



# 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 37 78 boxes BPC 21-189.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:**

**Date Signed:**

**APPROVE**

**REJECT**

**Signature:**

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

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

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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



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

Records of LAPD/Detective Bureau (Department/Bureau) Juvenile Division (Division) ICAC (Unit)

Location of Records 100 West 1<sup>st</sup> Street, 3<sup>rd</sup> Floor, Los Angeles, CA 90012 [X] Original Records [ ] Duplicate Records  
 Records Retention Schedule No. PDX/37

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		
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2007	12/31/2007		3
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2008	12/31/2008		6
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2009	12/31/2009		9
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2010	12/31/2010		8
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2011	12/31/2011		8
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2012	12/31/2012		9
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2013	12/31/2013		9
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2014	12/31/2014		8
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2015	12/31/2015		8
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2016	12/31/2016		7
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2004	12/31/2008		1
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2007	01/01/2008		1
0065	Investigator's Case Envelope - Arrestee Packages			4	01/01/2005	01/01/2015		1

Total: **78**

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

By [Signature] Division Head Date                      Department Head Page 1 of 1 Pages