			5	7/8/91	7/1/99		1
146	PROJECT BOX 4 - Originals			5	3/18/99	1/7/00		1
50	Deployment Period 1 1998 through 12 1999 Rosters and Authorities BOX 5			4	1/1/98	12/19/99		1
50	Deployment Period 1 1996 to 13 2001 BOX 6			4	2/17/97	1/13/01		1
50	Deployment Period Box 7			4	1/14/01	1/16/06		1
146	PROJECTS BOX 8 - Originals			5	3/9/01	9/9/04		1
146	PROJECTS BOX 9 - Originals			5	5/21/01	1/28/04		1
37	CORRESPONDENCE BOX 10 - Originals			10	10/21/97	3/22/05		1

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

By CAROL REAKWAS Division Head Date 1/20/00 By Date
 Department Head Page of Pages 10

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department - Office of Operations (Department/Bureau) _____ (Division) _____ (Unit) _____

Location of Records Office of Operations - 3rd floor room 369 Schedule No. _____ [X] Original Records | Duplicate Record

Location	Records Retention	Schedule No.	(Division)	(Unit)
146	PROJECTS BOX 11 - Originals	5	2/14/00	12/26/00
146	PROJECT BOX 12 - Originals	5	1/12/00	5/1/01
146	PROJECT BOX 13 - Originals	5	2/26/00	8/27/01
50	Various Deployment QTR 1,2,3,4 & obsolete Floppy Disk	4	1/1/00	12/31/00

Total: 4

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

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

Retention Codes: AU=AUDIT AR=ANNUAL 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.

CERTIFICATION FOR DESTRUCTION OF RECORDS

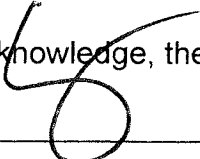
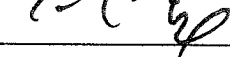
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 7-2-99 

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 07/08/1991 THRU 12/31/2019