

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/WEST VALLEY AREA

SCHD ITEM NO.	Record Series Title	From	To	/PDX/10/ TOTAL RETENTION PERIOD	Total Boxes
0018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2001	12/31/2001	TO+5	5
0035.	HOMICIDE FILE	1/1/1969	12/31/2003	TO+10	11
0075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	6/1/2001	10/31/2001	TO+5	1
0085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2003	12/31/2003	TO+5	1
0099.	WORK CONTROL FOLDERS	1/1/1989	12/31/1989	CL+4	7
0263.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	5/1/2001	7/31/2001	TO+5	1
0276.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	9/1/1999	12/31/2003	TO+5	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 30

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

23
7
 =====

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 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): David J. [Signature]

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

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BOX LISTING BY RECORD SERIES:

Box List Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/WEST VALLEY AREA

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
0018 /PDX/10/	DAILY FIELD ACTIVITIES REPORT (LAPD 45.52) FIELD INTERVIEW REPORT	TO+5	1/1/2001	12/31/2001		000002503	640445	1
0018 /PDX/10/	DAILY FIELD ACTIVITIES REPORT (LAPD 45.52) DAILY FIELD ACTIVITIES REPORT	TO+5	1/1/2001	6/30/2001		000002544	640453	2
0018 /PDX/10/	DAILY FIELD ACTIVITIES REPORT (LAPD 45.52) DAILY FILED ACTIVITIES REPORT	TO+5	4/1/2001	5/31/2001		000002588	640447	3
0018 /PDX/10/	DAILY FIELD ACTIVITIES REPORT (LAPD 45.52) DAILY FIELD ACTIVITIES REPORT	TO+5	10/1/2001	11/30/2001		000002614	640450	4
0018 /PDX/10/	DAILY FIELD ACTIVITIES REPORT (LAPD 45.52) DAILY FIELD ACTIVITIES REPORT	TO+5	10/1/2001	11/30/2001		000002615	640451	5
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1969	12/31/1982	BK	000000177	39018	6
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1974	12/31/1975	BK	000000178	39020	7
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1976	12/31/1977	BK	000000179	39022	8
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1978	12/31/1978	BK	000000180	39024	9
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1979	12/31/1979	BK	000000181	39026	10
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1980	12/31/1980	BK	000000182	39028	11
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1980	12/31/1980	BK	000000183	39030	12
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1981	12/31/1981	BK	000000184	39032	13
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1982	12/31/1982	BK	000000185	39034	14
0035 /PDX/10/	HOMICIDE FILE HOMICIDE CASE PACKAGES	TO+10	1/1/1982	12/31/1982	BK	000000186	39036	15
0035 /PDX/10/	HOMICIDE FILE 2003 HOMICIDE/CAPS WORKBOOKS (OCT - DEC)	TO+10	10/1/2003	12/31/2003		000002735	639080	16
0075 /PDX/10/	SERGEANT'S DAILY REPORT (LAPD 15.48) SEREANT'S DAILY REPORT	TO+5	6/1/2001	10/31/2001		000002609	640448	17
0085 /PDX/10/	TIME IN AND OUT SHEET (LAPD 12.4) TIME IN AND OUT SHEET	TO+5	1/1/2005	12/31/2003		000002772	648975	18
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (JAN - FEB)	CL+4	1/1/1989	2/28/1989	DO	00000649	71930	19
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (FEB - APRIL)	CL+4	2/1/1989	4/30/1989	DO	00000650	71931	20
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (APRIL - MAY)	CL+4	4/1/1989	5/31/1989	DO	00000651	71932	21
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (JUNE - JULY)	CL+4	6/1/1989	7/31/1989	DO	00000652	71933	22
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (JULY - AUGUST)	CL+4	7/1/1989	8/31/1989	DO	00000653	71934	23
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (SEPTEMBER - OCTOBER)	CL+4	9/1/1989	10/31/1989	DO	00000654	71935	24
0099 /PDX/10/	WORK CONTROL FOLDERS WORK CONTROL FOLDERS (OCTOBER - DECEMBER)	CL+4	10/1/1989	12/31/1989	DO	00000655	71936	25

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: 7

Reviewer Initials: MK

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BOX LISTING BY RECORD SERIES:

Box List Page 2 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/WEST VALLEY AREA

/PDX/10/

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
0265 /PDX/10/	WATCH COMMANDER'S DAILY REPORT (LAPD 120) WATCH COMMANDER'S DAILY REPORT	TO+5	5/1/2001	7/31/2001		000002612	640449	26
0276 /PDX/10/	EMPLOYEE COMMENT SHEET (1.77/4.77.) EMPLOYEE COMMENT SHEET	TO+5	1/1/2000	12/31/2003		000002792	649549	27
0276 /PDX/10/	EMPLOYEE COMMENT SHEET (1.77/1.77.) EMPLOYEE COMMENT SHEET	TO+5	1/1/2002	12/31/2002		000002793	649550	26
0276 /PDX/10/	EMPLOYEE COMMENT SHEET (1.77/1.77.) EMPLOYEE COMMENT SHEET	TO+5	1/1/2000	12/31/2003		000002794	649551	23
0276 /PDX/10/	EMPLOYEE COMMENT SHEET (1.77/4.77.) VICE - PACIFIC COMMENT CARDS	TO+5	5/1/1999	8/31/2002		000002831	655440	30

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

30

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=FILEM MD=MAG DISK MT=MAG TAPE
 RECORD TYPES: MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 V=VITAL H=HISTORICAL C=CONFIDNETIAL 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: AMK