



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 41 09 83 10 0273 BPC 20-0150 95 boxes (1 dupe).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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

Date Signed:

APPROVE

REJECT

Signature:

Date of Notification: (Records will be held for 60 days from this date).

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

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SHANE MURPHY GOLDSMITH
VICE PRESIDENT

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MARIA LOU CALANCHE
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COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
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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 VARIOUS 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

A handwritten signature in cursive script that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

REVIEWED
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
DATE 10/7/20

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.

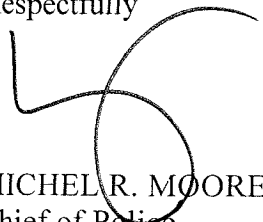
DISCUSSION

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



MICHEL R. MOORE
Chief of Police

BOARD OF
COMMISSIONERS
approved October 20, 2020
Secretary Maria Silva

Attachments

Year Ending: 2015

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LOS ANGELES POLICE DEPARTMENT/OPERATIONS-VALLEY BUREAU (Department/Bureau) VAN NUYS (Division) DETECTIVE (Unit)

Location of Records Van Nuys Detectives Records Retention Schedule No. 09 Original Records Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
99	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	8
61	PROPERTY DISPOSITION REQUESTS 1997, 1998, 1999, 2000, 2001, 2002, 2009, 2010, 2011, 2012			5	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	6
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	1
95	VICE ARREST INDEX CARDS 2000 - 2010			5	1/1/2000	12/31/2010	None	2

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

By [Signature] Division Head By [Signature] Date 1 of 2 Pages

AUTHORITY TO DESTROY OBSOLETE RECORDS

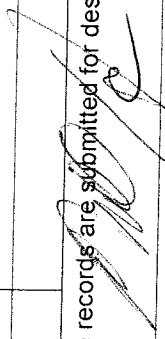
Records of LAPD/OVB (Department/Bureau) Van Nuys (Division) Area and Patrol (Unit)

Location 6240 Sylmar Ave. Van Nuys 91406 Records Retention 09 Schedule No.

Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	060	Project Folders			AR+4	01/01/13	12/31/13	5100,5101,5164 thru 5166	
2	026	Detention Logs			CL+4	01/01/13	12/31/13	5176 and 5177	7
3	149	Equipment Inventory Report		15.56	TO+5	01/01/09	12/31/13	5108 and 5173	2
4	205	Personal Service Citations		04.50.0	TO+5	01/01/09	12/31/13	5112 and 5113 5114 thru 5116 5242 thru 5245	2 7
								TOTAL	18

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

By  By _____ Date _____

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

Page 1 of 1

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LOS ANGELES POLICE DEPARTMENT/VALLEY BUREAU WEST VALLEY RECORDS
(Department/Bureau) (Division) (Unit)

Location of Records 19020 VANOWEN STREET RESEDA Schedule No. PDX-10 [X] Original Records [] Duplicate Records
Records Retention

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O060	PROJECT FOLDERS (GIT)			CL + 4	01/01/2013	12/31/2014		1
O215	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15)			CL + 4	01/01/2005	12/31/2013		13
O071	REGISTRY OF DR NUMBERS			CL + 4	01/01/2007	12/31/2007		1
O101	ABSENTEE PARKING CITATION BOOKS (LAPD 4.49)			TO + 5	01/01/2005	12/31/2012		2
O149	EQUIPMENT INVENTORY REPORT			TO + 5	01/01/2008	12/31/2008		2
O079	SUBPEONAS FILES			CL + 4	01/01/2007	12/31/2008		2
O075	SERGEANTS DAILY REPORT (LAPD 15.48) (NED)			TO + 5	01/01/2000	12/31/2000		1
O109	APPLICANT FOLDERS (FTO SELECTION PACKAGES)			TO + 5	01/01/2014	12/31/2014		1
							Total	23

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

By [Signature] 387C Division Head Date _____ Department Head Page 1 of 1 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION
TO = the "To Date" i.e. the date of the record.

