



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 0269 BPC 20-0168 Cover Pages.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

A SUMMARY REPORT IS ATTACHED. COMPLETE REPORTS ARE ON THE CITY CLERK WEBSITE, IN THE POLICE FOLDER, AT:
[HTTPS://CLERK.LACITY.ORG/CITY-ARCHIVES-AND-RECORDS-CENTER/RECORDS-DISPOSITION-ACTIVITY](https://clerk.lacity.org/city-archives-and-records-center/records-disposition-activity)

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

November 13, 2020

BPC #20-0168

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
DIVISIONS

At the regular meeting of the Board of Police Commissioners held on November 10, 2020, 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 that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

BPC 20-0168

RECEIVED

NOV 04 2020

INTRADEPARTMENTAL CORRESPONDENCE

POLICE COMMISSION

November 3, 2020

1.1

RECEIVED
[Signature] 11/4/20
RICHARD M. TEFANK DATE
EXECUTIVE DIRECTOR

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 788 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

[Signature]

MICHEL R. MOORE
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *November 10, 2020*
Secretary *[Signature]*

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

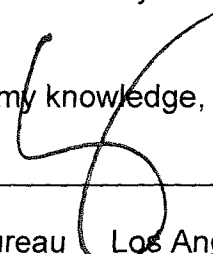
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 10-29-20

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1960 THRU 12/31/2006

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
0018	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2000	4/3/2004	TO+5	36
0019	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/1999	12/31/2002	TO+5	2
0035	HOMICIDE FILE	1/1/1967	12/31/1989	TO+10	21
0099	WORK CONTROL FOLDERS	1/1/1984	12/31/1985	CL+4	5
0267	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPI 1/1/2003)	1/1/2003	12/31/2003	TO+5	2

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 66
 Minus excluded boxes: 65
 (Please line out excluded boxes on the form and note box numbers)
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

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/HARBOR AREA

/PDX/05/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	4/1/1995	12/31/2003	AR+10	7063
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/13/2002	12/11/2004	TO+5	22
O019.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2002	9/23/2003	TO+5	4
O020.	DAILY WORKSHEET (LAPD 15.26)	9/24/2000	9/21/2002	TO+5	3
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1973	12/31/1974	TO+5	8
O042.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNES	1/1/2002	12/31/2002	TO+10	4
O048.	MURDER BOOK SOLVED	1/1/1945	12/31/1985	CL+32	16
O049.	OFFICER LOG BOOKS	9/24/2000	3/8/2003	TO+5	4
O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	1/1/1984	12/31/1984	CL+4	1
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2004	TO+5	7
O085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2002	12/31/2003	TO+5	2
O099.	WORK CONTROL FOLDERS	12/1/1971	2/28/1990	CL+4	3
O188.	MUG BOOK PAGE (LAPD 15.50)	1/1/2000	12/31/2003	TO+10	3
O195.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)	1/1/2002	12/31/2002	TO+5	1
O222.	SEARCH WARRANTS	1/1/2002	12/31/2003	TO+10	12
O254.	VACATION SCHEDULES (LAPD TEMP)	1/1/2003	12/31/2004	TO+10	1
O265.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2002	12/31/2004	TO+5	13
O271.	CRIME AGAINST PROPERTY	1/1/2001	12/31/2002	CL+10	8
O279.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	1/1/2002	12/31/2002	TO+5	2
O281.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/2000	12/31/2000	TO+10	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 179

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers) 78

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 101

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:

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BY (DIV HEAD):

[Signature] 32471

BY (DEPT HEAD):

DATE:

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/2/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/WEST LOS ANGELES AREA

/PDX/08/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1980	12/31/2005	AR+10	42 35
O015.	CRIMES AGAINST PERSON CONTROL BOOK	1/1/2000	12/31/2003	TO+10	34 31
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/1977	12/31/2001	TO+10	15
O020.	DAILY WORKSHEET (LAPD 15.26)	12/31/1985	12/31/2002	CL+10	2
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1962	12/31/1994	TO+22	82 60
O048.	MURDER BOOK - SOLVED	1/1/1976	12/31/1986	CL+32	10
O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	12/1/1994	1/1/2001	CL+10	1
O061.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	7/1/1998	12/31/2002	TO+10	5
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2000	12/31/2001	TO+10	2
O079.	SUBPOENA FILES	1/1/1997	12/31/2002	CL+10	2
O091.	VICE ARRESTEE LOG BOOK	1/1/1992	8/31/2004	TO+10	8
O099.	WORK CONTROL FOLDERS	1/1/1975	12/31/2001	CL+10	21 17
O109.	APPLICANT FOLDERS	1/1/1989	12/31/1998	TO+10	2
O169.	JUVENILE ARREST PACKAGE	1/1/1996	11/30/2002	TO+10	12
O195.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)	1/1/1999	12/31/2003	TO+10	26
O201.	OVERTIME REPORTS (LAPD 2.24)	2/1/1992	3/31/2002	TO+10	10
O210.	PROBATION OFFICER'S BOOK	5/1/1996	1/31/2003	TO+10	16
O242.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	11/1/2001	12/31/2003	TO+10	10
O259.	VICE FILES	1/1/2003	12/31/2003	CL+10	2
O266.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	9/16/1999	12/31/2001	TO+10	5
O271.	CRIME AGAINST PROPERTY	1/1/2000	12/31/2002	CL+10	15
O274.	DETECTIVES CASE ENVELOPE	1/1/2000	12/31/2003	CL+10	41
O279.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	1/1/2000	12/31/2000	TO+7	2
O281.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1998	12/31/2002	TO+10	14

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

~~376~~

Minus excluded boxes:

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

118

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

258

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/2/2020

BOX SUMMARY BY RECORD SERIES:

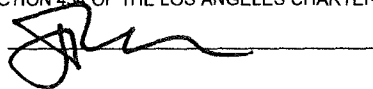
Summary Page 2 of 2

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:

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BY (DIV HEAD):



BY (DEPT HEAD):

DATE: _____

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/VAN NUYS AREA

/PDX/09/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0013.	CORRESPONDENCE AND SUBJECT FILES	1/1/2006	12/31/2006	TO+10	1
0016.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	8/26/2001	12/31/2002	TO+5	2
0019.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2000	12/31/2002	TO+5	3
0035.	HOMICIDE FILE	1/1/1970	12/31/1988	TO+10	76
0099.	WORK CONTROL FOLDERS	1/1/1960	12/31/2002	CL+4	28/11
0163.	HOMICIDE AUDIT DAILY WORKBOOK	1/1/1989	12/31/1989	TO+10	1
0201.	OVERTIME REPORTS (LAPD 2.24)	8/27/1999	11/30/2002	TO+5	10
0267.	WATCH COMMANDER'S DAILY REPORT (LAPD 120)	1/1/2001	12/31/2002	TO+5	10

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

131

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

119
12

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.

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BY (DIV HEAD):

[Signature]

BY (DEPT HEAD):

DATE:

9-17-20

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

/PDX/10/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0048.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2001	12/31/2001	TO+5	5
0095.	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) 23
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 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.

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

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/3/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/DEVONSHIRE AREA

/PDX/17/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1989	12/31/2002	AR+10	5
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2002	12/31/2002	TO+5	7
O023.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62)	1/1/1989	12/31/1989	TO+5	1
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2002	12/31/2002	TO+5	20
O054.	PERSONNEL FOLDERS - DIVISIONAL	1/1/1989	12/31/2000	TE	2
O067.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47)	1/1/1999	12/31/1999	TO+5	1
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2002	TO+5	1
O084.	TIME BOOK (LAPD 15.30)	1/1/1994	12/31/2003	GL+4	1
O085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2001	12/31/2003	TO+5	5
O099.	WORK CONTROL FOLDERS	1/1/1979	12/31/2003	CL+4	24
O169.	JUVENILE ARREST PACKAGE	1/1/1984	1/29/1986	TO+5	5
O199.	OVERTIME REPORTS (LAPD 2.24)	1/1/2000	12/31/2001	TO+5	3
O210.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10)	1/1/2000	12/31/2000	TO+5	1
O253.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2002	12/31/2002	TO+10	2
O257.	VICE FILES	1/1/1995	12/31/2003	CL+4	10
O266.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	12/31/2002	TO+5	7
O280.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1991	12/31/1998	TO+10	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 96

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

73

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

23

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.

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BY (DIV HEAD): [Signature] 31790

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/3/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/OPERATIONS - CENTRAL BUREAU /PDX/20/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O011.	DAILY WORK SHEET (LAPD 15.26) Homicide Files	1/1/1985	12/31/1988	TO+5	6
O015.	MURDER BOOK - SOLVED	3/1/1979	11/30/1986	CL+32	27
O045.	ARREST LOG BOOK	1/1/1976	12/31/1979	CL+4	1
O149.	MUG BOOK (LAPD 15.50)	1/1/1987	12/31/1987	TO+10	1

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 35

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

33
 2
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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.

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BY (DIV HEAD):  BY (DEPT HEAD): _____ DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/DETECTIVE SUPPORT & VICE DI /PDX/33/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O021.	CORRESPONDENCE AND SUBJECT FILES	01/01/1992	12/31/2001	AR+10	6
O026.	CRIMES AGAINST PERSON CONTROL BOOK	01/01/1971	12/31/1992	TO+5	11
O028.	DAILY INVESTIGATOR'S LOG (LAPD 12.10)	01/01/1990	12/31/2001	TO+10	1
O065.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	01/01/1972	12/31/2000	CL+4	33
O067.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAPD)	01/01/1991	12/31/1994	TO+5	3
O165.	WORK CONTROL FOLDERS	01/01/1989	12/31/2002	CL+4	13
O226.	OVERTIME REPORTS (LAPD 2.24)	01/01/1998	12/31/1998	TO+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

68

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

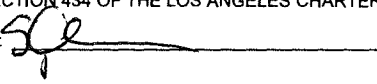
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 68
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Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the 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:

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BY (DIV HEAD):



BY (DEPT HEAD):

DATE:

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/ROBBERY - HOMICIDE

/PDX/35/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O005.	APPLICANT FOLDERS	01/01/1997	12/31/2001	TO+5	4
O011.	BANK ROBBERY CASE PACKAGES	01/01/1980	12/31/1987	CL+30	1
O021.	CORRESPONDENCE AND SUBJECT FILES	01/01/1993	12/31/2004	AR+10	17
O029.	DAILY SIGN OUT SHEET (LAPD 15.19)	01/01/2002	12/31/2002	TO+5	1
O058.	HOMICIDE CASE PACKAGES	01/01/1925	12/31/1957	CL+62	8
O065.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	01/01/1971	12/31/1983	CL+4	5
O072.	LINE UP PACKAGE	01/01/1976	12/31/1988	TO+28	21
O086.	MURDER BOOK - SOLVED	01/01/1979	12/31/1999	CL+20	28
O093.	OFFICER INVOLVED SHOOTING FILES	02/13/1968	12/31/1985	CL+30	60
O108.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	01/01/2000	12/31/2001	TO+5	1
O122.	ROBBERY CASE PACKAGES	01/01/1962	12/31/1988	CL+28	28
O129.	SIGN OUT SHEET (LAPD 15.42)	01/01/2000	12/31/2001	TO+5	2 /
O132.	STATISTICAL REPORTS	01/01/1960	12/31/1980	TO+5	1
O207.	HOMICIDE FILE	01/01/1969	12/31/1969	TO+10	1
O271.	OVERTIME REPORTS	01/01/1986	12/31/2003	TE+2	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

182

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

158
24

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.

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BY (DIV HEAD):

[Signature]

BY (DEPT HEAD):

DATE:

9/16/20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/9/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: EMPLOYEE RELATIONS GROUP

/PDX/39/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0002.	CORRESPONDENCE AND SUBJECT FILES	1/1/1990	12/31/2001	AR+10	13
0004.	GRIEVANCES (DEAD)	1/1/1994	12/31/1999	TO+10	29

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 42

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

29
 == 13

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.

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BY (DIV HEAD):

[Handwritten Signature]
 RETURN 7/19/20

BY (DEPT HEAD):

DATE:

8/19/20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/9/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0030.	DAILY WORKSHEET (LAPD 15.26)	1/16/2000	11/25/2002	AR+4	5
0226.	OVERTIME REPORTS (LAPD 2.24)	1/6/2001	12/28/2002	TO+5	13
0269.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	7/1/2000	12/31/2000	TO+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

19

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

18

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.

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BY (DIV HEAD):

[Handwritten Signature]

BY (DEPT HEAD):

DATE:

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/9/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/EMERGENCY OPERATIONS DIVI /PDX/43/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D010.	BUDGET RECORDS	1/1/1977	12/31/1980	TO+3	1
Q018.	CITATION CANCELLATION REQUEST (LAPD 4.45)	1/1/2000	12/31/2003	TO+2	10
Q021.	CORRESPONDENCE AND SUBJECT FILES	1/1/1986	12/31/2003	AR+10	190 42
Q029.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/2/1997	12/31/2002	TO+5	1
Q086.	MURDER BOOK SOLVED	1/1/1984	12/31/1997	CL+20	8
Q095.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES	3/27/2003	5/11/2005	TE+10	41
Q105.	PROJECT FOLDERS	1/1/1993	12/31/2002	TO+5	48
Q131.	STATION FUND FILE	1/1/1996	12/31/1999	TO+5	1
Q133.	SUBPOENA FILES	1/1/2001	10/31/2003	CL+4	10
Q164.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88)	1/1/1998	12/31/2003	TO+10	1
Q167.	ACTIVITY REPORTS	1/1/1969	12/31/1980	TO+5	2
Q227.	OVERTIME REPORTS (LAPD 2.24)	1/1/1989	1/31/2000	TO+5	2
Q241.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15)	1/1/1995	1/1/2004	CL+4	9
Q255.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/1993	12/31/1997	TO+5	1
Q278.	DETECTIVES CASE ENVELOPE	1/1/2002	12/31/2002	CL+4	7
Q281.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1995	12/31/1999	TO+10	2

<u>Excluded Boxes:</u>	TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	334
	Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	292
	TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	42

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.

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BY (DIV HEAD): [Signature] 312002 BY (DEPT HEAD): _____ DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/10/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

/PDX/63/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O002.	AMMO EVALUATIONS	1/1/1989	12/31/1990	TO+10	2
O006.	CORRESPONDENCE AND SUBJECT FILES	1/1/1969	12/31/2006	CL+10	2 209
O007.	DIVISIONAL PERSONNEL FOLDERS	1/1/1998	12/31/2001	TE	1
O011.	PEACE OFFICERS STANDARD AND TRAINING RECORDS (F	1/1/1983	12/31/2005	TO+5	18
O013.	PERSONNEL FOLDERS (RECRUITS)	5/1/1974	12/31/1988	TE	21
O022.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	12/18/1977	8/17/1989	CL+4	1
O025.	TRANSFER DOCUMENTATION	1/1/2000	11/30/2001	TO+5	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

257

Minus excluded boxes:

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

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TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

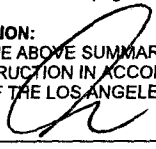
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BY (DIV HEAD):



BY (DEPT HEAD):

DATE:

7/2/20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/10/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: EMERGENCY SERVICES DIVISION

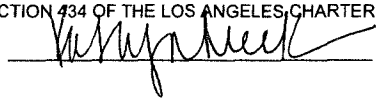
/PDX/88/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0016.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	1/18/1998	1/11/2003	CL+4	1
0052.	OVERTIME REPORTS (LAPD 2.24)	1/1/2001	12/31/2002	TO+5	1
0067.	HAZARDOUS MATERIALS UNIT (HMU) CASE PACKAGES	3/9/1995	12/31/1999	CL+20	3
Excluded Boxes:					5
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					<u>2</u>
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u><u>3</u></u>

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BY (DIV HEAD):  BY (DEPT HEAD): _____ DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/10/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/POLICE COMMISSION

/PDX/98/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0007.	CORRESPONDENCE & SUBJECT FILES (PERSONNEL & SPI	1/1/2002	12/31/2004	TO+5	3

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

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

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 45233689
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TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD): *M. M. Sifant* BY (DEPT HEAD): _____ DATE: _____