



# 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 21 46 boxes PDX 34 21 boxes BPC 20-0087.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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/21 46 BOXES FROM 2000 - 2015  
O005 ARRESTEE PKGS 6 BOXES 2006 - 2007  
O008 CORRESP. & SUBJECT FILES 1 BOX 2000 - 2006  
O019 PROJECT FOLDERS 8 BOXES 2005 - 2015  
O042 APPLICANT FOLDERS 14 BOXES 2005 - 2015  
O179 PROPERTY DISPO. REQ. SUMMARY 2 BOXES 2009 - 2014  
O198 SEARCH WARRANTS 15 BOXES 2003 - 2009  
PDX/34 21 BOXES FROM 2002 - 2015  
O065 INV. CASE ENV. - ARRESTEE PKG 21 BOXES 2002 - 2015

# 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

July 23, 2020

BPC #20-0087

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

RECEIVED

JUL 15 2020

INTRADEPARTMENTAL CORRESPONDENCE

POLICE COMMISSION

July 7, 2020  
1.1

REVIEWED   
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
DATE 7/16/20

**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.

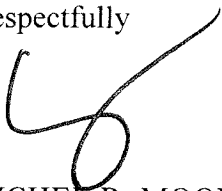
**DISCUSSION**

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.

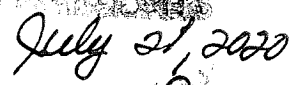
The "Request for Authority to Destroy Obsolete Records" herein lists 87 boxes of original and duplicate records for Areas and Divisions. The records to be destroyed are listed as an attachment. All records have satisfied both the minimum retention of the Department's Records Retention Schedule and the 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

SECRETARY OF  
POLICE COMMISSIONERS  
Approved  July 21, 2020  
Secretary

Attachments

## CERTIFICATION FOR DESTRUCTION OF RECORDS

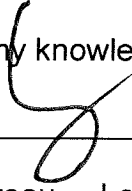
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 7.22

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1992 THRU 12/31/2017

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Police / Detective Bureau Commercial Crimes Complex Financial Crimes - Real Estate  
(Department/Bureau) (Division) (Unit)

Location of Records PAB Rm 533 Records Retention Schedule No. 34  Original Records  Duplicate Records

Sch Item No	Record Title (Same as on Schedule)		Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
	Continue from page 2							
	<u>Booking Num.</u>	<u>DR Number</u>						
65	2488121	06-1126525		4 yrs	1/1/2006	12/31/2006	PAB rm 533	1
65	2489317	06-1126525		4 yrs	1/1/2006	12/31/2006	PAB rm 533	1
65	2562512	08-1020237		4 yrs	1/1/2008	12/31/2008	PAB rm 533	1
65	2349366	07-1015877		4 yrs	1/1/2007	12/31/2007	PAB rm 533	1
							Total Number of Boxes from Page 1 to Page 3	1

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

By CTF [Signature] [Signature] Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages  
Division Head Department Head

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.

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Police / Detective Bureau Commercial Crimes Burglary Special and Auto Theft  
(Department/Bureau) (Division) (Unit)

Location of Records PAB Rm 533 Records Retention Schedule No. 34  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		
	<b>Miscellaneous Arrest Packages</b>							
65	DR 0208-19708			4 yrs	1/1/2002	12/31/2002	PAB rm 533	1
65	DR 0611-29472			4 yrs	1/1/2006	12/31/2006	PAB rm 533	1
65	DR 0810-16786			4 yrs	1/1/2008	12/31/2008	PAB rm 533	1
65	DR 0901-09133			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1
65	DR 1016-12061			4 yrs	1/1/2010	12/31/2010	PAB rm 533	1
65	DR 1016-12061			4 yrs	1/1/2010	12/31/2010	PAB rm 533	1
65	DR 1112-24261			4 yrs	1/1/2011	12/31/2011	PAB rm 533	1
65	DR 1414-13368			4 yrs	1/1/2014	12/31/2014	PAB rm 533	1
65	DR 1510-00624			4 yrs	1/1/2015	12/31/2015	PAB rm 533	1
							Total Box	1

PAGE 1-3 = 1 Box

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

By [Signature] Division 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.

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Police / Detective Bureau Commercial Crimes Complex Financial Crimes – Real Estate  
(Department/Bureau) (Division) (Unit)

Location of Records PAB Rm 533 Records Retention Schedule No. 34 [X] 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		
	Continue from page 1							
	<u>Booking Num.</u> <u>DR Number</u> <u>Suspect's Name</u>							
65	2401601 09-1617917 [REDACTED]			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1
65	2222309 09-1822770 [REDACTED]			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1
65	2215428 07-1015877 [REDACTED]			4 yrs	1/1/2007	12/31/2007	PAB rm 533	1
65	2182819 09-0926719 [REDACTED]			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1
65	2394434 09-1617917 [REDACTED]			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1
65	2413667 09-1228563 [REDACTED]			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1
65	2524985 08-1020237 [REDACTED]			4 yrs	1/1/2008	12/31/2008	PAB rm 533	1
65	2198828 09-1822770 [REDACTED]			4 yrs	1/1/2009	12/31/2009	PAB rm 533	1

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.



Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/South Bureau Homicide (Department/Bureau) Homicide (Unit)

Location of Records 7600 S Broadway (Division) [x] Original Records [ ] Duplicate Records  
 Records Retention Schedule No. 21

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		
198	<b>Search Warrant Packages</b>			10	1/1/2003	12/31/2009		13
042	<b>Selection Packages</b>			5	1/1/2005	12/31/2015		13
019	<b>Project Admin Files, Admin Reports</b>			5	1/1/2005	12/31/2006		2
248	<b>Team Evaluations, Supervisor Logs</b>			5	1/1/2008	12/31/2009		2
019	<b>Project Folders</b>			4	1/1/2010	12/31/2015		4
008	<b>Correspondence / Schedule Files &amp; Comment Cards</b>			10	1/1/2000	12/31/2006		1
005	<b>Daily Log, Arrest Report</b>			5	1/1/2006	12/31/2007		6
179	<b>Property Disposition</b>			5	1/1/2009	12/31/2014		2

Total: ~~43~~ **41**

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

By [Signature] Division Head Date 2/24/20 Page 41 of 41 Pages

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

