



# 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 161-278 BPC 21-107 54 boxes originals.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

Southwest 10 boxes from 1997 - 2015  
Harbor 5 boxes from 2014 - 2018  
Van Nuys 24 boxes from 1997 - 2016  
North Hollywood 6 boxes from 1986 - 2015  
Juvenile 7 boxes from 2008 - 2009  
Secuirty Services 2 boxes from 2015

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

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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

June 8, 2021

BPC #21-107

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, June 8, 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

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC 21-101

RECEIVED 31

JUN 02 2021

POLICE COMMISSION

*Memo dated 6/2/21*

May 26, 2021

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 286 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  
POLICE COMMISSIONERS  
Approved  
Secretary

*June 8, 2021*  
*Maria Silva*

Attachments

### CERTIFICATION FOR DESTRUCTION OF RECORDS

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

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4(a)(1)B of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

By  Date 6-1-21

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1986 THRU 02/28/2019





# AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of LAPD/OVB (Department/Bureau) VAN NUYS (Division) PATROL and KITROOM (Unit)

Location of Records 6240 Sylmar Ave. Van Nuys 91406 Records Retention 09 Schedule No. 09  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	090	Vehicle Damage Log		15.67	CL+4	01/01/00	12/31/16	No box numbers	1
2	205	Personal Services Citations		4.50	TO+5	01/01/99	12/31/15	No box numbers	7
3	218	Record of Traffic Citation Books		4.15	CL+4	01/01/97	12/31/12	No box numbers	1
4	258	Vehicle and Equipment Issue Assignment Sheet		15.66	TO+5	01/01/12	12/31/15	No box numbers	4
5	013	Correspondence and Subject Files		1.67	TO+10	01/01/97	12/31/02	No box numbers	11
								TOTAL	24

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

By [Signature] Date 1-4-21 Page 1 of 1 Pages

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



Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Operations - Valley Bureau (Department/Bureau) North Hollywood (Division) Records (Unit)

Location of Records 11640 Burbank Blvd Schedule No. PDX/15 [X] Original Records [ ] Duplicate  
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		
037	Investigator's Case Envelope - Arrest Package			TO+5	01/01/86	12/31/14	Records Supply Room	1
219	Search Warrants			TO+10	01/01/09	12/31/09	Records Supply Room	1
219	Search Warrants			TO+10	01/01/10	12/31/10	Records Supply Room	2
<del>078</del>	<del>Daily Field Activity Report (APD 16-52)</del>			<del>TO+3</del>	<del>01/01/14</del>	<del>12/31/14</del>	<del>Records Supply Room</del>	<del>2</del>
099	CAPS Work Control Folders			CL+4	01/01/15	12/31/15	Records Supply Room	1
099	CAPS Work Control Folders			CL+4	01/01/14	12/31/14	Records Supply Room	1
Total:								6

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

By CAPF Anderson (Signature) #37356 (Division Head) By \_\_\_\_\_ (Name) \_\_\_\_\_ (Date) Department Head \_\_\_\_\_ (Name)  
Page \_\_\_\_\_ of \_\_\_\_\_ Pages



Request for  
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department/Detective Bureau  
(Department/Bureau)

Juvenile

(Division)

Abused Child Unit

(Unit)

Location of Records 100 W. First St., 3rd Floor, Room 341, Los Angeles, CA 90012 Schedule No. PD 37 [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		
021	Correspondence, Subject Files, Projects, Audits 2008			10	1/1/2008	12/31/2008	3rd Floor, Rm 341	3

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

By [Signature] Division Head

Da.,      /      /     

Department Head

Page      of      Pages

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

3

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Los Angeles Police Department Security Services Division Administration (Unit)  
 (Department/Bureau) (Division)

Location of Records 201 N. Los Angeles Street, Space #2 Records Retention Schedule No. PDX/58 [] 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		
155	Contract Security			5	01/01/15	12/31/15		1
155	Contract Security			5	01/01/15	12/31/15		1

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

By [Signature] By [Signature] Date                      Department Head                     

Retention Codes: AU=AUDIT AR=ANNUAL 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.