

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

*Records of Department:	Police Department
Additional Information:	SIX DIVISIONS, SEE ATTACHED REPORT FOR RECORD TITLES
Submitting Date:	6/16/2021 □ Email me a copy
*Quantity:	54 Boxes

12/31/2018

**Description:** Southwest 10 boxes from 1997 - 2015

01/01/1986

Harbor 5 boxes from 2014 - 2018 Van Nuys 24 boxes from 1997 - 2016

To

North Hollywood 6 boxes from 1986 - 2015

Attachment: [2 MB max] Detach PDX 161-278 BPC 21-107 54 boxes originals.pdf

## **Department Authorization**

**Records Dated From** 

Authorizing Person: Board of Police Commissioners Report 12-107 Date: 06/08/2021

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

**Authorizing Person:** 

PETTY SANTOS

**Date Signed:** 

06/16/2021

**Date of Notification:** 

Signature:

06/22/2021

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

**SUBMIT** 

**CANCEL** 

Text

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

EILEEN M. DECKER PRESIDENT

WILLIAM J. BRIGGS, II VICE PRESIDENT

DALE BONNER MARIA LOU CALANCHE STEVE SOBOROFF

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

June 8, 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 #21-107

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

MARIA SILVA

Commission Executive Assistant

Maria Lilva

Attachment

c: Chief of Police

## INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

JUN 0 2 2021

POLICE COMMISSION

Mem sepulation

BOARD OF

POLICE COMMISSIONERS

Approved

Varia alva

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

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;
- The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - 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
- The provisions of City Charter Sec. 434, where applicable, have been complied with.

By		Date	15.1-01
Department/Bure	au Los Angeles Poli	ice Department/Chief of	Police

CITY CLERK City of Los Angeles

## Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

Form Gen. 48 (R.3/87)

Location 15, of Records Sch.	(Department/Bureau)		(Division)	luni				
1 2 5			100	ou)			(Unit)	
	1546 W, MARTIN LUTHER KING JR. BL Schedule No.	ention PD 03	03			✓ Origin	Original Records Duplic	Duplicate Records
	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten.	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
1 109	APPLICATNT FOLDERS / SELECTION PACKAGES			TO+5	2011	2015	RETENTION ROOM	
2 169 J	JUVENILE ARREST PACKAGES			TO+5	1997	2015	RETENTION ROOM	ox.
	300 / 601							
le above recoi	cordance with Se	O'	12.5 of the L.A. Administrative Code:	ninistrative	Code:			9
By V	By By			Date			Page of	Pages

Request for

City of Los Angeles CHT CLEKK

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Records of	f LAPD/OPERATION SOUTH BUREAU (Department/Bureau)		HARBOR (Division)			RECORDS (Unit)	
Location of Records	s HARBOR RECORDS	Records Retention Schedule No.	PDX/05		✓ Origin	☑ Original Records ☐ Duplicate Records	Records
Item Sch. No. No.	n Record Title (Same as on Schedule)	Conf. Form No.		Inclusive Dates	e Dates	Storage Location Nos.	Quantity
			2YRS	01/01/17	12/31/18		4
2 0143	43 DOMESTIC VIOLENCE RESTRAINING ORDERS		2YRS	01/01/14	12/31/14		+ -
+							
+							
abover	The above records for destruction in accordance with Sec. 12.5 of the 1. A. Administrative Code:	s with Sec. 12.5 of the 1. A.	dminstrative Code			TOTAL	S
By	Allowith By			2		_	

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

2016 Year Ending

Quantity Pages 24 **Duplicate Records** 4 PATROL and KITROOM Storage Location Nos. No box numbers of TOTAL (Unit) ✓ Original Records T = Termination Page 12/31/15 12/31/12 12/31/15 12/31/16 12/31/02 To Inclusive Dates S = Superseded 01/01/09 01/01/12 01/01/00 01/01/97 01/01/97 From The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code. P = Permanent Date TO+10 Total Reten. Period CL+4 TO+5 CL+4 TO+5 (Division) Form No. 15.66 15.67 4.50 4.15 1.67 VAN NUYS E = Expiration Records Retention 09 Conf. Rec. Schedule No. C = Closed or Completion Record Title (Same as on Schedule) Vehicle and Equipment Issue Assignment Sheet By (Department/Bureau) Correspondence and Subject Files 6240 Sylmar Ave. Van Nuys 91406 Record of Traffic Citation Books AR = Annual Review Personal Services Citations Vehicle Damage Log LAPD/OVB Retention Code: A = Audit 060 205 Sch. Item No. 218 258 013 Records of of Records Location Item No. C 3 S 4 By

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

## Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of	Operations - Valley Bureau			North Hollywood	llywood		Records		
	(Department/Bureau)				(Division)		(Unit)		
Location of Records Records	11640 Burbank Blvd	Records	Records Retention Schedule No.	PDX/15	115		[X] Original Records	[] Duplicate	2.
Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity	2
o <sub>N</sub>		Rec		Period (YEARS)	From	To			
037	Investigator's Case Envelope - Arrest Package			TO+5	01/01/86	12/31/14	Records Supply Room	9	
219	Search Warrants			TO+10	01/01/00	12/31/09	Records Supply Room		
219	Search Warrants			TO+10	01/01/10	12/31/10	Records Supply Room	2	
810	Daily Field A. Irity Report (1400 15 ca)			10.5	01/01/14	19/31/14	Records Cappily Room	2	1
660	CAPS Work Control Folders			CL+4	01/01/15	12/31/15	Records Supply Room	-	
660	CAPS Work Control Folders			CL+4	01/01/14	12/31/14	Records Supply Room	-	
									- 1
						İ		Total:	0
									1

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

By CAPT-114	Sim and	By			Date		Page	of	Page
	Division Head 7 512%			Department Head					1 4800
Day The Control	The second of th		13 13 13 13 13 13 13 13 13 13 13 13 13 1						
Retention Codes.	retention Codes: AU=AUDII AR=ANUAL REVIEW CL=CLOSED CO=	CL=CLOSED	CO=COMPLETION	CA=CANCELLED	S EX-EXPIRATION	N PE=PERMANENT	SU=SUPERSEDED	TE=TERMINAT	NO
	TO = the "To Date" i.e. the date of the record.	ecord.							

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

Year Ending: 2008 - 2009

## Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Location								
of Kecords	100 W. First St. 3rd Floor, Room 341, Los Angeles, CA 90012	CA 90012	Sch	Records Retention Schedule No. Pl	tention PD37	ix]	[X] Original Records [] Dup	[] Duplicate Records
Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Ouantity
No		WEE		Period (YEARS)	From	To		
125	Search Warrants 2008			10	1/1/2008	12/31/2008	3rd Floor Room 341	
125	Search Warrants 2009			10	1/1/2009	0000/16/61	and Fit	7
				9		12/31/2009	3rd Floor, Room 341	7
								+
above r	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:  By CHRIS WATERS	ec 12.5 of th	e L.A. Adm	inistrative C	ode:			5
Pages	1111 1011	By				Dun		Pag 1 of
	Division Head	D	Department Head	pı				

City of Los Angeles City Clerk

Form Gen. 48 (Rev 08/2015)

Year Ending: 2008-

## Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Abused Child Unit

Juvenile

(Department/Bureau)

Records of Los Angeles Police Department/Detective Bureau

mem	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
No		W.C.		Period (YEARS)	From	To		
021 Con	Correspondence, Subject Files, Projects, Audits 2008			01	1/1/2008	12/31/2008	3rd Floor, Rm 341	ω.
-	let.							
		-						

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)

## Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Schedule No. PDX.58   Total   No. PDX.58   Every   Every   Schedule   Sched		(Department/Bureau)			(Divis	(Division)		Administration (Unit)	
Record Title (Same as on Schedule)   Conf.   Form No.   Total   Inchasive Dates   Storage Location Nos.	Location of Records 201	N. Los Angeles Street, Space #2	Records I Schedule	Retention No. PDX/58	∞		X] Original Re		sp
Contract Security 5 01/01/15 12/31/15  Contract Security 5 01/01/15 12/31/15	Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusi	ve Dates	Storage Location Nos.	Quantity
Contract Security 5 01/01/15 12/31/15  Contract Security 5 01/01/15 12/31/15	o <sub>N</sub>				Period (YEARS)	From	To		
Contract Security 5 01/01/15 12/31/15	155	Contract Security			S	01/01/15	12/31/15		
	155	Contract Security			5	01/01/15	12/31/15		
									-
7									
									N

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

By

Retention Codes:

AU-AUDIT AR-ANUAL REVIEW CL-CLOSED CO-COMPLETION CA-CANCELLED EX-EXPIRATION PE-PERMANENT SU-SUPERSEDED TE-TERMINATION

Pages

of 1

Page 1

Date

Department Head

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