

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department										
Additional Information:	UVENILE DIVISION (PDX/37)										
Submitting Date:	10/26/2021 □ Email me a copy										
*Quantity:	78 Boxes										
Records Dated From	01/01/2004 To 12/31/2016										
Description:	Item O065 - Investigator's Case Envelope - Arrestee Packages										
Attachment: [2 MB max] Detach PDX 37 78 boxes BPC 21-189.pdf											
Department Authorizat	Department Authorization										
Authorizing Person:	Board of Police Commissioners Report 21-0189										
City Clerk Authorizatio	n										
	2.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No.										

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

Signature:

10/26/2021

Date Signed:

Date of Notification:

11/02/2021

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

SUBMIT

CANCEL

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

October 19, 2021

Mail Stop 161



ERIC GARCETTI MAYOR RICHARD M. TEFANK EXECUTIVE DIRECTOR

MARK P. SMITH

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 #21-189

Mr. Todd Gaydowski Records Management Officer Office of the City Clerk 555 Ramirez Street, Space 320

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

MARIA SILVA

Commission Executive Assistant

Maria Cilva

Attachment

c: Chief of Police

BPC PZI-189KECEIVED

INTRADEPARTMENTAL CORRESPONDENCE

OCT 1 4 2021 =

October 12, 2021

1.1

POLICE COMMISSION

REVIEWED BY

POLICE COMMISSION Approved October

TO:

The Honorable Board of Police Commissioners

RICHARD M. TEFANK EXECUTIVE DIRECTOR

DATE

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,

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:

- 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
- 3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of m	y knowledge, the	above determinations are true:
By Wolf	61	Date 10/13/24
Department/Bure	eau Los Angele	es Police Department/Chief of Police
Records Dated	01/01/1974 THE	RU 8/30/2010 12/31/2010 45

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

Year Ending: 2016

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

			Quantity		3	9	6	8	00	6	6	∞	. ∞	7	-	-	_	70
ICAC	(Unit)	[] Duplicate Records	Storage Location Nos.															Total:
Juvenile Division	(Division)	_ [X] Original Records	e Dates	То	12/31/2007	12/31/2008	12/31/2009	12/31/2010	12/31/2011	12/31/2012	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2008	01/01/2008	01/01/2015	
			Inclusive Dates	From	01/01/2007	01/01/2008	01/01/2009	01/01/2010	01/01/2011	01/01/2012	01/01/2013	01/01/2014	01/01/2015	01/01/2016	01/01/2004	01/01/2007	01/01/2005	
			Total	Period (YEARS)	4	4	4	4	4	4	4	4	4	4	4	4	4	
		Records Retention Schedule No. <u>PDX/37</u>	Fотт No.															
	Records Retention	Records R Schedule	Conf	Nec.														
LAPD/Detective Bureau	(Department/Bureau)	100 West 1st Street, 3rd Floor, Los Angeles, CA 90012	Record Title (Same as on Schedule)		Investigator's Case Envelope – Arrestee Packages	Investigator's Case Envelope - Arrestee Packages	Investigator's Case Envelope – Arrestee Packages	Investigator's Case Envelope - Arrestee Packages										
Records of		Location of Records_	Sch	No	900	9000	90065	900	9000	9000	90065	5900	5900	900	900	9000	9000	

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

By,

Division Head

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

Department Head

_Pages

of

Page_

Date_

IL CODES: AUTHOUR ARTAINDAL REVIEW CLECLOSED COECOMPLETION CATCANCELLED

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