

# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department					
Additional Information:	CORDS OF 15 DIVISIONS FROM 1960 - 2006					
Submitting Date:	12/2/2020					
*Quantity:	788 Boxes					

**Records Dated From** 1/1/1960 **To** 12/31/2006

**Description:** 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/RECORD

S-DISPOSITION-ACTIVITY

Attachment: [2 MB max] Detach PDX 0269 BPC 20-0168 Cover Pages.pdf

**Department Authorization** 

Authorizing Person:Police Commission Report 20-0168Date:11/10/2020

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

**Authorizing Person:** 

PETTY SANTOS

**Date Signed:** 

12/02/2020

**Date of Notification:** 

Signature:

12/03/2020

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

**SUBMIT** 

**CANCEL** 

Text

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/RECORD S-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 VAIOUS 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** 

MARIA SILVA

Commission Executive Assistant II

Maria Silva

Attachment

c: Chief of Police

#### INTRADEPARTMENTAL CORRESPONDENCE

BPC 20-0168 RECEIVED NOV 0 4 2020

POLICE COMMISSION

November 3, 2020 1.1

TO:

The Honorable Board of Police Commissioners

Approved November 10,2020

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

MICHEL R MOORE

Chief of Police

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
- 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:

- 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;
- 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.		f City C	harter Sec. 434, where applicable, have	e been complied
	with.			
То	the best of my kn	owledge	e, the above determinations are true:	1 1 1 1 1 1
Ву		$\Delta$	Date	0-79-20
De	partment/Bureau	LOS A	angeles Police Department/Chief of Poli	ce
Re	cords Dated 01	/01/196	0 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 Record Series Title** To **TOTAL** From Total RETENTION Boxes ITEM NO. **PERIOD** 0018. DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) <del>1/1/2000</del> 4/3/2004 TO+5 36 O019 DAILY SIGN OUT SHEET (LAPD 15.19) 1/1/1999 12/31/2002 \* 2 <del>TO+5</del> 0035. HOMICIDE FILE 1/1/1967 <del>12/31/1989</del> <del>TO+10</del> O099. WORK CONTROL FOLDERS 1/1/1984 12/31/1985 O267. WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPI 1/1/2003 12/31/2003 TO+5 TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 66 Excluded Boxes: Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers) TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 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 **DEPARTMENT AUTHORIZATION:** 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 43-00. THE LOS ANGELES CHARTER WHERE APPLICABLE.

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.

BY (DEPT HEAD): DATE: \_\_\_ BY (DIV HEAD):

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

Date: 7/2/2020

3

#### **BOX SUMMARY BY RECORD SERIES:**

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/HARBOF SCHD Record Series Title	From	То	/PDX/05/ TOTAL	Tota
ITEM NO.	110111		RETENTION PERIOD	Boxe
O013. CORRESPONDENCE AND SUBJECT FILES	4/1/1995	12/31/2003	AR+10	70
0018. DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	<del>-1/13/2002</del>	12/11/2004	<del>- 70+5</del> -	22
0019. DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2002	9/23/2003	TO+5	4
<del>○020. DAILY WORKSHEET (LAPD 15.26)</del>	9/24/2000	9/21/2002	<del>70+5</del>	3
0037. INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1973	12/31/1974	TO+5	8
0042. LOG AND SUMMARY OF OCCUPATIONAL INJURIES/ILLNES	-1/1/2002	12/31/2002	TO+10	***************************************
0048, MURDER BOOK SOLVED	1/1/1945	12/31/1985		16
0049. OFFICER LOC BOOKS	9/24/2000	3/8/2003	TO+5	4
0050. OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	1/1/1984	12/31/1984	CL+4	1
0075. SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2004	TO+5	maquibium gikhad
0085. TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2002	12/31/2003	TO+5	<del></del> 2
0099. 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
Q265. WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2002	12/31/2004	<del>70+5</del>	19
O271. CRIME AGAINST PROPERTY	1/1/2001	12/31/2002	CL+10	. 8
<del>0279. EMPLOYEE COMMENT SHEET (1.77/1.77.)</del>	1/1/2002	12/31/2002	- <del>TO+</del> 5	2
O281. PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/2000	12/31/2000	TO+10	1
xcluded Boxes: TOTAL NUMBER OF E	BOXES ELIGIBLE	FOR DESTRUCTI	ON	179
(Please line out excluded	boxes on the for	Minus excluded to mand note box nun		78
TOTAL NUMBER OF BOXES	APPROVED F	OR DESTRUC	TION ]	01

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.

BY (DIV HEAD) / 44 July 3247	BY (DEPT HEAD):	DATE:
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### 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

				MENT/WEST L			/PDX/08/	
SCHI ITEM NO.		Record Serie	es Title		From	То	TOTAL RETENTION PERIOD	Total Boxes
0013	3.	CORRESPON	IDENCE AND SUBJECT FILES		1/1/1980	12/31/2005	AR+10	A2 35
001	5.	CRIMES AGA	INST PERSON CONTROL BOOK		1/1/2000	12/31/2003	TO+10	34 31
<del>-001</del> 6	3	DAILY FIELD	ACTIVITIES REPORT (LAPD 15.	52	1/1/1977	12/31/2001	TO+40	45.
<del>002(</del>	<del>).    </del>	DAILY WORK	SHEET (LAPD 15.26)		12/34/1985	<del>12/31/2002</del>	CL+10	7
0037	7.	INVESTIGATO	DR'S CASE ENVELOPE - ARRESTE	EE PACKAGE	1/1/1962	12/31/1994	TO+22	82 60
- <del>0040</del>	3.	MURDER BO	JK-SOLVED		1/1/1976	12/31/1986	CHIZ.	
<del>0050</del>	•	<del>OFFICIAL DIV</del>	ISIONAL TIME BOOK (LAPD 15.0	30)	12/1/1994	1/1/2001	CL+10	4
0061	l. (	PROPERTY D	ISPOSITION REQUEST (LAPD 1	0.6)	7/1/1998	12/31/2002	TO+10	5
<del>0075</del>	j	<del>SERGEANT'S</del>	DAILY REPORT (LAPD 15.48)		1/1/2000	12/31/2001	<del>TO+10</del>	<u>2</u>
0079	}(	SUBPOENA F	+	and the second s	1/1/1997	12/31/2002		rseisoneira <b>Za</b>
O091	۱. ۱	VICE ARREST	TEE LOG BOOK		1/1/1992	8/31/2004	TO+10	8
O099	). \	WORK CONTI	ROL FOLDERS		1/1/1975	12/31/2001	CL+10	2117
O109	3. /	APPLICANT F	OLDERS		1/1/1989	12/31/1998	TO+10	2
<del>-0169</del>	<del>)</del>	JUVENILE AR	REST PACKAGE	regolarájský vilian e vezny výské vloký vojného kez kolníkoský, obyh Giresto czase	1/1/1996	11/30/2002	TO+10	<del>-12-</del>
O195	5. <b>f</b>	NOTICE OF S	TORED/IMPOUNDED VEHICLE (	LAPD 15.23)	1/1/1999	12/31/2003	TO+10	26
<del>O201</del>	(	OVERTIME RE	EPORTS (LAPD 2.24)		2/1/1992	3/31/2002	TO+10	46
O210	. F	PROBATION (	OFFICER'S BOOK		5/1/1996	1/31/2003	TO+10	16
0242		TRAFFIC DAIL	Y FIELD ACTIVITIES REPORT (L	_APD 15.52)	11/1/2001	12/31/2003	TO+10	<del></del>
O259	. \	VICE FILES			1/1/2003	12/31/2003	CL+10	2
<del>0266</del>	<del>. \</del>	WATCH COM	MANDER'S DAILY REPORT (LAP	<del>D 126)</del>	9/16/1999	<del>12/31/200</del> 1	TO+10	
0271	. (	CRIME AGAIN	ST PROPERTY		1/1/2000	12/31/2002	CL+10	15
0274	. [	DETECTIVES	CASE ENVELOPE		1/1/2000	12/31/2003	CL+10	41
0279		EMPLOYEE C	OMMENT SHEET (1.77/1.77.)		1/1/2000	12/31/2000	TO+7	2
<del>-0281</del>	<u>. F</u>	PERSONNEL (	COMPLAINT ENVELOPE (1.81.11	ferd or reservitions conscient where the interest of the inter	1/1/1998	12/31/2002	TO+10	-44

**Excluded Boxes:** 

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

276

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

118

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

<u> 256</u>

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

#### BOX <u>SUMMARY</u> BY RECORD SERIES:

Summary Page 2 of 2

Date: 7/2/2020

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):

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 Se	eries Title		From	То	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESP	ONDENCE AND SUBJECT FILES	S	1/1/2006	12/31/2006	TO+10	1
<del>-0018.</del>	DAILY FIEI	D ACTIVITIES REPORT (LAPI	<del>) 15.52)</del>	<del>- 8/26/2001</del> -	12/31/2002	T0+5	2
<b>►</b> 0019.	DAILY SIG	NOUT SHEET (LAPE 15.19)		1/1/2000	12/31/2002	10+5	<del></del>
<del>0</del> 035.	HOMICIDE	The state of the s	терите в мосто по при	1/1/1970	12/31/1986	TO+10	76
O099.	WORK CO	TROL FOLDERS		1/1/1960	12/31/2002	CL+4	28/1
0163.	HOMICIDE	AUDIT DAILY WORKBOOK		<del>- 1/1/1989</del>	12/31/1989	TO+10	1
<del>- 0201.</del>	OVERTIME	REPORTS (LAPD 2.24)		<del>8/27/1089</del>	<del>11/30/2002</del>	<b>T</b> G+5	10
<del>- 0267.</del>	WATCH CO	MMANDER'S DAILY REPORT	(LAPD 126)	1/1/2001	12/31/2002	TO+5	46
Excluded E	Boxes:		TOTAL NUMBER OF	BOXES ELIGIBLE	FOR DESTRUCT	ION	131
		(I)	Please line out exclude	d boxes on the form	Minus excluded to and note box num		9
		TOTAL NUN	MBER OF BOXES	APPROVED FO	OR DESTRUC	TION /	<b>=</b>

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:

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 434-0F THE LOS ANGELES CHARTER WHERE APPLICABLE.

7	1.311	// -		9-17-22
BY (DIV HEAD):	rell !	pau	BY (DEPT HEAD):	DATE:
· · · · · · · · · · · · · · · · · · ·				

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

Date: 7/2/2020

**BOX SUMMARY BY RECORD SERIES:** 

RECORDS OF:	LOS ANGELES POLICE DEPARTMENT/WES	ST VALLEY AREA	i i	/PDX/10/	
SCHD Record S ITEM NO.	eries Title	From	То	TOTAL RETENTION PERIOD	Total Boxes
- 0018. DAILY FIE	LD ACTIVITIES REPORT (LAPD 15.52)	1/1/2001	12/31/2001	<del></del>	
- 0035. HOMICIDE		4/4/4969	<del>12/31/2003</del>	<del>- 70+40</del>	-44-
- 0075. SERGEAN	IT'S DAILY REPORT (LAPD 15.48)	6/1/2001	10/31/2001	TO 15	
O085. TIME IN A	ND OUT SHEET (LAPD 12:4)	1/1/2003	12/31/2003	10+3	
O099. WORK CO	NTROL FOLDERS	1/1/1989	12/31/1989	CL+4	7
-0263. WATCH C	OMMANDER'S DAILY REPORT (LAPD 126)	5/1/2001	<del>7/31/2001</del>	TO+5	
- O276. EMPLOYE	E COMMENT SHEET (1.77/1.77.)	9/1/1999	12/31/2003	<del>TO+5</del>	4
Excluded Boxes:	TOTAL NUMBER	R OF BOXES ELIGIBLE F	OR DESTRUCT	ION	30
•	(Please line out exc	luded boxes on the form	Minus excluded land note box nur		ろ
	TOTAL NUMBER OF BOX	ES APPROVED FO	R DESTRUC	TION	<u> </u>
	Review the box listing pages of this report. Reviewer must initial each tom of the page and on this summary page adjusted accordingly. De				
ARE SUBMITTED FOR DESTR	ION: E ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTAC RUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF THE LOS ANGELES CHARTER WHERE APPLICABLE.				
BY (DIV HEAD):	BY (DEPT HEAD):		DATE:		

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

Date: 7/3/2020

### **BOX SUMMARY BY RECORD SERIES:**

	<b>DS OF:</b> LOS ANGELES POLICE DEPARTMENT/DEVON	SHIRE AREA		/PDX/17/	
SCHD ITEM NO.	Record Series Title	From	То	TOTAL RETENTION PERIOD	Total Boxes
0013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1989	12/31/2002	AR+10	5
-0018-	DAILY FIELD ACTIVITIES REPORT (LAPD 15:52)	1/1/2002	12/31/2002	TO+5	and Jane
O023.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62)	1/1/1989	12/31/1989	TO+5	1
-0037. 1	NVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	<del>-1/1/2002</del>	12/31/2002	TO+5	20
-O054I	PERSONNEL FOLDERS - DIVISIONAL	-1/1/19 <mark>8</mark> 9	12/31/2000	- TE	
O067. F	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47)	1/1/1999	12/31/1999	TO+5	1
_0075\$	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2002	<del>T0+5</del>	and the same
_O0841	TIME BOOK (LAPD 15.30)	1/1/1994	12/31/2003	GL+4	
<del></del>	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2001	12/31/2003	<del>T0+5</del>	5
- <del>0099.   V</del>	VORK CONTROL FOLDERS	1/1/1979	12/31/2003	CL+4	24
O169. J	UVENILE ARREST PACKAGE	1/1/1984	1/29/1986	TO+5	5
- O199. C	VERTIME REPORTS (LAPD 2.24)	1/1/2000	12/31/2001	TO+5	
<del>- 0210.</del> P	ROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10	1/1/2000	12/31/2000	TO+5	and the same
. O253. U	ISE OF FORCE REPORT (LAPD 1.67.)	1/1/2002	12/31/2002	TO+10	2
O257. V	ICE FILES	1/1/1995	12/31/2003	CL+4	10
O265. W	VATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	12/31/2002	TO+5	
O280. P	ERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1991	12/31/1998	TO+10	1
Excluded Boxe	SS: TOTAL NUMBER OF B	OXES ELIGIBLE F	OR DESTRUCTIO	N	 96
	(Please line out excluded t		Minus excluded bo	xes:	3
	TOTAL NUMBER OF BOXES A	PPROVED FO	R DESTRUCT	ION 2	3
he page and the to PEPARTMENT AL HEREBY CERTIF IRE SUBMITTED	Y THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED RI EOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECT	it head must sign this EQUEST (FOR AUTH	page below. Return	report to City Cler Y OBSOLETE RE	k's Office.
ODE, AND SECT Y (DIV HEAD):	10N 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.  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:** 

RECO	RDS OF:	LOS ANGELES	S POLICE DEP	PARTMENT/OF	PERATIONS - CENT	RAL BURE/	/PDX/20/	
SCHD ITEM NO.	Record Ser	ies Title			From	То	TOTAL RETENTION PERIOD	Total Boxes
0011.	DAILY WOR	K SHEET (LA	PD 15.26) H ⊙	micide F	iles 1/1/1985	12/31/1988	TO+5	6
<del>-0015.</del> -	MURDER BO	OOK - SOLVED		V	3/1/1979	11/30/1986	CL+32	-27
O045.	ARREST LO	G ВООК			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 E	Boxes:				ER OF BOXES ELIGIBLE I	Minus excluded	boxes:	35
				•	xcluded boxes on the form XES APPROVED FC		′ 🖳	3
the page and t <b>DEPARTMEN</b> I HEREBY CE ARE SUBMITI	the total at the bottor  T AUTHORIZATION  RTIFY THAT THE A  TED FIREDESTRUC	m of the page and on the	nis summary page adj RECORDS, AS DET/ CE WITH ALL RELEV	justed accordingly. [ AILED ON THE ATT, /ANT PROVISIONS	ach page authorized for destru Department head must sign thi ACHED REQUEST (FOR AUT OF SECTIONS 12.4 AND 12.5	s page below. Retu	urn report to City C	lerk's Office
BY (DIV HEAD	): <b>        </b>		BY (DEP	T HEAD):		DATE:		

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

**BOX SUMMARY BY RECORD SERIES:** 

Date: 7/8/2020

Summary Page 1 of 1

RECO	RDS OF: LOS ANGELES POLICE DEPARTMENT/DETE	CTIVE SUPPORT	& VICE DI	/PDX/33/	
SCHD ITEM NO.	Record Series Title	From	То	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	GE 01/01/1972	12/31/2000	CL+4	33
O067.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAI	P[ 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 B	doxes: TOTAL NUMBER O	F BOXES ELIGIBLE F	OR DESTRUCT	ION	 68
	(Please line out exclud		Minus excluded land note box nur		Ø
	TOTAL NUMBER OF BOXES	S APPROVED FO	R DESTRUC	TION	68
netructions to	Departments: Review the box listing pages of this report. Reviewer must initial each page.	age authorized for dectru	ction. Boyon to bo	rotoined may be lin	

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):	BY (DEPT HEAD):	,		DATE:
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### 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

RECOR	RDS OF: LOS AN	GELES POLICE DE	PARTMENT/ROBBER	RY - HOMICIDE		/PDX/35/	
SCHD ITEM NO.	Record Series Title			From	То	TOTAL RETENTION PERIOD	Total Boxes
O005.	APPLICANT FOLDER	S		01/01/1997	12/31/2001	TO+5	4
0011.	BANK ROBBERY CAS	E PACKAGES	ggantic Benezi serze ANPA Gyaya da Percins coccasi ANPA da vegga anta a casa da casa da casa da casa da casa d	01/01/1980	12/31/1987	CL+30	
O021.	CORRESPONDENCE	AND SUBJECT FI	LES	01/01/1993	12/31/2004	AR+10	17
<del>0</del> 02 <del>9.</del>	DAILY SIGN OUT SHE	ET (LAPD 15.19	and the state of t	01/01/2002	12/31/2002	TO+5	
<del>- 0058.</del>	HOMICIDE CASE PAG	<del>KAGES</del>	ESSPARJON PERSONALISMA NEIDER MEETETTISSEN SYNNIN PROSIDEN HEEDISSEN LANDER USER IN SIGNALISM TO SERVING SANDE	01/01/1925	12/31/1957	-CL+62	8
<del>0065.</del>	INVESTIGATOR'S CA	SE ENVELOPE - A	RRESTEE PACKAGE	01/01/1971	12/31/1983		5
O072.	LINE UP PACKAGE			01/01/1976	12/31/1988	TO+28	-21
'O086.	MURDER BOOK - SOI	-VED	erre gallenigen er geginde men grypt. Die engeste gemine er retende in er retende er er transperier er er en	01/01/1979	12/31/1999	CL+20	28
O093.	OFFICER INVOLVED	SHOOTING FILES	g eksillös elleme zazze freimtoda centrakvaltzástatát doza élvitet nigyenytő meldalegyhat meld	02/13/1968	12/31/1985	CL+30-	60
O108.	PROPERTY DISPOSIT	TION REQUEST	(LAPD 10.6)	01/01/2000	12/31/2001	TO+5	1
O122.	ROBBERY CASE PAC	KAGES	الكاسوية والمساعدة والمساع	01/01/1962	12/31/1988	CL+28	28
<del>0129.</del>	SIGN OUT SHEET (I	APD 15.42)	нериун такжарын күрүн кетен айыны тетен айын кетен айынын үтте кетен үчүн такты такты такты такты такты такты	01/01/2000	12/31/2001	<del>70+5</del>	2
O132.	STATISTICAL REPOR	тѕ		01/01/1960	12/31/1980	TO+5	1
O <del>207.</del>	HOMICIDE FILE			01/01/1969	12/31/1969	TO+10	1
O271.	OVERTIME REPORTS	occurated and the college of parameters of parameters? Act which with the capacitation	e til framkrindik forstil granderskiptnin ocent VCS-kyganisk föllgrinde åt fallt meladeli 1957-agrende.	01/01/1986	12/31/2003	and the second s	···· <u>4</u> ···· 4
Excluded Bo	exes:		TOTAL NUMBER OF BO	OXES ELIGIBLE FO	R DESTRUCTI	ON	 182

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

Minus excluded boxes:

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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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

the page and the total at the bottom of the page and on this summa	ry page adjusted accordingly	. Department head must sign this page	below. Return report to City Clerk's Office
DEPARTMENT AUTHORIZATION:			
HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS			
ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH A	ALL RELEVANT PROVISION	IS OF SECTIONS 12.4 AND 12.5 OF TH	IE LOS ANGELES ADMINISTRATIVE
CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WI	HERE APPLICABLE.		, ,
			DATE: 9/16/20
BY (DIV HEAD):	BY (DEPT HEAD):		DATE: 1/16/20
<i>"</i>			

v<sup>1</sup>

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

Date: 7/9/2020

**BOX SUMMARY BY RECORD SERIES:** 

RECORDS OF: EMPLOYEE RELATIONS GROUP			/PDX/39/	
SCHD Record Series Title ITEM NO.	From	То	TOTAL RETENTION PERIOD	Total Boxes
O002. CORRESPONDENCE AND SUBJECT FILES	1/1/1990	12/31/2001	AR+10	13
OCCA GRIEVANCES (DEAD)	-1/1/1994	~ <del>12/3</del> 1/1999	<del>- 10+10-</del>	_20
	R OF BOXES ELIGIBLE	Minus excluded to mand note box num	poxes: nbers)	42
Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department authorization:  I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS O CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.  BY (DIV HEAD):  BY (DEPT HEAD):	partment head must sign t CHED REQUEST (FOR AU	his page below. Retu	ROY OBSOLETE FELES ADMINISTR	lerk's Office. RECORDS)

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

Date: 7/9/2020

#### **BOX SUMMARY BY RECORD SERIES:**

RECO	RDS OF:	LOS ANGELES POLIC	E DEPARTMENT	METROPOLITAN D	IVISION	/PDX/41/	
SCHD ITEM NO.	Record Seri	ies Title		From	То	TOTAL RETENTION PERIOD	Total Boxes
O030.	DAILY WORK	(SHEET (LAPD 15.26		1/16/2000	11/25/2002	, AR+4	5_
<del>0226.</del>	OVERTIME F	REPORTS (LAPD 2.24		1/6/2001	12/28/2002	TO+5	13_
O269.	WATCH COM	MMANDER'S DAILY REF	PORT (LAPD 12	7/1/2000	12/31/2000	TO+5	1
Excluded B	Boxes:		TOTAL NU	MBER OF BOXES ELIGI	BLE FOR DESTRUCT	TON	19
			(Please line of	ut excluded boxes on the	Minus excluded form and note box nui		8
····		TOTA	AL NUMBER OF	BOXES APPROVE	FOR DESTRUC	TION	
		eview the box listing pages of this re n of the page and on this summary					
I HEREBY CE	T AUTHORIZATION: RTIFYTHAT THE AI TELF OR DESITIVE ELTION 434 OF THE	: BOVE SHMMARIZED RECORDS, TION IN ACCORDANCE WITH AL LOS INGELES CHARTER WHI	AS DETAILED ON THE A L RELEVANT PROVISION RE APPLICABLE.	ATTACHED REQUEST (FOR DNS OF SECTIONS 12.4 AN	R AUTHORITY TO DEST D 12.5 OF THE LOS AND	ROY OBSOLETE	RECORDS RATIVE
BY (DIV HEAD	D):	86	BY (DEPT HEAD):		DATE:		

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

Date: 7/9/2020

#### **BOX SUMMARY BY RECORD SERIES:**

SCHD ITEM NO.	Record Series Title	From	То	TOTAL RETENTION PERIOD	Total Boxes
<del>D010.</del>	BUDGET RECORDS	<del>1/1/1977</del>	<del>12/31/1980</del>	<del>- TO+3</del>	4
<del>0018.</del>	CITATION CANCELLATION REQUEST (LAPD 4.45)	1/1/2000	<del>- 12/31/2003</del>	<del>T0+2</del>	<del>10-</del>
O <del>021.</del>	CORRESPONDENCE AND SUBJECT FILES	1/1/1986	12/31/2003	AR+10	<del>-190</del> ′
<del>0029</del>	DAILY SIGN OUT SHEET (LAPD 15.19)	<del>- 1/2/1997</del>	<del>- 12/31/2002</del>	T <del>O+5</del>	4_
O086.	MURDER BOOK - SOLVED	1/1/1984	12/31/1997	CL+20	8-
<del>0095.</del>	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES	3/27/2003	5/11/2005	TE+10	41-
O105.	PROJECT FOLDERS	1/1/1993	12/31/2002		48
<del>0131.</del>	STATION FUND FILE	1/1/1996	12/31/1999	TO+5	4
<del>O133.</del>	SUBPOENA FILES	- 1/1/2001	10/31/2003	GL+4	<del>- 10</del>
<del>0164.</del>	TRANSFER APPLICANT DATA SHEET (LAPD 15.88)	1/1/1998	12/31/2003	TO+10	
O167.	ACTIVITY REPORTS	1/1/1969	12/31/1980	TO+5	2
O <del>227.</del>	OVERTIME REPORTS (LAPD 2.24)	<del>- 1/1/1989</del>	1/31/2000	<del></del>	2-
<del>0241.</del>	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15)	<del> 1/1/199</del> 5	1/1/2004	CL+4	
Э <del>255.</del>	TRAFFIG DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	) 1/1/1993	12/31/1997	TO+5	1
<del>)278.</del>	DETECTIVES CASE ENVELOPE	1/1/2002	12/31/2002		<del>7</del> -
<del>)281</del>	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1995	<del>- 12/31/1999</del>	<del>TO+10</del>	<u>2</u>
cluded Bo	xes: TOTAL NUMBER OF	BOXES ELIGIBLE	FOR DESTRUCTION	ON	 334
	(Please line out exclude	ed boxes on the form	Minus excluded b and note box num		92
	TOTAL NUMBER OF BOXES	APPROVED FO	OR DESTRUCT	TION 4	2
age and th	Departments: Review the box listing pages of this report. Reviewer must initial each pae total at the bottom of the page and on this summary page adjusted accordingly. Departs	ment head must sign th	is page below. Retur	n report to City Cl	erk's Office
REBY CER	TIFY THAT THE ABOVE COMMANIZED RECORDS, AS DETAILED ON THE ATTACHED D FOR DESTRICTION IN ACCURDANCE WITH ALL RELEVANT PROVISIONS OF SECTION 434 OF HIE LOS ANGUES CHARTER WHERE APPLICABLE.	D REQUEST (FOR AUT ECTIONS 12.4 AND 12.	THORITY TO DESTR 5 OF THE LOS ANGI	OY OBSOLETE R ELES ADMINISTR	ECORDS
OIV HEAD)	31302 BY (DEPT HEAD):		DATE:		

RECORDS OF:

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

Date: 7/10/2020

**BOX SUMMARY BY RECORD SERIES:** 

LOS ANGELES POLICE DEPARTMENT/TRAINING DIVISION

Summary Page 1 of 1

/PDX/63/

Record Series Title	From	То	TOTAL RETENTION PERIOD	Total Boxes	
AMMO EVALUATIONS	1/1/1989	12/31/1990	TO+10	2	
CORRESPONDENCE AND SUBJECT FILES	1/1/1969	12/31/2006	CL+10	242 20	
DIVISIONAL PERSONNEL FOLDERS	1/1/1998	12/31/2001		irmeniciani irak	
PEACE OFFICERS STANDARD AND TRAINING RECORDS (F	1/1/1983	12/31/2005	TO+5	18	
PERSONNEL FOLDERS (RECRUITS)	5/1/1974	12/31/1988	TE	<u>2</u> 1	
OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	12/18/1977	8/17/1989	GL+4		
TRANSFER DOCUMENTATION	1/1/2000	11/30/2001	TO+5	2	
DXES: TOTAL NUMBER OF B	OXES ELIGIBLE	FOR DESTRUCTION	ON	<u>2</u> 57	
(Please line out excluded	Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)				
TOTAL NUMBER OF BOXES A	APPROVED FO	OR DESTRUCT	ION _	32	
e total at the bottom of the page and on this summary page adjusted accordingly. Departmen	nt head must sign this	s page below. Return	report to City Cit	erk's Office.	
	AMMO EVALUATIONS  CORRESPONDENCE AND SUBJECT FILES  DIVISIONAL PERSONNEL FOLDERS  PEACE OFFICERS STANDARD AND TRAINING RECORDS (F  PERSONNEL FOLDERS (REGRUITS)  OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)  TRANSFER DOCUMENTATION  IXES:  TOTAL NUMBER OF BOXES A  Departments: Review the box listing pages of this report. Reviewer must initial each page to total at the bottom of the page and on this summary page adjusted accordingly. Departments  AUTHORIZATION:	AMMO EVALUATIONS  CORRESPONDENCE AND SUBJECT FILES  DIVISIONAL PERSONNEL FOLDERS  PEACE OFFICERS STANDARD AND TRAINING RECORDS (F 1/1/1983)  PERSONNEL FOLDERS (RECRUITS)  OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)  TRANSFER DOCUMENTATION  1/1/2000  Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destructed at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this	AMMO EVALUATIONS  1/1/1989  12/31/1990  CORRESPONDENCE AND SUBJECT FILES  1/1/1969  12/31/2006  DIVISIONAL PERSONNEL FOLDERS  PEACE OFFICERS STANDARD AND TRAINING RECORDS (F 1/1/1983 12/31/2005)  PERSONNEL FOLDERS (RECRUITS)  OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)  TRANSFER DOCUMENTATION  1/1/2000  11/30/2001  TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION  (Please line out excluded boxes on the form and note box number of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return  AUTHORIZATION:	AMMO EVALUATIONS  1/1/1989  12/31/1990  TO+10  CORRESPONDENCE AND SUBJECT FILES  1/1/1969  12/31/2006  CL+10  DIVISIONAL PERSONNEL FOLDERS  1/1/1988  12/31/2001  TE  PEACE OFFICERS STANDARD AND TRAINING RECORDS (F 1/1/1983)  12/31/2005  TO+5  PERSONNEL FOLDERS (RECRUITS)  5/1/1974  12/31/1988  TE  OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)  1/1/2000  1/1/2000  1/1/30/2001  TO+5  TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION  Minus excluded boxes:  (Please line out excluded boxes on the form and note box numbers)  TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION  Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be line 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 City	

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

Date: 7/10/2020

**BOX SUMMARY BY RECORD SERIES:** 

From /18/1998	То	TOTAL RETENTION PERIOD	Total Boxes
49/1008			
10/1000	<del>1/11/2003</del>	- CL+4	
/1/2001	12/31/2002	TO±5	1_
9/1995	12/31/1999	CL+20	3
ES ELIGIBLE			5
	and note box nur	nbers) 🧸	<u> </u>
ead must sign th	is page below. Retu THORITY TO DESTE 5 OF THE LOS ANG	Irn report to City C ROY OBSOLETE I BELES ADMINIST	lerk's Offic RECORDS
	/1/2001 /9/1995 (ES ELIGIBLE xes on the form PROVED FO horized for destrueed must sign the	29/1995 12/31/2002 29/1995 12/31/1999 2ES ELIGIBLE FOR DESTRUCT Minus excluded of the season the form and note box nur  PROVED FOR DESTRUCT  Chorized for destruction. Boxes to be sead must sign this page below. Return the season of the seas	/1/2001 12/31/2002 TO+5 /9/1995 12/31/1999 CL+20 (ES ELIGIBLE FOR DESTRUCTION Minus excluded boxes:

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

Date: 7/10/2020

**BOX SUMMARY BY RECORD SERIES:** 

RECORDS OF:	LOS ANGELES POLICE I	DEPARTMENT/POLICE COMMISSION	١ .	/PDX/98/	
SCHD Record Se ITEM NO.	eries Title	From	То	TOTAL RETENTION PERIOD	Total Boxes
O007. CORRESPO	ONDENCE & SUBJECT FIL	ES (PERSONNEL & SPI 1/1/2002	12/31/2004	TO+5	3
Excluded Boxes:	TOTAL	TOTAL NUMBER OF BOXES ELIGIBLE  (Please line out excluded boxes on the form NUMBER OF BOXES APPROVED FO	Minus excluded by and note box num	poxes: 45	23368
the page and the total at the bott  DEPARTMENT AUTHORIZATIO I HEREBY CERTIFY THAT THE ARE SUBMITTED FOR DESTRU	tom of the page and on this summary pa DN: ABOVE SUMMARIZED RECORDS, AS JUCTION IN ACCORDANCE WITH ALL F THE LOS ANGELES CHARTER WHERE	ort. Reviewer must initial each page authorized for destrige adjusted accordingly. Department head must sign the DETAILED ON THE ATTACHED REQUEST (FOR AURELEVANT PROVISIONS OF SECTIONS 12.4 AND 12 E APPLICABLE.	nis page below. Retur	rn report to City C	lerk's Office