

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 7/2/2020

**BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

**RECORDS OF:** LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

/PDX/04/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
<del>0018.</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del>	<del>1/1/2000</del>	<del>4/3/2004</del>	<del>TO+5</del>	<del>36</del>
<del>0019.</del>	<del>DAILY SIGN OUT SHEET (LAPD 15.19)</del>	<del>1/1/1999</del>	<del>12/31/2002</del>	<del>TO+5</del>	<del>2</del>
<del>0035.</del>	<del>HOMICIDE FILE</del>	<del>1/1/1967</del>	<del>12/31/1989</del>	<del>TO+10</del>	<del>21</del>
<del>0099.</del>	<del>WORK CONTROL FOLDERS</del>	<del>1/1/1984</del>	<del>12/31/1985</del>	<del>CL+4</del>	<del>5</del>
<del>0267.</del>	<del>WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPI 1/1/2003)</del>	<del>1/1/2003</del>	<del>12/31/2003</del>	<del>TO+5</del>	<del>2</del>

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

66

Minus excluded boxes:  
 (Please line out excluded boxes on the form and note box numbers)

65

**TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION**

= 1 =

**Instructions to Departments:** Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

**DEPARTMENT AUTHORIZATION:**

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 43 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):

*[Handwritten Signature]*

BY (DEPT HEAD):

DATE:

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 7/2/2020

**RECORDS OF:** LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

Box List Page 1 of 3

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	-INCLUSIVE DATES-		MEDIA CODE	/PDX/04/		COUNT
			FROM	TO		DEPT. BOX NO.	CRC (BOX) NO.	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FIELD ACTIVITIES REPORTS, W/C LOGS</del>	<del>TO+5</del>	<del>1/13/2002</del>	<del>1/11/2008</del>	<del>000001606</del>	<del>648468</del>	<del>1</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FLD ACT RPTS</del>	<del>TO+5</del>	<del>1/13/2001</del>	<del>5/5/2001</del>	<del>000001607</del>	<del>648469</del>	<del>2</del>	
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<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FLD ACT RPTS W/C LOGS</del>	<del>TO+5</del>	<del>1/14/2001</del>	<del>1/12/2002</del>	<del>000001612</del>	<del>648474</del>	<del>4</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FLD ACT RPTS</del>	<del>TO+5</del>	<del>5/6/2001</del>	<del>8/25/2001</del>	<del>000001614</del>	<del>648476</del>	<del>5</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FLD ACT RPTS GANG UNIT</del>	<del>TO+5</del>	<del>5/1/2000</del>	<del>12/1/2001</del>	<del>000001617</del>	<del>648479</del>	<del>6</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FLD ACT RPTS, W/C LOGS</del>	<del>TO+5</del>	<del>1/14/2001</del>	<del>1/12/2002</del>	<del>000001618</del>	<del>648480</del>	<del>7</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FLD ACT RPTS, W/C LOGS GANG UNIT</del>	<del>TO+5</del>	<del>1/1/2000</del>	<del>12/31/2001</del>	<del>000001619</del>	<del>648481</del>	<del>8</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FIELD &amp; ACTIVITIES</del>	<del>TO+5</del>	<del>8/26/2001</del>	<del>12/15/2001</del>	<del>000001620</del>	<del>648482</del>	<del>9</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FIELD &amp; ACTIVITIES</del>	<del>TO+5</del>	<del>4/6/2003</del>	<del>8/23/2003</del>	<del>000001622</del>	<del>648484</del>	<del>10</del>	
<del>Q018</del> <del>/PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)</del> <del>DAILY FIELD &amp; ACTIVITIES, SGTS LOGS</del>	<del>TO+5</del>	<del>1/14/2001</del>	<del>1/12/2002</del>	<del>000001624</del>	<del>648486</del>	<del>11</del>	
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Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 0

Reviewer Initials: MP

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 7/2/2020

**BOX LISTING BY RECORD SERIES:**

Box List Page 2 of 3

**RECORDS OF:** LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

**/PDX/04/**

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	-INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
<del>Q018 /PDX/04/</del>	<del>DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) DAILY FIELD &amp; ACTIVITIES</del>	<del>TO+5</del>	<del>1/14/2001</del>	<del>12/45/2001</del>	<del>000001672</del>	<del>648534</del>	<del>26</del>	
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<del>Q035 /PDX/04/</del>	<del>HOMICIDE FILE HOMICIDE CASE FOLDERS A THRU L</del>	<del>TO+10</del>	<del>1/1/1976</del>	<del>12/31/1976</del>	<del>DO 000000008</del>	<del>17876</del>	<del>39</del>	
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Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 1

Reviewer Initials: se

**CITY OF LOS ANGELES**  
**REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 7/2/2020

**BOX LISTING BY RECORD SERIES:**

Box List Page 3 of 3

**RECORDS OF:** LOS ANGELES POLICE DEPARTMENT/HOLLENBECK AREA

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES--		MEDIA CODE	/PDX/04/		COUNT
			FROM	TO		DEPT. BOX NO.	CRC (BOX) NO.	
<del>0035</del>	<del>HOMICIDE FILE</del> <del>HOMICIDE FILES</del>	<del>TO+10</del>	<del>1/1/1987</del>	<del>4/30/1987</del>	<del>DO</del>	<del>000000494</del>	<del>25942</del>	<del>51</del>
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<del>0035</del>	<del>HOMICIDE FILE</del> <del>HOMICIDE FILE CAPS (JAN - MAY)</del>	<del>TO+10</del>	<del>1/1/1989</del>	<del>5/31/1989</del>	<del>DO</del>	<del>000000603</del>	<del>97334</del>	<del>56</del>
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<del>0035</del>	<del>HOMICIDE FILE</del> <del>HOMICIDE FILE CAPS (JUNE - SEPT.)</del>	<del>TO+10</del>	<del>6/1/1989</del>	<del>9/30/1989</del>	<del>DO</del>	<del>000000605</del>	<del>97336</del>	<del>58</del>
<del>0035</del>	<del>HOMICIDE FILE</del> <del>HOMICIDE FILE CAPS (SEPT. - DEC)</del>	<del>TO+10</del>	<del>9/1/1989</del>	<del>12/31/1989</del>	<del>DO</del>	<del>000000606</del>	<del>97337</del>	<del>59</del>
<del>0099</del>	<del>WORK CONTROL FOLDERS</del> <del>HOMICIDE</del>	<del>CL+4</del>	<del>1/1/1984</del>	<del>12/31/1984</del>	<del>DO</del>	<del>000000320</del>	<del>62000</del>	<del>60</del>
<del>0099</del>	<del>WORK CONTROL FOLDERS</del> <del>HOMICIDE</del>	<del>CL+4</del>	<del>1/1/1984</del>	<del>12/31/1984</del>	<del>DO</del>	<del>000000321</del>	<del>62001</del>	<del>61</del>
<del>0099</del>	<del>WORK CONTROL FOLDERS</del> <del>HOMICIDE</del>	<del>CL+4</del>	<del>1/1/1984</del>	<del>12/31/1984</del>	<del>DO</del>	<del>000000322</del>	<del>62002</del>	<del>62</del>
<del>0099</del>	<del>WORK CONTROL FOLDERS</del> <del>HOMICIDE</del>	<del>CL+4</del>	<del>1/1/1984</del>	<del>12/31/1984</del>	<del>DO</del>	<del>000000323</del>	<del>62003</del>	<del>63</del>
<del>0099</del>	<del>WORK CONTROL FOLDERS</del> <del>HOMICIDE</del>	<del>CL+4</del>	<del>1/1/1985</del>	<del>12/31/1985</del>	<del>DO</del>	<del>000000324</del>	<del>62004</del>	<del>64</del>
<del>0267</del>	<del>WATCH ASSIGNMENT AND TIMEKEEPING RECORD</del> <del>WATCH ASSNMENTS</del>	<del>TO+5</del>	<del>1/1/2003</del>	<del>12/31/2003</del>	<del>DO</del>	<del>000001627</del>	<del>648489</del>	<del>65</del>
<del>0267</del>	<del>WATCH ASSIGNMENT AND TIMEKEEPING RECORD</del> <del>TIME SHEETS</del>	<del>TO+5</del>	<del>1/1/2003</del>	<del>12/31/2003</del>	<del>DO</del>	<del>000001635</del>	<del>648497</del>	<del>66</del>

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

66

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED  
TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"  
MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILE MD=MAG DISK MT=MAG TAPE  
RECORD TYPES: MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS  
V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

Number Boxes to be Destroyed This Page: 0

Reviewer Initials: sc