



# 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 0268 BPC 20-0120 99 boxes.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

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



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

September 15, 2020

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

A handwritten signature in cursive script, appearing to read "Maria Silva".

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADPARTMENTAL CORRESPONDENCE

BPC 20-0120

September 8, 2020  
1.1

**RECEIVED**  
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



MICHEL R. MOORE  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved: *September 18, 2020*  
Secretary: *Max L.*

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 9/2/10

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/2005 THRU 12/31/2015

## CERTIFICATION FOR DESTRUCTION OF RECORDS

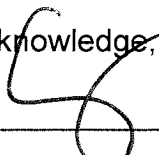
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  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
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2. All conditions set forth in Sec. 12.4 of 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 9.2.20

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1990 THRU 06/30/2015







**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Records of LAPD/SOUTH (Department/Bureau) HARBOR (Division) RECORDS (Unit)

Location of Records Harbor Records Records Retention Schedule No. \_\_\_\_\_

Original Records  Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	0101	PARKING CITATIONS			5YRS	01/01/08	12/31/08		1
2	0101	PARKING CITATIONS			5YRS	01/01/13	12/31/13		1
3	0205	TRAFFIC CITATION			5YRS	01/01/07	12/31/07		1
4	0205	TRAFFIC CITATION			5YRS	01/01/08	12/31/08		1
5	0205	TRAFFIC CITATION			5YRS	01/01/09	12/31/09		1
6	0205	TRAFFIC CITATION			5YRS	01/01/10	12/31/10		3
7	0205	TRAFFIC CITATION			5YRS	01/01/11	12/31/11		3
8	0205	TRAFFIC CITATION			5YRS	01/01/12	12/31/12		1
9	0205	TRAFFIC CITATION			5YRS	01/01/13	12/31/13		2
10	0281	<del>Personnel Complaint Envelope</del>			<del>10YRS</del>	<del>01/01/09</del>	<del>12/31/09</del>		<del>1</del>
11	0073	Secret Service Fund Log Book			4YRS	1/1/2012	12/31/2012		3
12	0079	SUBPOENA RECORDS			4YRS	1/1/2014	12/31/2014		1
13	0013	Correspondence/Subj./File Station Fund			10YRS	1/1/2006	12/31/2006		1
14	0026	DETENTION LOG			4YRS	1/1/2013	12/31/2013		1
15	0026	DETENTION LOG			4YRS	1/1/2014	12/31/2014		1
16	0060	PROJECT FOLDER			4YRS	12/1/2012	12/31/2013		1
17	0060	PROJECT FOLDER			4YRS	1/1/2013	12/31/2013		1
18	0060	PROJECT FOLDER			4YRS	1/1/2014	12/31/2014		2
19	0109	APPLICANT FOLDER			5YRS	1/1/2013	12/31/2013		1
20	0109	APPLICANT FOLDER			5YRS	1/1/2014	12/31/2014		2
21	0209	P1 BOOK			5YRS	10/10/2010	12/9/2010		1
22	0209	P1 BOOK			5YRS	1/1/2011	12/31/2011		1
23	0209	P1 BOOK			5YRS	1/1/2012	12/31/2012		1

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

By [Signature] APTD 2/25/11 By \_\_\_\_\_ Date \_\_\_\_\_ Total: 29





Year Ending: 2020

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

Records of LAPD/Police Headquarters Building (Department/Bureau) POST Liaison Unit (Division) (Unit)

Location of Records 100 W. 1st St. Records Retention PB/63 Schedule No.            [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		
011	Request for Travel Authority 2014/2015			5	7/1/2014	6/30/2015		1
011	Request for Travel Authority 2014/2015			5	7/1/2014	6/30/2015		1
011	Request for Travel Authority 2014/2015			5	7/1/2014	6/30/2015		1
011	Request for Travel Authority 2014/2015			5	7/1/2014	6/30/2015		1
011	Request for Travel Authority 2014/2015			5	7/1/2014	6/30/2015		1
011	Revolving Training Fund 2013/2014			5	7/1/2014	6/30/2015		1
011	Revolving Training Fund 2014/2015			5	7/1/2014	6/30/2015		1
011	Misc. Audit Findings			5	7/1/1999	6/30/2002		1
011	Unclaimed Reimbursements & POST Rosters			5	7/1/2014	6/30/2015		1
011	POST Rosters			5	7/1/2014	6/30/2015		1
011	POST Rosters GTU's, MISC 2014 & 2014 Certificates for Outside Training			5	7/1/2014	6/30/2015		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            Department Head Date            Page 1 of 2 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.

Year Ending: 2020

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

Records of LAPD/Police Headquarters Building (Department/Bureau) POST Liaison Unit (Division) (Unit)  
 Location 100 W. 1st St. Records Retention Schedule No. PB/63 [X] Original Records [ ] Duplicate Records  
 Total: 15

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		
011	POST Rosters			5	7/1/2009	6/30/2010		1
011	POST Rosters			5	7/1/2009	6/30/2010		1
011	Monthly Training Ledgers, GTUs, Training Cert Copies			5	1/31/2010	12/31/2010		1
011	Course Rosters			5	7/1/2011	6/30/2012		1

15

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

By  Division Head By \_\_\_\_\_ Date \_\_\_\_\_ Department Head \_\_\_\_\_ Page 2 of 2 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.

Year Ending: 2020

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

Records of LAPD/Police Headquarters Building (Department/Bureau) POST Liaison Unit (Division) (Unit)

Location 100 W. 1st St. Schedule No.                      Records Retention PB/63 [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		
011	Course Rosters 2009/2010			5	7/1/2009	6/30/2010		1
011	Course Rosters 2010/2011			5	7/1/2010	6/30/2011		1
011	Course Rosters 2011/2012			5	7/1/2011	6/30/2012		1
011	POST Cert Apps/Copies, Recruit Officer School Rosters, GTUs			5	7/1/2007	6/30/2010		1
011	15.2s, CHRIS Requests, Certificate Applications, Notice of Appl./Termination			5	7/1/2010	6/30/2015		1
Total: 6								

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

By  Division Head By                      Date                      Department Head Page 1 of 1 Pages



Request for

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2009

Records of Los Angeles Police Department Evidence and Property Management Division Administrative  
(Department/Bureau) (Division) (Unit)

Location of Records 180 N. Los Angeles St Records Retention Schedule No. 74  Original Records  Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	11B	Property Court Orders			4	1/3/03	5/13/03	ADMIN AREA	1
2	11B	Property Court Orders			4	5/13/03	9/16/03		1
3	11B	Property Court Orders			4	9/17/03	1/9/04		1
4	11B	Property Court Orders			4	1/2/04	5/4/04		1
5	11B	Property Court Orders			4	5/4/04	8/30/04		1
6	11B	Property Court Orders			4	8/31/04	1/3/05		1
7	11B	Property Court Orders			4	1/4/05	4/8/05		1
8	11B	Property Court Orders			4	4/8/05	6/27/05		1
9	11B	Property Court Orders			4	7/5/05	12/30/05		1
10	11B	Property Court Orders			4	1/4/06	3/22/06		1
11	11B	Property Court Orders			4	3/22/06	12/27/06		1
12	11B	Property Court Orders			4	1/2/07	6/13/07		1
13	11B	Property Court Orders			4	5/21/07	12/28/07		1
14	11B	Property Court Orders			4	1/2/08	12/31/08		1
15	11B	Property Court Orders			4	1/2/09	12/31/09	ADMIN AREA	1
TOTAL									15

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

By [Signature] Date 1 of 1 Pages  
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination