

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

*Records of Department:	Police Department
Additional Information:	
Submitting Date:	4/12/2021
*Quantity:	222 Boxes
<b>Records Dated From</b>	01/01/1995 <b>To</b> 12/31/2015
Description:	Van Nuys Area (PDX/09) from 2000 - 2016 Southeast Area (PDX/18) from 1995 - 2015 Olympic Area (PDX/62) from 2004 - 2014
Attachment: [2 MB max]	Detach PDX BPC 21-025 originals divisions 09 18 62 222 boxes 159-02
Department Authorizat	tion

Authorizing Person:	Board of Police Commissioners Report 21-025	Date:	02/09/2021

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

**O REJECT** 

Authorizing Person:

PETTY SANTOS

Date Signed:

04/12/2021

Signature:

**Date of Notification:** 

Santos

04/14/2021

MADO

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

SUBMIT



### LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

> EILEEN M. DECKER PRESIDENT

WILLIAM J. BRIGGS, II VICE PRESIDENT

DALE BONNER MARIA LOU CALANCHE STEVE SOBOROFF

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

February 9, 2021



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

BPC #21-025

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 AND DUPLICATE RECORDS FOR VARIOUS AREAS AND DIVISIONS.

At the regular meeting of the Board of Police Commissioners held Tuesday, February 9, 2021 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

Mana Silva

MARIA SILVA Commission Executive Assistant

Attachment

c: Chief of Police



February 9, 2021 1.1

FEB 0 3 2021

**TO:** The Honorable Board of Police Commissioners

POLICE COMMISSION

**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 466 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

MICHEL **R** MOORI Chief of Police

JUARD OF MULLE CONTINUES Eneroved Lelinary 9, 2021 Socretory Maria Libra

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:

- 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 m	y knowledge, the abov	ve determinations are true:
Ву		Date 2.2.7
Department/Bure	eau Los Angeles Po	lice Department/Chief of Police
Records Dated	01/01/1995 THRU 12	2/31/2018

CITY CLERK City of Los Angeles Form Gen. 48 (R.3/87)

Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2016

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N     Vehicle Damage Log     15.67     CL+4     01/01/00     12/31/16     No box numbers       Record of Traffic Citations     4.15     CL+4     01/01/07     12/31/16     No box numbers       N     Vehicle-and Equipment Issue Assignment Sheet     15.66     TO+5     01/01/17     12/31/12     No box numbers       N     Vehicle-and Equipment Issue Assignment Sheet     15.66     TO+5     01/01/12     12/31/12     No box numbers       N     Vehicle-and Equipment Issue Assignment Sheet     15.66     TO+5     01/01/12     12/31/12     No box numbers       N     Vehicle-and Equipment Issue Assignment Sheet     15.66     TO+5     01/01/12     12/31/12     No box numbers | (Junits)         (Junits)       (Junits)         C240 Sylmar Ave., Van Nuys       Records Retention       Pace       Colspan="4">(Junits)         n       Record Title (Same as on Schedule)       Conf.       Form       V       Pace       Pace       Pace       Pace       Duplicate Records         n       Record Title (Same as on Schedule)       Conf.       Form       To       Storage Location Nos.       Pace         N       Vehicle Damage Log       15.67       CL+4       01/01/00       12/31/16       No box numbers       Pace         Record of Traffic Citations       4.15       CL+4       01/01/07       12/31/16       No box numbers         Vehicleand Equipment Issue Assignment Sheet       15.66       TO+5       01/01/197       12/31/16       No box numbers         N       Vehicleand Equipment Issue Assignment Sheet       15.66       TO+5       01/01/197       12/31/16       No box numbers         N       Vehicleand Equipment Issue Assignment Sheet       15.67       TO+5       10/01/197       12/31/16       No box numbers         P       Period       TO+5       01/01/197       12/31/16       No box numbers       Protection         P       P       PO+5       PO+5 </td <td>G40 Sylmar Ave, Van Nuys       Records Retention       POINT       Provention       POINT       Point</td> <td>6240 Sylmar Ave, Van Nuys       Records Retartion       PD       Original Records       [Unit)         n       Record Title (Same as on Schedule)       Conti       Form No.       Total       Inclusive Dates       Duplicate Records         n       Record Title (Same as on Schedule)       Conti       Form No.       Total       Inclusive Dates       Duplicate Records         N       Vehicle Damage Log       15.67       CL44       01/01/00       12/31/16       No box numbers         Record of Traffic Citation Books       4.15       CL44       01/01/07       12/31/12       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       01/01/07       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       01/01/07       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       12/31/16       No box numbers         A Vehicle end Lightipment fease       16       1701/17       12/31/16</td> <td>CMAIN       Contraction       Cont       Cont       Ferminian         <th c<="" td=""><td>Optimization       (Jun)         G240 Sylmar Ave., Van Nuys       Records Retention       (Jun)         Colspan="2"&gt;(Jun)       (Jun)         A       Record Tale (Same as on Schedule)       (Jun)         N       Record Tale (Same as on Schedule)       (Jun)       (Jun)         N       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       (Jun)         N       Vehicle Damage Log       15.67       (Lu-4       Original Records       Duplicate Records         N       Vehicle Damage Log       15.67       CL-4       01/01/0       12/31/16       No box numbers         N       Vehicle and Equipment Istext-Assignment Street       15.67       CL-4       01/01/12       12/31/16       No box numbers         N       Noble       No box numbers       No box numbers       No box numbers       No box numbers         N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N</td><td>Contract Area, Van Nuys         Records Retention         (Jong)           C440 Sylmar Area, Van Nuys         Record Retention         Dig         Colspan="4"&gt;(Jong)           N         Record Title (Same as on Schedule)         Cont         Total         Original Records         Digicate Records           N         Record Title (Same as on Schedule)         Record         Total         Total         No box numbers         No box numbers           N         Record Title (Same as on Schedule)         Record         Total         10,0100         12,311/6         No box numbers           N         Record of Traffic Citation Books         4,50         Cu+4         01/01/197         12/311/6         No box numbers           N         Record of Traffic Citation Books         15,66         Cu+3         01/01/197         12/311/6         No box numbers           N         Record Figure         Record Figure</td><td>Other Annalys         Records Retention         (Junit)           6240 Sylmar Ave. Van Nuys         Records Retention         Process         Colnight Records         Duplicate Records</td><td>Original Records Retention       (Unit)         6240 Syltrar Ave., Van Nuys       Records Retention       (Unit)         n       Record Title (Same as on Schedule)       Cont       Total       Conginal Records       Diplicate Records         n       Record Title (Same as on Schedule)       Cont       Faten       Total       Total       Storage Location Nas       Diplicate Records         1       Vehicle Damage Log       Record Title (Same as on Schedule)       Record Schedule       Record Schedule       No box numbers       No box numbers         1       Schedule       From       Tot       Tot       Tot       Tot         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       TotAL       No box numbers         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule</td><td>Current         Current         Current</td><td>Currant         Currant         Currant</td><td>(Jini)         Ition PD 09         (Jini)         (Jini)         Conf.       From No.       (Jini)         Conf.       From No.       (Jini)         Conf.       From       (Jini)         Conf.       From       (Jini)         Conf.       From       Totage Location Nos.         15.67       CL+4       01/01/07       12/31/16       No box numbers       Point         4.15       CL+4       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16&lt;</td><td>C240 Sylmar Are., Van Nuys         Records Relevation<br/>Record Flagmenton         Continue         <thcontinue< th="">         Continue         Co</thcontinue<></td><td>(Unit)           (Unit)           (Unit)           (Unit)           (Unit)           (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         Form No.         Storage Location Nos.           Conf.         Form No.         Conf.         Storage Location Nos.           15.67         CL+4         010/097         12/31/16         No box numbers         No           4.15         CL+4         010/097         12/31/16         No box numbers         No           15.66         TO15         010/071         12/31/16         No box numbers         No           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           12.50         Item LA Administrative Code:         12/31/16         No box numbers         Item Participer Administrative Code:</td><td>Continue         Continue         Continue</td></th></td> | G40 Sylmar Ave, Van Nuys       Records Retention       POINT       Provention       POINT       Point | 6240 Sylmar Ave, Van Nuys       Records Retartion       PD       Original Records       [Unit)         n       Record Title (Same as on Schedule)       Conti       Form No.       Total       Inclusive Dates       Duplicate Records         n       Record Title (Same as on Schedule)       Conti       Form No.       Total       Inclusive Dates       Duplicate Records         N       Vehicle Damage Log       15.67       CL44       01/01/00       12/31/16       No box numbers         Record of Traffic Citation Books       4.15       CL44       01/01/07       12/31/12       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       01/01/07       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       01/01/07       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       12/31/16       No box numbers         A Vehicle end Lightipment fease Assignment Sheet       15.66       TO15       12/31/16       No box numbers         A Vehicle end Lightipment fease       16       1701/17       12/31/16 | CMAIN       Contraction       Cont       Cont       Ferminian       Cont       Ferminian <th c<="" td=""><td>Optimization       (Jun)         G240 Sylmar Ave., Van Nuys       Records Retention       (Jun)         Colspan="2"&gt;(Jun)       (Jun)         A       Record Tale (Same as on Schedule)       (Jun)         N       Record Tale (Same as on Schedule)       (Jun)       (Jun)         N       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       (Jun)         N       Vehicle Damage Log       15.67       (Lu-4       Original Records       Duplicate Records         N       Vehicle Damage Log       15.67       CL-4       01/01/0       12/31/16       No box numbers         N       Vehicle and Equipment Istext-Assignment Street       15.67       CL-4       01/01/12       12/31/16       No box numbers         N       Noble       No box numbers       No box numbers       No box numbers       No box numbers         N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N</td><td>Contract Area, Van Nuys         Records Retention         (Jong)           C440 Sylmar Area, Van Nuys         Record Retention         Dig         Colspan="4"&gt;(Jong)           N         Record Title (Same as on Schedule)         Cont         Total         Original Records         Digicate Records           N         Record Title (Same as on Schedule)         Record         Total         Total         No box numbers         No box numbers           N         Record Title (Same as on Schedule)         Record         Total         10,0100         12,311/6         No box numbers           N         Record of Traffic Citation Books         4,50         Cu+4         01/01/197         12/311/6         No box numbers           N         Record of Traffic Citation Books         15,66         Cu+3         01/01/197         12/311/6         No box numbers           N         Record Figure         Record Figure</td><td>Other Annalys         Records Retention         (Junit)           6240 Sylmar Ave. Van Nuys         Records Retention         Process         Colnight Records         Duplicate Records</td><td>Original Records Retention       (Unit)         6240 Syltrar Ave., Van Nuys       Records Retention       (Unit)         n       Record Title (Same as on Schedule)       Cont       Total       Conginal Records       Diplicate Records         n       Record Title (Same as on Schedule)       Cont       Faten       Total       Total       Storage Location Nas       Diplicate Records         1       Vehicle Damage Log       Record Title (Same as on Schedule)       Record Schedule       Record Schedule       No box numbers       No box numbers         1       Schedule       From       Tot       Tot       Tot       Tot         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       TotAL       No box numbers         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule</td><td>Current         Current         Current</td><td>Currant         Currant         Currant</td><td>(Jini)         Ition PD 09         (Jini)         (Jini)         Conf.       From No.       (Jini)         Conf.       From No.       (Jini)         Conf.       From       (Jini)         Conf.       From       (Jini)         Conf.       From       Totage Location Nos.         15.67       CL+4       01/01/07       12/31/16       No box numbers       Point         4.15       CL+4       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16&lt;</td><td>C240 Sylmar Are., Van Nuys         Records Relevation<br/>Record Flagmenton         Continue         <thcontinue< th="">         Continue         Co</thcontinue<></td><td>(Unit)           (Unit)           (Unit)           (Unit)           (Unit)           (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         Form No.         Storage Location Nos.           Conf.         Form No.         Conf.         Storage Location Nos.           15.67         CL+4         010/097         12/31/16         No box numbers         No           4.15         CL+4         010/097         12/31/16         No box numbers         No           15.66         TO15         010/071         12/31/16         No box numbers         No           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           12.50         Item LA Administrative Code:         12/31/16         No box numbers         Item Participer Administrative Code:</td><td>Continue         Continue         Continue</td></th> | <td>Optimization       (Jun)         G240 Sylmar Ave., Van Nuys       Records Retention       (Jun)         Colspan="2"&gt;(Jun)       (Jun)         A       Record Tale (Same as on Schedule)       (Jun)         N       Record Tale (Same as on Schedule)       (Jun)       (Jun)         N       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       (Jun)         N       Vehicle Damage Log       15.67       (Lu-4       Original Records       Duplicate Records         N       Vehicle Damage Log       15.67       CL-4       01/01/0       12/31/16       No box numbers         N       Vehicle and Equipment Istext-Assignment Street       15.67       CL-4       01/01/12       12/31/16       No box numbers         N       Noble       No box numbers       No box numbers       No box numbers       No box numbers         N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N</td> <td>Contract Area, Van Nuys         Records Retention         (Jong)           C440 Sylmar Area, Van Nuys         Record Retention         Dig         Colspan="4"&gt;(Jong)           N         Record Title (Same as on Schedule)         Cont         Total         Original Records         Digicate Records           N         Record Title (Same as on Schedule)         Record         Total         Total         No box numbers         No box numbers           N         Record Title (Same as on Schedule)         Record         Total         10,0100         12,311/6         No box numbers           N         Record of Traffic Citation Books         4,50         Cu+4         01/01/197         12/311/6         No box numbers           N         Record of Traffic Citation Books         15,66         Cu+3         01/01/197         12/311/6         No box numbers           N         Record Figure         Record Figure</td> <td>Other Annalys         Records Retention         (Junit)           6240 Sylmar Ave. Van Nuys         Records Retention         Process         Colnight Records         Duplicate Records</td> <td>Original Records Retention       (Unit)         6240 Syltrar Ave., Van Nuys       Records Retention       (Unit)         n       Record Title (Same as on Schedule)       Cont       Total       Conginal Records       Diplicate Records         n       Record Title (Same as on Schedule)       Cont       Faten       Total       Total       Storage Location Nas       Diplicate Records         1       Vehicle Damage Log       Record Title (Same as on Schedule)       Record Schedule       Record Schedule       No box numbers       No box numbers         1       Schedule       From       Tot       Tot       Tot       Tot         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       TotAL       No box numbers         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule</td> <td>Current         Current         Current</td> <td>Currant         Currant         Currant</td> <td>(Jini)         Ition PD 09         (Jini)         (Jini)         Conf.       From No.       (Jini)         Conf.       From No.       (Jini)         Conf.       From       (Jini)         Conf.       From       (Jini)         Conf.       From       Totage Location Nos.         15.67       CL+4       01/01/07       12/31/16       No box numbers       Point         4.15       CL+4       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16&lt;</td> <td>C240 Sylmar Are., Van Nuys         Records Relevation<br/>Record Flagmenton         Continue         <thcontinue< th="">         Continue         Co</thcontinue<></td> <td>(Unit)           (Unit)           (Unit)           (Unit)           (Unit)           (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         Form No.         Storage Location Nos.           Conf.         Form No.         Conf.         Storage Location Nos.           15.67         CL+4         010/097         12/31/16         No box numbers         No           4.15         CL+4         010/097         12/31/16         No box numbers         No           15.66         TO15         010/071         12/31/16         No box numbers         No           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           12.50         Item LA Administrative Code:         12/31/16         No box numbers         Item Participer Administrative Code:</td> <td>Continue         Continue         Continue</td> | Optimization       (Jun)         G240 Sylmar Ave., Van Nuys       Records Retention       (Jun)         Colspan="2">(Jun)       (Jun)         A       Record Tale (Same as on Schedule)       (Jun)         N       Record Tale (Same as on Schedule)       (Jun)       (Jun)         N       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       Record Tale (Same as on Schedule)       (Jun)         N       Vehicle Damage Log       15.67       (Lu-4       Original Records       Duplicate Records         N       Vehicle Damage Log       15.67       CL-4       01/01/0       12/31/16       No box numbers         N       Vehicle and Equipment Istext-Assignment Street       15.67       CL-4       01/01/12       12/31/16       No box numbers         N       Noble       No box numbers       No box numbers       No box numbers       No box numbers         N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N       N | Contract Area, Van Nuys         Records Retention         (Jong)           C440 Sylmar Area, Van Nuys         Record Retention         Dig         Colspan="4">(Jong)           N         Record Title (Same as on Schedule)         Cont         Total         Original Records         Digicate Records           N         Record Title (Same as on Schedule)         Record         Total         Total         No box numbers         No box numbers           N         Record Title (Same as on Schedule)         Record         Total         10,0100         12,311/6         No box numbers           N         Record of Traffic Citation Books         4,50         Cu+4         01/01/197         12/311/6         No box numbers           N         Record of Traffic Citation Books         15,66         Cu+3         01/01/197         12/311/6         No box numbers           N         Record Figure         Record Figure | Other Annalys         Records Retention         (Junit)           6240 Sylmar Ave. Van Nuys         Records Retention         Process         Colnight Records         Duplicate Records | Original Records Retention       (Unit)         6240 Syltrar Ave., Van Nuys       Records Retention       (Unit)         n       Record Title (Same as on Schedule)       Cont       Total       Conginal Records       Diplicate Records         n       Record Title (Same as on Schedule)       Cont       Faten       Total       Total       Storage Location Nas       Diplicate Records         1       Vehicle Damage Log       Record Title (Same as on Schedule)       Record Schedule       Record Schedule       No box numbers       No box numbers         1       Schedule       From       Tot       Tot       Tot       Tot         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       Tot       No box numbers         1       Schedule       From       Tot       TotAL       No box numbers         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule       From       TotAL       No box numbers       TotAL         1       Schedule | Current         Current | Currant         Currant | (Jini)         Ition PD 09         (Jini)         (Jini)         Conf.       From No.       (Jini)         Conf.       From No.       (Jini)         Conf.       From       (Jini)         Conf.       From       (Jini)         Conf.       From       Totage Location Nos.         15.67       CL+4       01/01/07       12/31/16       No box numbers       Point         4.15       CL+4       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16       No box numbers       Point         15.66       TO+5       01/01/10       12/31/16       No box numbers       Point         15.61       TO+5       01/01/10       12/31/16< | C240 Sylmar Are., Van Nuys         Records Relevation<br>Record Flagmenton         Continue         Continue <thcontinue< th="">         Continue         Co</thcontinue<> | (Unit)           (Unit)           (Unit)           (Unit)           (Unit)           (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         (Unit)           Conf.         Form No.         Form No.         Storage Location Nos.           Conf.         Form No.         Conf.         Storage Location Nos.           15.67         CL+4         010/097         12/31/16         No box numbers         No           4.15         CL+4         010/097         12/31/16         No box numbers         No           15.66         TO15         010/071         12/31/16         No box numbers         No           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           15.66         TO15         12/31/16         No box numbers         TOTAL:         TOTAL:           12.50         Item LA Administrative Code:         12/31/16         No box numbers         Item Participer Administrative Code: | Continue         Continue |

Year Ending:

# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	LOS ANGELES POLICE DEPARTMENT / OSB (Department/Bureau)			SOU	SOUTHEAST (Division)		DETECTIVES (Unit)	
Location of Records_	145 W. 108 <sup>TH</sup> STREET LOS ANGELES 90061	Recor	Records Retention Schedule No. <u>PD</u>	n PDX/18		0 [X]	[X] Original Records [] Duplicate Records	e Records
Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
				Period (YEARS)	From	To		, 
0227	SEARCH WARRANTS			10	01/01/1997	01/01/2010		20
0120	CASE DISPOSITION SUMMARIES			4	01/01/2005	01/01/2010		50
0174	JUVENILE ARREST PACKAGE			4	01/01/1999	01/01/2015		C <sup>1</sup>
0233	STAFF MEETING MINUTES			5	01/01/2000	01/01/2010		¢ €
O260	USE OF FORCE REPORT			10	01/01/1995	01/01/2000		۵۱ ۲۲
							TOTAL	791
								001
The above r	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:	Sec 12.5 o	f the L.A. Adm	iinistrative (	Code:			

By 35210 Division/Head  $By_{-}$ 

AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION Retention Codes:

Department Head

Pages

of

Page\_

Date

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

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

2015 Year Ending:

Request for

			Quantity	, ,	2	C C	77			1	CI	20			19
	RDS	ecords [] Duplicate Records	Storage Location Nos.		1130 S. Vermont / Records unit	1130 S. Vermont / Records unit	1130 S. Vermont / Records unit		1130 S Vermont / Records unit		1100 S. Vermont / Records unit	1130 S. Vermont / Records unit			TOTAL
ORDS	RECORDS (Ilbit)	[X ] Original Records	Inclusive Dates	To	12/31/14	12/31/14	12/31/15		12/31/12	12/21/12	C1/1C/71	12/31/14			
LETE REC			Inclusi	From	01/01/14	01/01/12	01/01/13	-	01/01/12	01/01/13		01/01/14			
F OBSOI		۲-62	Total	Period (YEARS)	2	5	5		5	5		5			
SPOSE O	CYMPIC (Division)	Records Retention Schedule No. PDX-62	Form No.				4.50								
TO DI	OL YMPIC (Division)	Records Retention Schedule No. <b>P</b> ]	Conf												
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS	LAPD/OWB (Department/Bureau)	Location of Records 1130 S. VERMONT AVE, L.A 5	Record Title (Same as on Schedule)		RESTRAINING ORDERS (EXPIRED) & LOGS	WORK CONTROL FOLDERS	TRAFFIC NOTICE TO APPEAR BOOKS		INVESTIGATORS CASE ENVELOPES (ARREST PACKAGES)	INVESTIGATORS CASE ENVELOPES (ARREST PACKAGES)	INVESTIGATORS CASE ENVELODES (Applet PLOT COLORIS	ANNEST FACTOR FILM FROM FROM (ANNES) FACKAGES)			
	Records of	Location of Records	Sch Item	No	0073	0094	0213	1000	0036	0036	0036				

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

Patrici D. Sudan By\_\_

Retention Codes:

Pages Page 1 of 1 Date Department Head By 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.