

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

*Records of Department:	Police Department	
Additional Information:		
Submitting Date:	4/12/2021 ☐ Email me a cop	у
*Quantity:	95 Boxes	
Records Dated From	01/01/1978 <b>To</b> 12/31/2015	
Description:	Metropolitan Division (PDX/41) from Van Nuys Area (PDX/09) from 1976 Professional Standards Bureau / IAC West Valley Area (PDX/10) from 20	8 - 2015 G (PDX/83) from 2007 - 2009
Attachment: [2 MB max]	Detach PDX 41 09 83 10 027	3 BPC 20-0150 95 boxes (1 dupe).pdf
Department Authorizat	ion	
Authorizing Person:	Board of Police Commissioners Rep	ort 20-0150 <b>Date:</b> 10/20/2020
City Clerk Authorizatio	n	
50, I hereby certify that the attained to the best of my knowled	ached Request for Authority to Dispose of	ode (LAAC) and the Mayor's Executive Directive No. f Obsolete Records has been reviewed by my office ity Clerk staff have reviewed the request for
		Authorizing Person:
• APPROVE	○ REJECT	PETTY SANTOS
		Date Signed:
Signature:	1/1/8_	04/12/2021

**Date of Notification:** 

04/14/2021

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

**SUBMIT** 

CANCEL

## 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



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

October 20, 2020

BPC #20-0150

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 DIVISION

At the regular meeting of the Board of Police Commissioners held on October 20, 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

lara Silva

MARIA SILVA

Commission Executive Assistant II

Attachment

c: Chief of Police

## INTRADEPARTMENTAL CORRESPONDENCE

October 7, 2020 1.1

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 95 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

MICHELAR. MØORE

Chief of Police

AND OF

Attachments

City of Los Angeles Form Gen. 48 (Rev 08/2015) City Clerk

Year Ending: 2000

# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of_	LAPD / CTSOB				Metropolitan	ian	Admir	Administration
	(Department/Bureau)				(Division)		(Unit)	
Location of Records_ Records	2710 West Temple Street	Records Retention	ention Sche	n Schedule No	PDX/41		M Original Records	[] Duplicate
Sch Item	Record Title (Same as on Schedule)	Conf F.	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Quantity
Š.				Period (YEARS)	From	To		
0021	1998-2009 Training Logs Boxes 20-025-027			01	01-1998	12-2009		,
0042	2001-09 Vault Audits Boxes 20-036-037		<i>\\</i>	5 10	01-2001	12-2009		
0125	2007-2009 SWAT Warrants Boxes 20-038-043			10	01-2007	12-2009		4
			and the second					
,								
The aboye ro	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:	12.5 of the L	.A. Admi	nistrative (	Code:			30
By	By				Date		Page	of   Pages
	Division read	Depa	Department Head	_		THE STATE OF THE S		
Retention Codes:	TO the Transmission of the CLECLOSED CO-COMPLETION		CA=CANCELLED		EX=EXPIRATION PE	PE=PERMANENT	SU-SUPERSEDED TE-TEF	TE=TERMINATION

TO = the "To Date" i.e. the date of the record.

City of Los Angeles Form Gen. 48 (Rev 08/2015) City Clerk

Year Ending: 2015

## AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

	DETEC		(Unit)
	VAN NUYS		(Division)
of LOS ANGELES POLICE DEPARTMENT/OPERATIONS VALLEY BUBEAU	CHARLES THE POWER	(Lenariment/Kirreaii)	(money areas and a)
Records c			

DETECTIVE

Location of Record	of Records Van Muyo Defectives	Records Reten Schedule No	Records Retention 09 Schedule No.	60	X Origi	X Original Records	[ ] Duplicate Records	
Sch Item	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Quantity
°Z		3		Period (YEARS)	From	To		
66	WORK CONTROL FOLDERS 1993-2003-2004-2005-2008-2009			4	01/01/1993	12/31/2009	None	5
13	CORRESPONDENCE AND SUBJECT FILES 2005 - 2009			10	01/01/2005	12/31/2009	None	2
260	VICE FILES FORM 3.18 1996, 1998, 2002, 2005, 2006, 2007, 2008, 2009,2010, 2011 2014			4	1/1/1996	12/31/2014	None	∞
19	PROPERTY DISPOSITION REQUESTS 1997, 1998, 1999, 2000, 2001, 2002, 2009, 2010, 2011, 2012			\$	1/1/1997	12/31/2012	None	3
37	INVESTIGATOR'S CASE ENVELOPE 1980, 1994, 1997,2003, 2009, 2010,,2012, 2014			5	1/1/1980	12/31/2014	3 boxes with numbers 5096, 5097, 5098	9
223	SEARCH WARRANTS 2009, 2010			10	1/1/2009	12/31/2010	None	4
154	FELONY WARRANTS PACKAGES 1978 THRU 1993			10	1/1/1978	12/31/1993	None	
95	VICE ARREST INDEX CARDS 2000 - 2010			5	1/1/2000	12/31/2010	None	2

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

Pag
Date
By Department Head
By M / Par. Division Head

AU-AUDIT AR-ANUAL 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. Retention Codes:

City Clerk

City of Los Angeles Form Gen. 48 (Rev 08/2015)

Year Ending: \_20/5\_

# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

DETECTIVE (Unit)	[ ] Duplicate Records
VAN NUYS (Division)	XOriginal Records
TIONS-VALLEY BUREAU	Records Retention 09 Schedule No.
Records of LOS ANGELES POLICE DEPARTMENT/OPERATIONS-VALLEY BUREAU (Department/Bureau)	Location of Records Van Muyo Defectives

	Record Title (Same as on Schedule)	Conf	Form No.	Total		Inclusive Dates	Storage Location Nos.	Ouantity
0				Period (VEARS)	From	To		,
73	SECRET SERVICE FUNDS 1991- 2004 2006-2011			74	1/1/1991	12/31/2011	None	2
224	SECRET SERVICE REPORTS FORM 15.37			. 3	1/1/2012	12/31/2015	None	
96	VICE /INFORMATION CARDS FORM 15.36 1999 - 2002			5	1/1/1999	12/31/2002	None	-
601	APPLICANT FOLDERS -			5	1/1/200	12/31/2006	None	2
					- Additional of the state of th			
-							Total	37

uction in accordance with Sec 12.5 of the L.A. Administrative Code:

By

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AU-AUDIT AR-ANUAL 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. Retention Codes:

Date

Department Head

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

8 BOXES Quantity 2009 **Duplicate Records** Pages Year Ending Storage Location Nos. ARS (Unit) ō Original Records T = Termination Page 12/31/09 ٩ Inclusive Dates > S = Superseded 01/01/07 From The above rechrds are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date P = Permanent Reten. Period 10YR Total (Division) IAG Form No. PD - 83 E = Expiration Conf. Rec. Records Retention Schedule No. C = Closed or Completion Record Title (Same as on Schedule) CORRESPONDENCE & SUBJECT FILES By (Department/Bureau) PSB SELECTION PACKAGES AR = Annual Review PD/PSB 201 N. FIGUEROA ST Retention Bode: (A)=|Audiy 003 Sch. Item No. of Records. Records of Location Item No. By

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

2013

AUTHORITY TO DESTROY OBSOLETE RECORDS

Quantity Duplicate Records ~ 2 8 Year Ending 5100,5101,5164 thru 5166 Storage Location Nos. 5176 and 5177 5108 and 5173 5114 thru 5116 5242 thru 5245 5112 and 5113 (Unit) Area and Patrol TOTAL Original Records Page 12/31/13 12/31/13 12/31/13 12/31/13 2 Inclusive Dates > 01/01/13 01/01/13 01/01/09 01/01/09 From The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code. Date Total Reten. Period AR+4 TO+5 CL+4TO+5 (Division) Form No. 04.50.0 15.56 Van Nuys Records Retention 09 Conf. Rec. Schedule No. Record Title (Same as on Schedule) Ву (Department/Bureau) 6240 Sylmar Ave. Van Nuys 91406 Equipment Inventory Report Personal Service Citations Detention Logs Project Folders LAPD/OVB 090 Sch. Item No. 026 149 205 Records of of Records Location Item Š 7 3 4 By \_

Pages

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T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or Completion

AR = Annual Review

Retention Code: A = Audit

City Clerk City of Los Angeles Form Gen 48 (Rev 08/2015)

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	of LOS ANGELES POLICE DEPARTMENT/ VALLEY BUREAU (Department/Bureau)	JREAU	WES	WEST VALLEY	(Division)		RECORDS	
Location of Records_	Is 19020 VANOWEN STREET RESEDA	Sche	Reco Schedule No	Records Retention NoPDX-	10	(X) Original Records	(Cilit)  cords [] Duplicate Records	
Sch	Record Title (Same as on Schedule)	Conf Fc	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Guanti
Š.		7		Period (YEARS)	From	To		) }
0900	PROJECT FOLDERS (GIT)			CL + 4	01/01/2013	12/31/2014		-
0215	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15)			CL + 4	01/01/2005	12/31/2013		
0071	REGISTRY OF DR NUMBERS			CL + 4	01/01/2007	7002/15/21		13
0101	ABSENTEE PARKING CITATION BOOKS (LAPD 4.49)			TO + 5	5002/10/10	12/31/2012		_
0149	EQUIPMENT INVENTORY REPORT			TO + 5	8000/10/10	2102112021		2
0079	SUBPEONAS FILES				01/01/2000	8007/16/71		2
0.075	SEPCEANTS DAILY DEPOTE A COLOR			CL + 4	01/01/2007	12/31/2008		2
	SENGEANTS DAILY REPORT (LAPD 15.48) (NED)			TO + 5	01/01/2000	12/31/2000		
6010	APPLICANT FOLDERS (FTO SELECTION PACKAGES)			TO + 5	01/01/2014	12/31/2014		
							Total 28	8

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

By

By

Retention Codes: AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COL

AU-AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION TO a the "To Date" i.e. the date of the record.

Date

Department Head

City Clerk City of Los Angeles Form Gen. 48 (Rev 08/2015)

## AUTHORITY TO DISPOSE OF OBSOLETE RECORDS Request for

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code: YOK!  $\overrightarrow{\mathrm{By}}_{\underline{\phantom{a}}}$ 

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Division Head

Department Head Retention Codes:

AU-AUDIT AR-ANUAL 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.

Date

Pages

## 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;
- 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

with.	f City Charter Sec. 434, where applicable, have been complied
To the best of my kn	owledge, the above determinations are true:
Ву	Date Date
Department/Bureau	Los Angeles Police Department/Chief of Police
Records Dated 01	/01/2000 THRU 12/31/2014