



# 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]  [PDX20 0287 20 boxes BPC 21-175.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

12 boxes Item O019 Project Folders from 2004-2016  
1 box item O031 Vice Files from 2015  
5 boxes item O042 Applicant Folders from 2003-2011  
1 box item O163 Overtime Reports from 2000  
1 box item O200 Secret Service Reports from 2015

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

—  
WILLIAM J. BRIGGS, II  
PRESIDENT

EILEEN M. DECKER  
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

September 22, 2021

BPC #21-175

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.

At the regular meeting of the Board of Police Commissioners held Tuesday, September 21, 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 cursive script, appearing to read "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

**AGENDA DATE: SEPTEMBER 21, 2021**

**OPEN SESSION**

**3E**

**DEPARTMENT'S REPORT** dated September 15, 2021, relative to the destruction of obsolete original and duplicate records, as set forth. [BPC #21-175]

Recommendation(s) for Board action:

**APPROVE** the Department's report and **TRANSMIT** to the City Clerk, Records Management Officer.

**Moved by Commissioner Briggs, seconded by Commissioner Decker to APPROVE** the Department's report and **TRANSMIT** to the City Clerk, Records Management Officer.

**Unanimously adopted by a vote of 5/0.**

INTRADEPARTMENTAL CORRESPONDENCE

21-175  
RECEIVED  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
9/16/21  
DATE

September 15, 2021  
1.1

RECEIVED

SEP 15 2021

POLICE COMMISSION

**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 202 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 By 9/23/21  
Secretary *Rebecca Mungo for*  
*Maria Silva*

Attachments

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

Records of Los Angeles Police Department Operations-South Bureau Admin  
 (Department/Bureau) (Division) (Unit)

Location of Records 7600 South Broadway, L.A. CA 90003, Room 117 Records Retention Schedule No. PDX21  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		
O163	OVERTIME REPORTS			5	01/01/2000	12/31/2000	Operations-South Bureau	1
O019	PROJECT FOLDERS			4	01/01/2004	06/1/2004	Operations-South Bureau	1
O019	PROJECT FOLDERS			4	07/1/2004	12/31/2004	Operations-South Bureau	2
O042	APPLICANT FOLDERS			5	01/01/2006	12/31/2006	Operations-South Bureau	2
O042	APPLICANT FOLDERS			5	01/01/2007	12/31/2007	Operations-South Bureau	1
O042	APPLICANT FOLDERS			5	01/01/2008	12/31/2011	Operations-South Bureau	1
O019	PROJECT FOLDERS			4	01/01/2014	12/31/2014	Operations-South Bureau	1
O019	PROJECT FOLDERS			4	01/01/2015	06/30/2015	Operations-South Bureau	3
O019	PROJECT FOLDERS			4	07/1/2015	12/31/2015	Operations-South Bureau	3
O031	VICE FILES			4	01/01/2015	12/31/2015	Operations-South Bureau	1
O200	SECRET SERVICE REPORTS			5	01/01/2015	12/31/2015	Operations-South Bureau	1
							TOTAL	17

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] Department Head Date 6/30/21 Page 1 of 2 Pages

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

Records of Los Angeles Police Department Operations-South Bureau Admin  
 (Department/Bureau) (Division) (Unit)

Location of Records 7600 South Broadway, LA, CA 90003, Room 117 Records Retention Schedule No. PDX21  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		
O042	APPLICANT FOLDERS			5	01/01/2003	12/31/2005	Operations-South Bureau	1
O019	PROJECT FOLDERS			4	01/01/2013	12/31/2013	Operations-South Bureau	1
O019	PROJECT FOLDERS			4	01/01/2016	12/31/2016	Operations-South Bureau	1
							Total	20

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

By [Signature] Division Head By \_\_\_\_\_ Department Head Date 6/30/21 Page 2 of 2 Pages

Retention Codes: 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.

### 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 9-15-24

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/2000 THRU 12/31/2019