

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department
Additional Information:	99 BOXES FROM MULTIPLE DIVISIONS, SEE REPORT ONLINE
Submitting Date:	9/30/2020
*Quantity:	99 Boxes
Records Dated From	01/01/1998 To 12/31/2015
Description:	South Bureau (PDX/21) 5 boxes from 01/01/2005 – 12/31/2015 Operations Valley Bureau (PDX/23) 4 boxes from 01/01/2012 – 12/31/2014 Harbor Area (PDX/05) 35 boxes from 01/01/1998 – 12/31/2014 Training Division (PDX/63) 21 boxes from 07/01/1999 – 06/30/2015
Attachment: [2 MB max]	Detach PDX 0268 BPC 20-0120 99 boxes.pdf
Department Authorizat	tion

Jepartment Authorization

Authorizing Person:	Board of Police Commissioners Report 20-0120	Date:	09/15/2020	

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:

09/30/2020

Signature:

Date of Notification:

10/02/2020

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

SUBMIT



South Bureau (PDX/21) 5 boxes from 01/01/2005 - 12/31/2015 Operations Valley Bureau (PDX/23) 4 boxes from 01/01/2012 - 12/31/2014 Harbor Area (PDX/05) 35 boxes from 01/01/1998 - 12/31/2014 Training Division (PDX/63) 21 boxes from 07/01/1999 - 06/30/2015 Special Assistant for Constitutional Policies (PDX/47) 19 boxes from 01/01/1999 - 12/31/2014 Property Division (PDX/74) 15 boxes from 01/0

LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

> EILEEN M. DECKER PRESIDENT

SHANE MURPHY GOLDSMITH VICE PRESIDENT

DALE BONNER MARIA LOU CALANCHE STEVE SOBOROFF

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

September 15, 2020



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 #20-0120

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

At the regular meeting of the Board of Police Commissioners held on September 15, 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

m Sil

MARIA SILVA Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

September 8, 2020 1.1 RECEIVED

BPC 20-0120

SEP n 8 2020 POLICE COMMISSION

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 99 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

MICHER MOORE R

Chief of Police

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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 m	y knowledge, the ab	ove determinations	s are tr	ue:
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Department/Bure	eau Los Angeles F	olice Department/	Chief	of Police
Records Dated	01/01/2005 THRU	12/31/2015		

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To the best of m	y kriowledge, the a	bove determinations are tru	ue:
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Porm Gen. 48 (Rev 08/2015)

Year Ending: 2020

AUTHORITY TO DISPOSE OF OBSOLETE RECOF	Request for
RECORDS	

of Records <u>7600 Broadway Room 209</u>	Records of <u>LAPD/South Burcau Homicide</u> (Depart
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Year Ending: 2014

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

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

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

Year Ending: 2020

AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

(Division)

Schedule No.

Records Retention

PB/63

Location of Records <u>100 W. 1st St</u>

Records of LAPD/ Police Headquarters Building

(Department/Bureau)

POST Liaison Unit

(Unit)

Year Ending: 2020

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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Monthly Training Ledgers, GTUs, Training Cert Copies

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Form Gen 48 (Rev 08/2015)	City of Los Angeles	City Clerk
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Year Ending: 2020

POST Liaison Unit

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	
LAPD/ Police Headquarters Building	

(Department/Bureau)

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Appt./Termination

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7/1/2010

6/30/2015

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Year Ending: 2014_

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

By_LIZABETH RHODES 130h

Retention Codes:

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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.

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CITY CLERK City of Los Angeles

Request for