



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] [BPC 21-189 summaries.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

286 boxes from 1974 - 2005 from PDX/37 - Juvenile Division
109 boxes from 1985 - 2003 from PDX/23 - Operations-Valley Bureau
15 boxes from 1984 - 2003 from PDX/03 - Southwest Area
420 boxes from 1983 - 2003 from PDX/30 - Operation - Detective Bureau
314 boxes from 1978 - 2010 from PDX/13 - Newton Area

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

October 19, 2021

BPC #21-189

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, October 19, 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 that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 21-189 RECEIVED

OCT 14 2021 30

POLICE COMMISSION

October 12, 2021

1.1

REVIEWED BY: *[Signature]*

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

DATE

10/15/21

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 1304 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,

[Signature]
MICHEL R. MOORE
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *October 19, 2021*
Secretary *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 *[Signature]* Date 10/13/21

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1974 THRU ~~8/30/2010~~ 12/31/2010 *YH*

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/JUVENILE DIVISION			/PDX/37/	
SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes	
O021.	CORRESPONDENCE AND SUBJECT FILES	06/01/1987	09/30/2005	AR+10	24	
O029.	DAILY SIGN OUT SHEET (LAPD 15.19)	06/01/1980	12/31/1983	TO+5	2	
O065.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	01/01/1976	12/31/1979	CL+4	27	
O067.	INVESTIGATOR'S REQUIRED FOLLOW-UP REPORT (LAPD 12.4)	09/01/1981	10/31/1981	TO+5	1	
O092.	NARCOTICS INVESTIGATOR'S CASE ENVELOPE (LAPD 15.19)	01/01/1981	12/31/1985	CL+30	93	
O105.	PROJECT FOLDERS	01/01/2002	12/31/2002	TO+5	1	
O120.	REGISTRY OF DR NUMBERS (LAPD 8.34)	02/01/1996	11/30/2000	CL+4	1	
O127.	SEXUALLY EXPLOITED/ABUSED CHILD UNIT INVESTIGATOR'S CASE ENVELOPE	01/01/1976	12/31/1987	CL+30	79	
O145.	TIME BOOK (LAPD 15.30)	01/01/1999	12/31/1999	CL+4	1	
O146.	TIME IN AND OUT SHEET (LAPD 12.4)	01/01/2002	12/31/2002	TO+5	2	
O165.	WORK CONTROL FOLDERS	01/01/1974	12/31/2002	CL+4	48	
O213.	JUVENILE ARREST PACKAGE (LAPD 5.2)	01/01/1998	12/31/1998	TO+5	18	

Excluded Boxes:

- 0186 - 1412 - 1573
 - 0188 - 1479 - 1564
 - 1570 - 1572 - 1565

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 295

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

- 9
 286

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.

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): [Signature]

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/OPERATIONS-VALLEY BUREAU

/PDX/23/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	ACTIVITY REPORTS - INCOMING	1/1/1999	12/31/2002	TO+5	2
O005.	ARRESTEE PACKAGES	1/1/1997	12/31/2002	TO+5	14
O008.	CORRESPONDENCE AND SUBJECT FILES	1/1/1985	12/31/2003	AR+10	49
O012.	DEPLOYMENT TELETYPE FORMAT (LAPD 15.26)	1/1/2003	12/31/2003	TO+5	3
O019.	PROJECT FOLDERS	1/1/1989	12/31/2003	CL+4	13
O020.	PURSUIT REPORT	1/1/2001	12/31/2002	TO+5	4
O023.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2001	12/31/2001	TO+5	10
O031.	VICE FILES	1/1/1999	12/31/2002	CL+4	6
O042.	APPLICANT FOLDERS	1/1/1999	12/31/2001	TO+5	5
O079.	DEPLOYMENT GUIDE (LAPD 1.90)	1/1/2002	12/31/2002	AR+4	10
O081.	DETECTIVE RECAP REPORT	1/1/2002	12/31/2002	TO+5	1
O163.	OVERTIME REPORTS (LAPD 2.24)	1/1/1997	12/31/1999	TO+5	1
O198.	SEARCH WARRANTS	1/1/1998	12/31/2003	TO+10	9
O237.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2001	12/31/2002	TO+10	40
O238.	VACATION SCHEDULES (LAPD TEMP)	1/1/2002	12/31/2003	TO+10	2

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

115

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

6

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

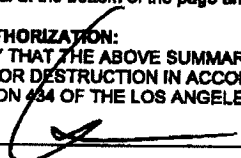
109

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.

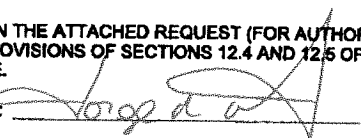
DEPARTMENT AUTHORIZATION:

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BY (DIV HEAD):



BY (DEPT HEAD):



DATE:

**CITY OF LOS ANGELES
 REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 7/2/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/SOUTHWEST AREA

SCHD ITEM NO.	Record Series Title	From	To	/PDX/03/	
				TOTAL RETENTION PERIOD	Total Boxes
0013.	CORRESPONDENCE AND SUBJECT FILES	1/1/2000	12/31/2003	AR+10	5 4
0015.	CRIMES AGAINST PERSON CONTROL BOOK	1/1/1985	1/31/1986	TO+5	5
0037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1984	12/31/1984	TO+5	3
0048.	MURDER BOOK - SOLVED	1/1/1961	12/31/1987	CL+32	46
0085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2001	12/31/2003	TO+5	2
0099.	WORK CONTROL FOLDERS	1/1/1984	10/31/1985	CL+4	3

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

64

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

1549
~~29~~ 15

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BY (DIV HEAD): _____

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/5/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/OPERATION - DETECTIVE BURE /PDX/30/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
A258.	FIELD DATA REPORTS	1/1/1998	4/30/2003	TO+10	11
A259.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1998	4/30/2003	TO+10	15
O004.	CORRESPONDENCE AND SUBJECT FILES	1/1/1983	4/30/2003	AR+10	176
O007.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	11/23/1997	4/30/2003	CL+4	10 4
O009.	PROJECT FOLDERS	1/1/1985	4/30/2003	TO+5	68
O015.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPI	1/1/1998	12/31/2001	TO+5	2 1
O017.	ACTIVITY REPORTS	1/1/1985	12/31/1989	TO+5	3
O040.	CAL-OSHA INJURY LOG	1/1/2002	12/31/2002	TO+5	1
O058.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	11/23/1997	4/30/2003	TO+5	50 23
O059.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/1998	4/30/2003	TO+5	2 1
O060.	DAILY WORKSHEET (LAPD 15.26)	1/1/1999	12/31/2001	TO+5	1
O080.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAP	5/1/2001	12/1/2001	CL+10	1
O111.	JUVENILE ARREST PACKAGE	11/23/1997	4/30/2003	TO+5	8
O132.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.1	11/23/1997	12/31/2001	TO+5	2
O146.	ORDERS, NOTICES, TRAINING BULLETINS	11/23/1997	4/30/2003	TO+5	3
O148.	OVERTIME RECAP	1/1/1999	4/30/2003	TO+5	8
O149.	OVERTIME REPORTS (LAPD 2.24)	11/23/1997	12/31/2002	TO+5	8 2
O153.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50)	11/1/1997	4/30/2003	TO+5	23
O165.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	1/1/2000	3/22/2003	TO+5	8
O182.	ROLL CALL TRAINING FILES	11/23/1997	4/30/2003	TO+5	2
O188.	SERGEANT'S DAILY REPORT (LAPD 15.48)	11/23/1997	4/30/2003	TO+5	8 3
O194.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMAI	11/23/1997	4/30/2003	TO+5	27 16
O195.	STATISTICAL REPORTS	11/23/1997	4/30/2003	TO+5	18
O196.	SUBPOENA FILES	1/1/1997	4/30/2003	CL+4	6
O219.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88)	11/23/1997	4/30/2003	TO+5	11
O230.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (I	11/23/1997	4/30/2003	TO+5	5
O254.	WORK CONTROL FOLDERS	11/23/1997	4/30/2003	CL+4	26
O255.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	7/1/1998	12/31/2000	TO+5	1
O257.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1999	4/30/2003	TO+10	8

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/5/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 2 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/OPERATION - DETECTIVE BURE /PDX/30/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
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Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 507

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

~~161~~ 87
~~346~~ 420

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DEPARTMENT AUTHORIZATION:

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BY (DIV HEAD):



BY (DEPT HEAD):

DATE:

**CITY OF LOS ANGELES
 REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 7/2/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/NEWTON AREA

SCHD ITEM NO.	Record Series Title	From	To	/PDX/13/	
				TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1998	12/31/2002	AR+10	28
O015.	CRIMES AGAINST PERSON CONTROL BOOK	1/1/1978	12/31/1987	TO+5	1
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	6/1/1985	12/31/2002	TO+5	12
O019.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2002	12/31/2002	TO+5	1
O020.	DAILY WORK SHEET (LAPD 15.26)	1/1/2001	12/31/2001	TO+5	2
O034.	HOMICIDE CONTROL LOG	3/1/1982	12/31/1985	CL+10	3
O035.	HOMICIDE FILE	1/1/1991	12/31/1991	TO+10	1
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1986	12/31/1991	TO+5	73
O046.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.4)	1/1/2001	12/31/2001	TO+5	1
O048.	MURDER BOOK - SOLVED	1/1/1944	12/31/1987	TO+32	117
O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	1/1/1978	10/15/1983	CL+4	1
O051.	OVERTIME RECAP	1/1/2001	12/31/2001	TO+5	3
O064.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)	1/1/2002	12/31/2002	TO+5	1
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2001	12/31/2002	TO+5	2
O076.	SIGN OUT SHEET (LAPD 15.42)	1/1/2001	12/31/2001	TO+5	1
O084.	TIME BOOK (LAPD 15.30)	1/1/1974	12/31/2002	CL+4	2
O085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/1998	12/31/2002	TO+5	2
O099.	WORK CONTROL FOLDERS	11/1/1981	12/31/2010	CL+4	209
O170.	JUVENILE ARREST PACKAGE	1/1/1990	12/31/1990	TO+5	1
O195.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)	1/1/1984	12/31/1986	TO+5	1
O196.	OFFICER INVOLVED SHOOTING FILES	1/1/1977	12/31/1985	CL+30	2
O197.	OFFICER'S TRAFFIC ACCIDENT HISTORY PACKAGES	1/1/2001	12/31/2001	TE+10	1
O201.	OVERTIME REPORTS (LAPD 2.24)	1/1/1987	12/31/2001	TO+5	6
O254.	USE OF FORCE REPORT (LAPD 1.67.)	7/1/1995	12/31/2002	TO+10	3
O264.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 1.67.)	1/1/1996	12/31/2001	TO+5	1
O265.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	12/31/2002	TO+5	4

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

479

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

165
 314

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 7/2/2020

BOX SUMMARY BY RECORD SERIES:

Summary Page 2 of 2

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BY (DIV HEAD): 

BY (DEPT HEAD): _____

DATE: _____