



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 161-279 BPC 21-089.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE

REJECT

Authorizing Person:

Signature:

Date Signed:

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

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



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

May 13, 2021

BPC #21-089

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, May 11, 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

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

May 5, 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 702 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

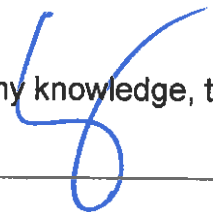
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
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 5-1-21

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1971 THRU 12/31/2005

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/3/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/VALLEY TRAFFIC

/PDX/26/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
A267.	FIELD DATA REPORT (LAPD 70-15.43.01)	1/1/2003	1/31/2005	TO+10	14
O013.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2009	12/31/2009	TO+5	1
O024.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2002	TO+5	1
O169.	OVERTIME REPORTS (LAPD 2.24)	1/1/2001	12/31/2003	TO+5	8
O262.	MURDER BOOK - SOLVED	1/1/1982	12/31/1987	CL+32	5
O264.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	8/1/2000	12/31/2002	TO+5	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

31

Minus excluded boxes:

(Please line out excluded boxes on the form and note box numbers)

30

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

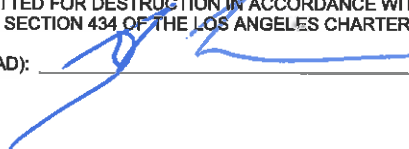
1

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DEPARTMENT AUTHORIZATION:

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):



BY (DEPT HEAD):

DATE:

9/3/20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/3/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/DEVONSHIRE AREA

/PDX/17/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1989	12/31/2002	AR+10	5
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2002	12/31/2002	TO+5	7
O023.	DETECTIVE'S ACTIVITIES SUMMARY (LAPD 1.62)	1/1/1989	12/31/1989	TO+5	1
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2002	12/31/2002	TO+5	20
O054.	PERSONNEL FOLDERS - DIVISIONAL	1/1/1989	12/31/2000	TE	2
O067.	RECEIPTS AND DISBURSEMENTS REPORT (LAPD 16.47)	1/1/1999	12/31/1999	TO+5	1
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2002	TO+5	1
O084.	TIME BOOK (LAPD 15.30)	1/1/1994	12/31/2003	CL+4	1
O085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2001	12/31/2003	TO+5	5
O099.	WORK CONTROL FOLDERS	1/1/1979	12/31/2003	CL+4	24
O169.	JUVENILE ARREST PACKAGE	1/1/1984	1/29/1986	TO+5	5
O199.	OVERTIME REPORTS (LAPD 2.24)	1/1/2000	12/31/2001	TO+5	3
O210.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10)	1/1/2000	12/31/2000	TO+5	1
O253.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2002	12/31/2002	TO+10	2
O257.	VICE FILES	1/1/1995	12/31/2003	CL+4	10
O265.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	12/31/2002	TO+5	7
O280.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1991	12/31/1998	TO+10	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

96

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

93

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

3

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BY (DIV HEAD): [Signature] 31790

BY (DEPT HEAD): _____

DATE: 08/20/20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/9/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/INFORMATION TECHNOLOGY DI /PDX/52/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0001.	ADMINISTRATIVE PROJECT FILES (LAPD 15.02)	12/4/1988	12/31/2002	TO+5	10
0004.	CORRESPONDENCE AND SUBJECT FILES	1/1/1991	12/31/2004	AR+10	84
0006.	DIVISIONAL PERSONNEL PACKAGES	1/1/2002	12/31/2003	TE	1
0007.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	9/8/1991	3/11/2000	CL+4	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 96

Minus excluded boxes:
(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

6
90

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

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BY (DIV HEAD):

Karen Bott

BY (DEPT HEAD):

DATE:

9/25/2020

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/3/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/PACIFIC AREA				/PDX/14/	
SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	01/01/1973	12/31/2003	AR+10	64
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	01/01/2000	12/31/2002	TO+5	24
O035.	HOMICIDE FILE	01/01/1971	12/31/1985	TO+10	11
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	01/01/2001	12/31/2003	TO+5	29
O041.	JAIL TRANSFER RECORD (LAPD 6.11)	03/01/1984	04/30/1984	TO+5	1
O048.	MURDER BOOK - SOLVED	07/03/1977	12/31/1987	CL+32	15
O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	01/01/1999	10/18/2003	CL+4	1
O051.	OVERTIME RECAP	03/01/2001	12/31/2002	TO+5	7
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	01/01/2002	12/31/2003	TO+5	5
O077.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMAI	01/01/1980	12/20/2003	TO+5	15
O099.	WORK CONTROL FOLDERS	01/01/1975	12/31/2003	CL+4	119 ¹⁰
O101.	ABSENTEE PARKING CITATION (BOOKS) (LAPD 4.49)	04/01/1984	01/31/1986	TO+5	18
O200.	OVERTIME REPORTS (LAPD 2.24)	01/01/2003	12/31/2003	TO+5	4
O204.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50)	05/01/1981	02/28/1986	TO+5	22
O208.	PROBATION OFFICER'S BOOK	01/01/1996	06/30/2002	TO+5	5 ¹
O211.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10	01/01/2002	12/31/2002	TO+5	3
O240.	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	09/01/1985	10/31/1985	TO+5	1
O242.	TRAFFIC ENFORCEMENT REQUEST (LAPD 4.6)	02/01/1979	12/31/1984	TO+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 345

Minus excluded boxes: - 293
 (Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 52

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BY (DIV HEAD): [Signature] 10993

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/3/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/SOUTHEAST AREA

/PDX/18/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1995	12/31/2003	AR+10	19
0018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2000	12/31/2002	TO+5	13
0020.	DAILY WORK SHEET (LAPD 15.26)	1/1/2000	12/31/2002	TO+5	3
0048.	MURDER BOOK - SOLVED	1/1/1976	12/31/1981	CL+32	34
0075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2000	12/31/2002	TO+5	4
0085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2002	12/31/2002	TO+5	1
0206.	OVERTIME REPORTS (LAPD 2.24)	1/1/2001	12/31/2002	TO+5	8
0227.	SEARCH WARRANTS	1/1/2000	12/31/2002	TO+10	2
0256.	UNUSUAL OCCURRENCE LOG	1/1/1998	12/31/2002	TO+10	2
0260.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2001	12/31/2002	TO+10	8
0271.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	4/1/2001	7/31/2001	TO+5	2
0284.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	1/1/1999	12/31/2003	TO+5	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

100

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

79

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

21

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BY (DIV HEAD):

[Signature]
 CAPT 30329

BY (DEPT HEAD):

DATE:

10-13-20

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/8/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/INVESTIGATIVE ANALYSIS SECT /PDX/31/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0021.	CORRESPONDENCE AND SUBJECT FILES	01/01/1998	12/31/1998	AR+10	7
0105.	PROJECT FOLDERS	01/01/1983	12/31/2001	TO+5	35

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 42

Minus excluded boxes:
(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

42

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BY (DIV HEAD): 

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/10/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/COMMUNICATIONS DIVISION

/PDX/56/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D004.	TIMEKEEPING	10/01/1986	10/30/1986	TO+2	1
O001.	CORRESPONDENCE AND SUBJECT FILES	01/01/1981	12/31/2004	AR+10	239
O003.	PERSONNEL PACKAGES	07/17/1983	02/05/1989	CL+10	19
O004.	RADIO AND TELEPHONE MESSAGE LOGS	10/02/1982	12/31/2000	TO+5	4
O005.	SUPERVISORS' DAILY LOGS	01/01/1990	12/31/1990	TO+5	1
O006.	TAPE RECORDINGS OF TELEPHONE AND RADIO COMMUN	04/01/1990	04/30/1990	TO+1/03	1
O007.	TIME BOOK (LAPD 15.30)	01/01/1981	02/25/1990	CL+4	2
O008.	COMPLETED SUBPOENA DUCES TECUM'S TICKET TAPE S	01/21/1985	12/31/1990	TO+5	2
O009.	9-1-1 AUTOMATIC NUMBER IDENTIFIER (ANI PRINTOUT)	01/01/1985	02/28/1988	TO+2	23
O011.	INVESTIGATIVE MATERIAL CONTROL LOG (1.81.12)	01/01/1976	05/31/2004	TO+10	323
O012.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	01/01/1999	12/31/2002	TO+5	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

617

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers)

124
493

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD): *[Signature]*

BY (DEPT HEAD): *[Signature]*

DATE: 9/27/2020

Valley Traffic Division (PDX/26)

1 box of INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PKGS from 2000 - 2016

Devonshire Area (PDX/17)

3 boxes of multiple record series (see linked report) from 1995 - 2015

Information Technology Division (PDX/52)

90 boxes of multiple record series (see linked report) from 2004 - 2014

Pacific Area (PDX/14)

52 boxes of multiple record series (see linked report) from 2