



# 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:** Harbor (PDX/05) 835 boxes of multiple record series from 1968 – 2009  
West LA - Det Unit (PDX/08) 1 box of Search Warrants from 2008  
Robbery-Homicide (PDX/35) 8 boxes of Applicant Folders from 2006 - 2009  
Security Services (PDX/58) 107 boxes of multiple record series from 2012 –

**Attachment:** [2 MB max]  [PDX 05 08 35 58 0296 977 boxes BPC 22-061.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

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

March 22, 2022

BPC #22-061

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, March 22, 2022 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 blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

## INTRADPARTMENTAL CORRESPONDENCE

March 8, 2022

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 977 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 Elena Nihoa-Asucan, 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 3-9-22

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1968 THRU 12/31/2019





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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)  
 (Department/Bureau) (Division)

Location Storetrieve Records Retention Schedule No. 58 [X] 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		
41	Watch Commander's Daily Report		15.80	5	07/01/2012	07/31/2012	L1052896	1
41	Watch Commander's Daily Report		15.80	5	08/01/2012	08/31/2012	L1052897	1
41	Watch Commander's Daily Report		15.80	5	09/01/2012	09/30/2012	L105898	1
41	Watch Commander's Daily Report		15.80	5	10/01/2012	10/31/2012	L1052899	1
41	Watch Commander's Daily Report		15.80	5	11/01/2012	11/30/2012	L1052900	1
41	Watch Commander's Daily Report		15.80	5	12/01/2012	12/31/2012	L1052901	1
41	Watch Commander's Daily Report		15.80	5	01/01/2013	01/29/2013	L1138328	1
41	Watch Commander's Daily Report		15.80	5	01/30/2013	02/28/2013	L1138329	1
41	Watch Commander's Daily Report		15.80	5	03/01/2013	03/27/2013	L1138330	1
41	Watch Commander's Daily Report		15.80	5	03/28/2013	04/23/2013	L1138331	1
41	Watch Commander's Daily Report		15.80	5	04/24/2013	05/20/2013	L1138332	1
41	Watch Commander's Daily Report		15.80	5	05/21/2013	06/14/2013	L1138333	1
41	Watch Commander's Daily Report		15.80	5	06/15/2013	07/09/2013	L1138334	1
41	Watch Commander's Daily Report		15.80	5	07/10/2013	08/04/2013	L1138335	1

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] Date                      Page 1 of 9 Pages

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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)  
 (Department/Bureau) (Division)

Location Storetrieve Records Retention Schedule No. 58 [X] 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		
41	Watch Commander's Daily Report		15.80	5	07/10/2013	08/04/2013	L1138335	1
41	Watch Commander's Daily Report		15.80	5	08/05/2013	08/27/2013	L1138336	1
41	Watch Commander's Daily Report		15.80	5	08/28/2013	09/23/2013	L1138337	1
41	Watch Commander's Daily Report		15.80	5	09/24/2013	10/23/2013	L1138338	1
41	Watch Commander's Daily Report		15.80	5	10/24/2013	11/21/2013	L1138339	1
41	Watch Commander's Daily Report		15.80	5	11/22/2013	12/20/2013	L1138340	1
41	Watch Commander's Daily Report		15.80	5	12/21/2013	12/31/2013	L1138341	1
41	Watch Commander's Daily Report		15.80	5	07/01/2013	10/31/2013	L1138342	1
41	Watch Commander's Daily Report		15.80	5	01/01/2014	01/28/2014	L1138343	1
41	Watch Commander's Daily Report		15.80	5	01/29/2014	02/27/2014	L1138344	1
41	Watch Commander's Daily Report		15.80	5	02/28/2014	03/24/2014	L1138345	1
41	Watch Commander's Daily Report		15.80	5	03/25/2014	04/18/2014	L1138346	1

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

By [Signature] Division Head Date                      Page 2 of 9 Pages



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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)  
 (Department/Bureau) (Division)

Location of Records Storetrieve Records Retention Schedule No. 58 [X] 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		
41	Watch Commander's Daily Report		15.80	5	04/19/2014	05/12/2014	L1138347	1
41	Watch Commander's Daily Report		15.80	5	05/13/2014	06/06/2014	L1138348	1
41	Watch Commander's Daily Report		15.80	5	06/07/2014	07/06/2014	L1138349	1
41	Watch Commander's Daily Report		15.80	5	07/07/2014	07/31/2014	L1138350	1
41	Watch Commander's Daily Report		15.80	5	08/01/2014	08/26/2014	L1138351	1
41	Watch Commander's Daily Report		15.80	5	08/27/2014	09/24/2014	L1138352	1
41	Watch Commander's Daily Report		15.80	5	09/25/2014	10/26/2014	L1138353	1
41	Watch Commander's Daily Report		15.80	5	10/27/2014	11/19/2014	L1138354	1
41	Watch Commander's Daily Report		15.80	5	11/20/2014	12/15/2014	L1138355	1
41	Watch Commander's Daily Report		15.80	5	12/16/2014	12/31/2014	L1138356	1
41	Watch Commander's Daily Report		15.80	5	01/01/2014	02/15/2014	L1138357	1
41	Watch Commander's Daily Report		15.80	5	02/16/2014	06/30/2014	L1138358	1

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

By (Signature) 3mms Division Head Date                      Page 3 of 9 Pages

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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)  
 (Department/Bureau) (Division)

Location Storetrieve Records Retention Schedule No. 58 [X] 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		
41	Watch Commander's Daily Report		15.80	5	07/01/2014	10/31/2014	L1133359	1
41	Watch Commander's Daily Report		15.80	5	01/01/2015	01/29/2015	L1133360	1
41	Watch Commander's Daily Report		15.80	5	01/30/2015	02/28/2015	L1133361	1
41	Watch Commander's Daily Report		15.80	5	03/01/2015	03/27/2015	L1133362	1
41	Watch Commander's Daily Report		15.80	5	03/28/2015	04/23/2015	L1133363	1
41	Watch Commander's Daily Report		15.80	5	04/24/2015	05/17/2015	L1133364	1
41	Watch Commander's Daily Report		15.80	5	05/18/2015	06/11/2015	L1133365	1
41	Watch Commander's Daily Report		15.80	5	06/12/2015	07/06/2015	L1133366	1
41	Watch Commander's Daily Report		15.80	5	07/07/2015	07/31/2015	L1133367	1
41	Watch Commander's Daily Report		15.80	5	08/01/2015	08/29/2015	L1133368	1
41	Watch Commander's Daily Report		15.80	5	08/30/2015	09/26/2015	L1133369	1
41	Watch Commander's Daily Report		15.80	5	09/27/2015	10/21/2015	L1133370	1

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

By [Signature] Division Head [Signature] By [Signature] Date 3/17/15 Department Head [Signature] Page 4 of 9 Pages

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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin  
(Department/Bureau) (Division) (Unit)

Location Storetrieve Records Retention Schedule No. 58 [X] 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		
41	Watch Commander's Daily Report		15.80	5	10/22/2015	11/13/2015	L1138371	1
41	Watch Commander's Daily Report		15.80	5	11/14/2015	12/06/2015	L1138372	1
41	Watch Commander's Daily Report		15.80	5	11/07/2015	12/31/2015	L1138373	1
41	Watch Commander's Daily Report		15.80	5	01/01/2016	01/21/2016	L1138400	1
41	Watch Commander's Daily Report		15.80	5	1/22/2016	02/10/2016	L1138401	1
41	Watch Commander's Daily Report		15.80	5	02/11/2016	02/25/2016	L1138402	1
41	Watch Commander's Daily Report		15.80	5	02/26/2016	03/14/2016	L1138403	1
41	Watch Commander's Daily Report		15.80	5	03/15/2016	03/31/2016	L1138404	1
41	Watch Commander's Daily Report		15.80	5	04/01/2016	04/20/2016	L1138405	1
41	Watch Commander's Daily Report		15.80	5	04/21/2016	05/07/2016	L1138406	1
41	Watch Commander's Daily Report		15.80	5	05/08/2016	05/21/2016	L1138407	1
41	Watch Commander's Daily Report		15.80	5	05/22/2016	06/05/2016	L1138408	1

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

By [Signature] Division Head 3143 By                      Date                      Page 5 of 9 Pages

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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)  
 (Department/Bureau) (Division)

Location of Records Storetrieve Records Retention Schedule No. 58  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		
41	Watch Commander's Daily Report		15.80	5	06/06/2016	06/24/2016	L1138409	1
41	Watch Commander's Daily Report		15.80	5	06/25/2016	07/10/2016	L1138410	1
41	Watch Commander's Daily Report		15.80	5	06/01/2016	06/30/2016	L1138411	1
41	Watch Commander's Daily Report		15.80	5	1/24/2016	04/29/2016	L1138412	1
41	Watch Commander's Daily Report		15.80	5	07/11/2016	07/24/2016	L1157218	1
41	Watch Commander's Daily Report		15.80	5	07/25/2016	08/08/2016	L1157219	1
41	Watch Commander's Daily Report		15.80	5	08/09/2016	08/25/2016	L1157220	1
41	Watch Commander's Daily Report		15.80	5	08/26/2016	09/14/2016	L1157221	1
41	Watch Commander's Daily Report		15.80	5	09/15/2016	10/04/2016	L1157222	1
41	Watch Commander's Daily Report		15.80	5	10/05/2016	10/23/2016	L1157223	1
41	Watch Commander's Daily Report		15.80	5	10/24/2016	11/10/2016	L1157224	1
41	Watch Commander's Daily Report		15.80	5	11/11/2016	11/30/2016	L1157225	1

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

By [Signature] Division Head 371K By                      Date                      Department Head                      Page 6 of 9 Pages

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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)  
 (Department/Bureau) (Division)

Location Storetrieve Records Retention Schedule No. 58 [X] 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		
41	Watch Commander's Daily Report		15.80	5	12/01/2016	12/20/2016	L1157226	1
41	Watch Commander's Daily Report		15.80	5	12/21/2016	12/31/2016	L1157227	1
41	Watch Commander's Daily Report		15.80	5	01/01/2017	01/20/2017	L1157228	1
41	Watch Commander's Daily Report		15.80	5	08/01/2016	09/14/2016	L1157239	1
41	Watch Commander's Daily Report		15.80	5	09/15/2016	10/25/2016	L1157240	1
41	Watch Commander's Daily Report		15.80	5	11/01/2016	12/31/2016	L1157241	1
41	Watch Commander's Daily Report		15.80	5	07/12/2016	12/19/2016	L1157242	1
8	Daily Sign In/Out Sheet		15.19	5	04/24/2013	09/05/2015	L1138379	1
8	Daily Sign In/Out Sheet		15.19	5	01/01/2012	12/31/2012	L1138380	1
8	Daily Sign In/Out Sheet		15.19	5	01/01/2012	12/31/2012	L1138381	1
8	Daily Sign In/Out Sheet		15.19	5	12/30/2012	10/05/2013	L1138382	1
8	Daily Sign In/Out Sheet		15.19	5	01/01/2013	12/31/2013	L1138383	1

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

By (Signature) 3174 By                      Date                      Department Head                       
 Division Head

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

Records of Los Angeles Police Department/CTSOB Security Services Division Admin  
 (Department/Bureau) (Division) (Unit)

Location Storetrieve Records Retention Schedule No. 58  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		
8	Daily Sign In/Out Sheet		15.19	5	01/01/2014	12/31/2014	L1138384	1
8	Daily Sign In/Out Sheet		15.19	5	12/29/2013	12/27/2014	L1138385	1
8	Daily Sign In/Out Sheet		15.19	5	12/28/2014	12/26/2015	L1138386	1
8	Daily Sign In/Out Sheet		15.19	5	05/18/2014	12/26/2015	L1138387	1
8	Daily Sign In/Out Sheet		15.19	5	03/01/2012	07/31/2013	L1138388	1
8	Daily Sign In/Out Sheet		15.19	5	01/01/2016	12/31/2016	L1157249	1
24	Project Folders			5	01/01/2012	12/31/2013	L1138389	1
24	Project Folders			5	1/01/2014	12/31/2014	L1138390	1
24	Project Folders			5	01/01/2015	12/31/2015	L1138391	1
79	Non-Traffic Notice to Appear			5	07/01/2012	12/31/2013	L1138392	1
79	Non-Traffic Notice to Appear			5	01/01/2016	12/31/2016	L1157251	1
108	Traffic Notice to Appear			5	07/01/2012	12/31/2013	L1138393	1

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 \_\_\_\_\_

Request for  
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department/CTSOB Security Services Division Admin  
(Department/Bureau) (Division) (Unit)

Location Storetrieve Records Retention Schedule No. 58  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		
108	Traffic Notice to Appear			5	01/01/2014	12/31/2015	L1138394	1
155	Contract Security			5	01/01/2012	12/31/2012	L1138395	1
155	Contract Security			5	01/01/2012	12/31/2012	L1138396	1
155	Contract Security			5	01/01/2012	12/31/2012	L1138397	1
155	Contract Security			5	01/01/2012	12/31/2012	L1138398	1
155	Contract Security			5	01/01/2013	12/31/2013	L1138399	1
14	Officer Log Book			5	01/01/2010	05/31/2015	L1157250	1
154	OPS Administrative Investigations			10	01/01/2007	12/31/2008	L1157252	1
43	Activity Reports			5	01/01/2015	12/31/2016	L1157309	1

Total: 107

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

By [Signature] #31715 Division Head Date 9 of 9 Pages

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

Request for Harbor 835 boxes ending

**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Division) PD/05 (Unit)  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1996	07/30/1996	1142	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	07/30/1996	12/31/1996	1143	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1993	12/31/1995	1137	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1997	12/31/1997	1212, 1239-1242, 1252, 1253, 1323, 1325, 1600-1602, 1605, 1615, 1375, 1325	16
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1989	12/31/1992	1214	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1993	12/31/1995	1215	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	07/01/1997	09/01/1997	1254	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1997	06/30/1997	1255	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1996	12/31/1997	1608	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1995	12/31/1996	1617, 1618	2
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1997	12/31/1998	1533, 1372, 1373, 1376	4
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1998	12/31/1998	1378	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1986	12/31/1986	751	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1990	12/31/1991	1308	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1970	12/31/1978	800	1
O013	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1986	12/31/1990	801	1
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1990	12/31/1990	263	1
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1991	12/31/1991	264	1
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1992	12/31/1992	635	1
<b>TOTAL</b>								<b>38</b>

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

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages



Request for

**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1984	12/31/1981	• 256 -	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1988	12/31/1988	• 257, 613, 752, 789	4
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1989	12/31/1989	• 258, 261, 626	3
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1985	12/31/1985	• 259	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1990	12/31/1990	• 260, 262, 614	3
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1992	12/31/1992	• 405, 406, 617	3
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1993	12/31/1993	• 407, 408, 616, 639, 640, 1137, 1237	7
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1994	12/31/1994	609, 611, 612, 637, 638, 636, 777, 641, 770, 769, 1144, 1238, 1021	13
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1991	12/31/1991	• 627	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1987	12/31/1989	• 753	1
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1991	12/31/1994	• 775, 610	2
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1995	12/31/1995	• 856-858, 884, 856, 885, 1135, 1145, 1146, 1236, 1609, 1610, 1614, 1616, 903, 904	15
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1995	07/30/1995	• 886, 1127, 1213	3
O13	CORRESPONDENCE & SUBJECT FILES			10YRS	01/01/1996	12/31/1996	1110-1113, 1147, 1148, 1244, 1245, 1309-1311, 1327, 1603, 1604, 1606, 1607	16

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

73

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)  
 Location of Records HARBOR (Division) ALL (Unit)  
 Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1995	12/31/1995	<del>856</del> , 1100	1 2
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1997	12/31/1997	1682-1684	3
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1994	12/31/1994	1685	1
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1997	12/31/1998	1374	1
O264	WATCH ASSIGNMENT & TIMEKEEPING RECORDS			5YRS	01/01/1979	12/31/1979	1686	1
O020	DAILY WORKSHEET			5YRS	01/01/1993	12/31/1993	409, 621	2
O020	DAILY WORKSHEET			5YRS	01/01/1992	12/31/1992	622	1
O020	DAILY WORKSHEET			5YRS	01/01/1991	12/31/1991	623	1
O020	DAILY WORKSHEET			5YRS	11/29/1994	07/05/1996	1226	1
O020	DAILY WORKSHEET			5YRS	11/19/1996	06/07/1997	1635	1
O020	DAILY WORKSHEET			5YRS	06/08/1997	10/25/1997	1636	1
O020	DAILY WORKSHEET			5YRS	10/26/1997	11/02/1997	1637	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	12/30/1990	07/13/1991	410	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	01/01/1991	12/31/1991	411	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	12/29/1991	07/11/1992	412	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	07/12/1992	12/26/1992	413	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	01/01/1994	12/31/1994	642, 644, 645	3
O265	WATCH COMMANDERS DAILY REPORT			5YRS	05/01/1994	12/31/1994	649	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	06/01/1995	10/31/1995	1102	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	11/01/1995	12/31/1995	1103	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	01/01/1996	04/30/1996	1105-1107	3
O265	WATCH COMMANDERS DAILY REPORT			5YRS	05/01/1974	08/31/1997	1256	1
TOTAL								29

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

29

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Division) PD/05  Original Records  Duplicate Records

Records Retention Schedule No. \_\_\_\_\_

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O265	WATCH COMMANDERS DAILY REPORT			5YRS	01/01/1997	04/30/1997	1257	1
O265	WATCH COMMANDERS DAILY REPORT			5YRS	09/01/1997	11/30/1997	1246	1
O201	OVERTIME REPORTS			5YRS	01/01/1985	06/30/1985	414	1
O201	OVERTIME REPORTS			5YRS	07/01/1985	12/31/1985	415	1
O201	OVERTIME REPORTS			5YRS	01/01/1986	06/30/1986	416	1
O201	OVERTIME REPORTS			5YRS	07/01/1986	12/31/1986	417	1
O201	OVERTIME REPORTS			5YRS	07/01/1988	09/30/1988	758	1
O201	OVERTIME REPORTS			5YRS	10/01/1988	12/31/1988	759	1
O201	OVERTIME REPORTS			5YRS	01/01/1991	07/30/1991	767	1
O201	OVERTIME REPORTS			5YRS	08/01/1991	12/31/1991	768	1
O201	OVERTIME REPORTS			5YRS	01/01/1992	10/31/1992	1120	1
O201	OVERTIME REPORTS			5YRS	12/31/1995	07/30/1996	1138	1
O201	OVERTIME REPORTS			5YRS	07/01/1996	12/31/1996	1139	1
O201	OVERTIME REPORTS			5YRS	07/01/1995	12/31/1995	1140	1
O201	OVERTIME REPORTS			5YRS	01/01/1995	06/30/1995	1141	1
O201	OVERTIME REPORTS			5YRS	01/01/1993	10/31/1993	1121	1
O201	OVERTIME REPORTS			5YRS	06/01/1993	10/31/1993	1122	1
O201	OVERTIME REPORTS			5YRS	03/01/1993	07/30/1993	1123	1
O201	OVERTIME REPORTS			5YRS	10/01/1993	12/31/1993	1124	1
O201	OVERTIME REPORTS			5YRS	08/01/1993	12/31/1993	1125	1
O201	OVERTIME REPORTS			5YRS	12/01/1996	04/30/1997	1219	1
O201	OVERTIME REPORTS			5YRS	05/01/1997	11/30/1997	1220	1

**TOTAL** 22

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

By  Division Head

By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Division) PD/05 (Unit)  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O201	OVERTIME REPORTS			5YRS	01/01/1997	12/31/1997	1221	1
O201	OVERTIME REPORTS			5YRS	12/26/1993	05/14/1993	444	1
O201	OVERTIME REPORTS			5YRS	05/15/1994	09/03/1994	445	1
O201	OVERTIME REPORTS			5YRS	09/04/1994	12/24/1994	446	1
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1990	12/31/1990	294-306	12
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1983	12/31/1983	507-512	5
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1987	12/31/1987	513-518	5
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1988	12/31/1988	519-524, 805	6
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1989	12/31/1989	525-527, 803	3
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1993	12/31/1993	531-542, 560	13
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1991	12/31/1991	543-555	13
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1992	12/31/1992	556, 557, 559, 561-571	14
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1985	12/31/1992	669, 825	2
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1994	12/31/1994	712-723, 797-799, 1365	14
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1988	12/31/1993	794, 795	2
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1990	12/31/1993	796, 1541	2
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1974	12/31/1975	802	1
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1995	12/31/1995	826-838, 1534, 1535, 1537	16
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1996	12/31/1996	1029-1040, 1536	12
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1997	12/31/1997	1352-1364	13
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1980	12/31/1980	1515-1521, 1546	7
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1979	12/31/1979	1522-1528	7
TOTAL								151

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

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) HARBOR ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O101	ABSENTEE PARKING CITATION			5YRS	02/01/1997	02/28/1997	898	1
O101	ABSENTEE PARKING CITATION			5YRS	03/01/1997	03/31/1997	899	1
O101	ABSENTEE PARKING CITATION			5YRS	04/01/1997	04/30/1997	900	1
O101	ABSENTEE PARKING CITATION			5YRS	12/01/1996	12/31/1996	910	1
O101	ABSENTEE PARKING CITATION			5YRS	11/01/1996	11/30/1996	911	1
O101	ABSENTEE PARKING CITATION			5YRS	10/01/1996	10/31/1996	905	1
O101	ABSENTEE PARKING CITATION			5YRS	09/01/1996	09/30/1996	906	1
O101	ABSENTEE PARKING CITATION			5YRS	08/01/1996	08/31/1996	907	1
O101	ABSENTEE PARKING CITATION			5YRS	07/01/1996	07/31/1996	908	1
O205	PERSONAL SERVICE CITATION			5YRS	06/01/1996	06/30/1996	909	1
O205	PERSONAL SERVICE CITATION			5YRS	01/01/1997	02/28/1997	901	1
O205	PERSONAL SERVICE CITATION			5YRS	03/01/1997	03/31/1997	902	2
O061	PROPERTY DISPOSITION REQUEST			5YRS	01/01/1996	12/31/1996	1207	1
O061	PROPERTY DISPOSITION REQUEST			5YRS	01/01/1990	12/31/1990	1695	1
O031	NARCO CASE PACKAGES			5YRS	01/01/1990	12/31/1990	1205, 1206, 1208, 1209	4
O031	NARCO CASE PACKAGES			5YRS	01/01/1990	12/12/1991	1207	1
O102	ACTIVITIES REPORT			4YRS	01/01/1996	12/31/1996	1306	1
O171	JUVENILE DETENTION LOG			5YRS	01/01/1992	12/31/1997	1548	1
O281	PERSONAL COMPLAINT ENVELOPE			10YRS	01/01/1994	12/31/1994	1611	1
O281	PERSONAL COMPLAINT ENVELOPE			10YRS	01/01/1993	12/31/1993	1612	1
O255	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET			5YRS	01/01/1996	03/14/1998	1639	1
TOTAL								25

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

By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages \_\_\_\_\_

Retention Codes: AU=AUDIT AR=ANNUAL 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.

Request for

**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1983	12/31/1995	1538	.1
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	01/01/1968	12/31/1968	1539	.1
O037	INVESTIGATORS CASE ENVELOPE ARREST PACKAGES			5YRS	08/01/1990	12/31/1990	1540	.1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1984	12/31/1984	341, 784	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1988	12/31/1988	342, 345, 348, 349, 1301	.5
O099	WORK CONTROL FOLDERS			4YRS	01/01/1990	12/31/1990	343, 344, 346, 347, 675, 1273, 1303	.7
O099	WORK CONTROL FOLDERS			4YRS	01/01/1987	12/31/1987	350	.1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	06/30/1992	586, 584, 732	3
O099	WORK CONTROL FOLDERS			4YRS	07/01/1992	11/30/1992	587, 590	.2
O099	WORK CONTROL FOLDERS			4YRS	10/01/1992	08/30/1993	624	.1
O099	WORK CONTROL FOLDERS			4YRS	12/01/1992	12/31/1992	588	.1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	04/30/1992	589	.1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1992	12/31/1992	585, 733	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1991	04/30/1991	572	.1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1991	09/30/1991	573, 688	2
O099	WORK CONTROL FOLDERS			4YRS	10/01/1991	12/31/1991	574, 689	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1991	05/31/1991	575	.1
O099	WORK CONTROL FOLDERS			4YRS	06/01/1991	11/30/1991	576	.1
O099	WORK CONTROL FOLDERS			4YRS	12/01/1991	12/31/1991	574	.1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1988	06/30/1988	577	.1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1988	12/31/1988	578	.1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1989	06/30/1989	579, 783	2
TOTAL								39

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



By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages \_\_\_\_\_

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)  
 Location of Records HARBOR (Division) PD/05  Original Records  Duplicate Records

Records Retention Schedule No. \_\_\_\_\_

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	07/01/1989	12/31/1989	580, 740	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1991	06/30/1991	581, 676, 730	3
O099	WORK CONTROL FOLDERS			4YRS	07/01/1991	12/30/1991	582, 700	2
O099	WORK CONTROL FOLDERS			4YRS	04/01/1993	05/31/1993	606	1
O099	WORK CONTROL FOLDERS			4YRS	10/01/1993	12/31/1993	607, 814	2
O099	WORK CONTROL FOLDERS			4YRS	06/01/1993	07/30/1993	608	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	07/30/1994	655, 1022	2
O099	WORK CONTROL FOLDERS			4YRS	08/01/1994	12/31/1994	656, 1016, 1023	3
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	12/31/1994	667, 657, 658, 667, 824	5
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	12/31/1993	664, 695	2
O099	WORK CONTROL FOLDERS			4YRS	02/01/1993	06/30/1993	661	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1993	12/31/1993	662, 868	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	03/31/1993	653, 703	2
O099	WORK CONTROL FOLDERS			4YRS	04/01/1993	04/30/1993	654	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	06/30/1993	660, 867	2
O099	WORK CONTROL FOLDERS			4YRS	06/01/1993	12/31/1993	663	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	05/31/1992	599	1
O099	WORK CONTROL FOLDERS			4YRS	06/01/1992	10/31/1992	651	1
O099	WORK CONTROL FOLDERS			4YRS	11/01/1992	12/31/1992	652	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	05/31/1993	659	1
O099	WORK CONTROL FOLDERS			4YRS	10/01/1992	12/31/1992	665	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1994	09/30/1994	666, 1014	2

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

TOTAL **39**

By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages \_\_\_\_\_

Request for

**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Seri-Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	04/01/1994	11/30/1994	668	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1989	09/30/1989	670	1
O099	WORK CONTROL FOLDERS			4YRS	11/01/1989	12/31/1989	671	1
O099	WORK CONTROL FOLDERS			4YRS	09/01/1990	12/31/1990	672	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1990	10/31/1990	673	1
O099	WORK CONTROL FOLDERS			4YRS	04/01/1990	07/30/1990	674	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1991	02/28/1991	677	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1991	04/30/1991	678	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1991	07/30/1991	679	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1991	09/30/1991	680	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	03/31/1992	681	1
O099	WORK CONTROL FOLDERS			4YRS	03/01/1992	05/30/1992	682	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1992	07/30/1992	683	1
O099	WORK CONTROL FOLDERS			4YRS	10/01/1992	12/31/1992	684	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	05/31/1992	685	1
O099	WORK CONTROL FOLDERS			4YRS	06/01/1992	09/30/1992	686	1
O099	WORK CONTROL FOLDERS			4YRS	03/01/1992	09/30/1992	687	1
O099	WORK CONTROL FOLDERS			4YRS	06/01/1991	12/31/1991	690	1
O099	WORK CONTROL FOLDERS			4YRS	04/01/1989	10/31/1989	691	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1990	06/30/1990	692	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1990	12/31/1990	693	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	12/31/1992	694, 734	2
<b>TOTAL</b>								<b>23</b>

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

By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages



Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	01/01/1989	12/31/1989	696, 1302, 1373, 1270	4
O099	WORK CONTROL FOLDERS			4YRS	07/01/1989	11/30/1989	697	1
O099	WORK CONTROL FOLDERS			4YRS	04/01/1990	10/31/1990	698	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1989	09/30/1989	699	1
O099	WORK CONTROL FOLDERS			4YRS	03/01/1986	08/31/1986	701	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1987	12/31/1987	702	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	02/28/1993	704	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1992	06/30/1992	705	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1991	12/31/1991	731	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	07/01/3093	735	1
O099	WORK CONTROL FOLDERS			4YRS	08/01/1993	12/31/1993	736	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1988	07/30/1988	737, 822	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1984	11/30/1984	738	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1989	04/30/1989	739	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1986	08/30/1986	741	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1994	12/31/1994	742	1
O099	WORK CONTROL FOLDERS			4YRS	06/01/1985	12/31/1985	780	1
O099	WORK CONTROL FOLDERS			4YRS	09/01/1989	10/31/1989	792	1
O099	WORK CONTROL FOLDERS			4YRS	03/01/1989	08/31/1989	791	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1987	11/30/1987	782	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1987	06/30/1987	781	1
O099	WORK CONTROL FOLDERS			4YRS	12/01/1990	12/31/1990	788	1
TOTAL								26

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

By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Division Head Department Head

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records: HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	09/01/1988	12/31/1988	790	1
O099	WORK CONTROL FOLDERS			4YRS	09/01/1987	12/31/1987	787	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1986	06/30/1986	785	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1986	12/31/1986	786	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1983	11/30/1983	779	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1990	03/31/1990	793	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	05/30/1994	797, 847	2
O099	WORK CONTROL FOLDERS			4YRS	05/01/1994	10/31/1994	798	1
O099	WORK CONTROL FOLDERS			4YRS	11/01/1994	12/31/1994	799	1
O099	WORK CONTROL FOLDERS			4YRS	09/01/1991	12/31/1991	813	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1993	12/31/1993	815	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1993	09/30/1993	816	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1990	12/31/1992	817	1
O099	WORK CONTROL FOLDERS			4YRS	08/01/1982	12/31/1982	818	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1984	05/30/1984	819	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1985	06/30/1986	820	1
O099	WORK CONTROL FOLDERS			4YRS	08/01/1987	03/31/1988	821	1
O099	WORK CONTROL FOLDERS			4YRS	08/01/1988	12/31/1988	823	1
O099	WORK CONTROL FOLDERS			4YRS	06/01/1994	12/31/1994	848	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1995	05/31/1995	859, 1026	2
O099	WORK CONTROL FOLDERS			4YRS	06/01/1995	09/30/1995	860, 1027	2
O099	WORK CONTROL FOLDERS			4YRS	10/01/1995	12/31/1995	861, 1028	2
TOTAL								26

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

By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Division) PD/05  Original Records  Duplicate Records

Records Retention Schedule No. \_\_\_\_\_

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	01/01/1995	06/30/1995	862, 865, 868, 1017, 1021, 1312	6
O099	WORK CONTROL FOLDERS			4YRS	07/01/1995	09/30/1995	863	1
O099	WORK CONTROL FOLDERS			4YRS	10/01/1995	12/31/1995	864	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1995	12/31/1995	866, 1006, 1018, 1025, 1313	5
O099	WORK CONTROL FOLDERS			4YRS	01/01/1996	05/31/1996	1000, 1315	2
O099	WORK CONTROL FOLDERS			4YRS	06/01/1996	09/30/1996	1001	1
O099	WORK CONTROL FOLDERS			4YRS	10/01/1996	11/30/1996	1002	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	06/30/1994	1003, 1019	2
O099	WORK CONTROL FOLDERS			4YRS	07/01/1994	12/31/1994	1004, 1020	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1996	06/30/1996	1007	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1996	12/31/1996	1008	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	05/31/1994	1013	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	08/30/1994	1015	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1996	03/31/1996	1017	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1989	03/31/1990	1272	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1990	03/31/1990	1274, 1272	2
O099	WORK CONTROL FOLDERS			4YRS	10/01/1990	11/30/1990	1532	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1985	12/31/1985	1300	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1985	12/31/1987	1304	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1978	12/31/1978	1305	1
O099	WORK CONTROL FOLDERS			4YRS	02/01/1992	12/31/1992	1314	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1996	10/31/1996	1316	1
TOTAL								35

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



By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Department/Bureau) PD/05 (Division)  Original Records  Duplicate Records

Records Retention Schedule No. \_\_\_\_\_

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	11/01/1996	12/31/1996	1317	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1996	07/30/1996	1318, 1321, 1510	3
O099	WORK CONTROL FOLDERS			4YRS	08/01/1996	12/31/1996	1319, 1322, 1511	3
O099	WORK CONTROL FOLDERS			4YRS	04/01/1996	09/30/1996	1320	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1995	12/31/1995	1341	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1995	08/30/1995	1340	1
O099	WORK CONTROL FOLDERS			4YRS	11/01/1996	11/30/1996	1342	1
O099	WORK CONTROL FOLDERS			4YRS	12/01/1996	12/31/1996	1343	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1986	12/31/1986	1350, 1351	2
O099	WORK CONTROL FOLDERS			4YRS	02/01/1996	10/31/1996	1365	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1994	12/31/1996	1368	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1997	07/30/1997	1369	1
O099	WORK CONTROL FOLDERS			4YRS	08/01/1997	12/31/1997	1370	1
O099	WORK CONTROL FOLDERS			4YRS	11/01/1997	12/31/1997	1500	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1997	04/30/1997	1501	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1997	09/30/1997	1502	1
O099	WORK CONTROL FOLDERS			4YRS	10/01/1997	12/31/1997	1503, 1509	2
O099	WORK CONTROL FOLDERS			4YRS	01/01/1997	02/28/1997	1504	1
O099	WORK CONTROL FOLDERS			4YRS	03/01/1997	04/30/1997	1505	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1997	06/30/1997	1506	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1997	08/31/1997	1507	1
O099	WORK CONTROL FOLDERS			4YRS	09/01/1997	10/31/1997	1508	1
<b>TOTAL</b>								<b>28</b>

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

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages \_\_\_\_\_

**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Division) PD/05 (Unit)  Original Records  Duplicate Records

Records Retention Schedule No.

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O099	WORK CONTROL FOLDERS			4YRS	01/01/1997	06/30/1997	1512	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1997	12/31/1997	1513	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1997	12/31/1997	1514	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1990	04/30/1990	1529	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1990	06/30/1990	1530	1
O099	WORK CONTROL FOLDERS			4YRS	07/01/1990	09/30/1990	1531	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1992	04/30/1992	1542	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1992	12/31/1992	1543	1
O099	WORK CONTROL FOLDERS			4YRS	09/01/1993	12/31/1993	1542	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1993	08/30/1993	1544	1
O099	WORK CONTROL FOLDERS			4YRS	01/01/1991	12/31/1991	1545	1
O099	WORK CONTROL FOLDERS			4YRS	05/01/1990	07/30/1990	1546	1
O099	WORK CONTROL FOLDERS			4YRS	11/01/1989	11/30/1989	1269	1
O079	SUBPOENA FILES			4YRS	01/01/1994	12/31/1994	443	1
O079	SUBPOENA FILES			4YRS	01/01/1993	12/31/1993	615	1
O079	SUBPOENA FILES			4YRS	01/01/1989	12/31/1989	619	1
O079	SUBPOENA FILES			4YRS	01/01/1980	12/31/1989	776	1
O079	SUBPOENA FILES			4YRS	01/01/1997	12/31/1997	1247, 1323, 1638	3
O079	SUBPOENA FILES			4YRS	01/01/1998	12/31/1989	1379, 1216	2
O079	SUBPOENA FILES			4YRS	01/01/1996	12/31/1996	1114	1
O079	SUBPOENA FILES			4YRS	01/01/1993	12/31/1995	1116	1
O257	VICE FILES			4YRS	01/01/1994	12/31/1994	447, 448, 883	3
<b>TOTAL</b>								<b>27</b>

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



By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages \_\_\_\_\_

Request for


**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O257	VICE FILES			4YRS	01/01/1992	12/31/1992	449, 450	2
O257	VICE FILES			4YRS	01/01/1990	12/31/1990	451, 452	2
O026	DETENTION TANK LOG			4YRS	01/01/1992	12/31/1993	453	1
O026	DETENTION TANK LOG			4YRS	01/01/1990	12/31/1990	618	1
O212	PROPERTY DISPOSITION REQUEST SUMMARY			5YRS	01/01/1991	12/31/1991	458	1
O212	PROPERTY DISPOSITION REQUEST SUMMARY			5YRS	01/01/1992	12/31/1992	459	1
O212	PROPERTY DISPOSITION REQUEST SUMMARY			5YRS	01/01/1993	12/31/1993	460	1
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1962	12/31/1962	461-463	3
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1963	12/31/1963	464-467	4
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1966	12/31/1966	468-474	7
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1968	12/31/1968	475	1
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1970	12/31/1970	476-478	3
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1971	12/31/1971	479	1
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1973	12/31/1973	480-484	5
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1975	12/31/1975	485-490	6
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1976	12/31/1976	491-497	7
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1977	12/31/1977	498-506	9
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1992	12/31/1992	706-711	6
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1991	12/31/1991	804, 806, 808	3
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1990	12/31/1990	807	1
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1978	12/31/1978	849-854	6
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1973	12/31/1978	855	1
TOTAL								72

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

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O169	JUVENILE ARREST PACKAGES			5YRS	01/01/1980	12/31/1981	1366, 1367	2
O209	PROBATION OFFICER BOOK			5YRS	01/01/1991	12/31/1991	528	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1992	12/31/1992	529	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1993	12/31/1993	530	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1988	12/31/1988	763-766	4
O209	PROBATION OFFICER BOOK			5YRS	01/01/1995	07/30/1995	914	1
O209	PROBATION OFFICER BOOK			5YRS	08/01/1995	12/31/1995	915	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1998	12/31/1998	1208	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1997	12/31/1997	1211, 1619, 1621	4
O209	PROBATION OFFICER BOOK			5YRS	03/01/1996	12/31/1996	1118	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1996	09/30/1996	1119	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1996	12/31/1996	1205, 1206, 1622	3
O209	PROBATION OFFICER BOOK			5YRS	01/01/1997	08/30/1998	1277	1
O209	PROBATION OFFICER BOOK			5YRS	01/01/1999	04/30/1999	1278	1
O209	PROBATION OFFICER BOOK			5YRS	07/01/1999	12/31/1999	1276	1
O209	PROBATION OFFICER BOOK			5YRS	12/01/1999	05/31/2000	1752	1
O161	GUN DESTRUCTION FILE			5YRS	01/01/1978	12/31/1979	579	1
O161	GUN DESTRUCTION FILE			5YRS	01/01/1987	12/31/1989	578	1
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1993	12/31/1993	600-605, 502	7
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1994	12/31/1994	592-598, 648	8
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1992	12/31/1992	628-633, 331	7
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1988	12/31/1988	760, 762	2
TOTAL								51

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

By  \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Retention Codes: AU=AUDIT AR=ANNUAL 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.

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1989	12/31/1989	761	1
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1995	12/31/1995	839-846	3
O195	NOTICE OF STORFD/IMPOUND VEHICLE			5YRS	01/01/1996	12/31/1996	1009-1012, 1344-1349	10
O195	NOTICE OF STORED/IMPOUND VEHICLE			5YRS	01/01/1997	12/31/1997	1650-1662	13
O077	STATION SUPERVISOR DAILY REPORT			5YRS	01/01/1987	12/31/1987	620	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	01/01/1988	12/31/1988	625	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	12/26/1993	02/19/1994	875	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	02/20/1994	04/16/1994	876	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	04/17/1994	06/11/1994	877	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	06/12/1994	08/06/1994	878	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	08/07/1994	10/01/1994	879	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	10/02/1994	11/26/1994	880	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	11/22/1994	12/24/1994	881	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	12/25/1994	02/18/1995	1133	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	11/26/1995	01/20/1996	1134	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	10/01/1995	11/25/1995	1128	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	08/06/1995	09/30/1995	1129	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	06/11/1995	08/05/1995	1130	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	04/16/1995	06/10/1995	1131	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	02/19/1995	04/15/1995	1132	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	12/25/1994	02/18/1995	1133	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	01/31/1996	03/16/1996	1227	1
TOTAL								50

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

By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages



Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR (Division) ALL (Unit)

Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	03/17/1996	05/11/1996	1228	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	05/12/1996	07/06/1996	1229	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	07/07/1996	08/31/2009	1230	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	09/01/1996	10/26/1996	1231	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	10/27/1996	11/23/1996	1232	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	11/24/1996	06/14/1904	1233	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	01/01/1997	03/15/1997	1627	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	03/16/1997	05/10/1997	1628	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	05/11/1997	07/05/1997	1629	1
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	07/06/1997	11/22/1997	1630-1632	3
O018	DAILY FIELD ACTIVITIES REPORT			5YRS	01/01/1997	12/31/1997	1633, 1634	2
O071	REGISTRY OF DR NUMBERS			4YRS	01/01/1994	12/31/1994	634	1
O071	REGISTRY OF DR NUMBERS			4YRS	01/01/1996	12/31/1996	1117	1
O071	REGISTRY OF DR NUMBERS			4YRS	02/01/1995	12/31/1995	1126	1
O071	REGISTRY OF DR NUMBERS			4YRS	01/01/1997	12/31/1997	1243	1
O075	SERGEANTS DAILY REPORT			5YRS	01/01/1994	12/31/1994	643	1
O075	SERGEANTS DAILY REPORT			5YRS	08/01/1987	12/31/1987	778	1
O075	SERGEANTS DAILY REPORT			5YRS	01/01/1988	12/31/1988	756, 757	2
O075	SERGEANTS DAILY REPORT			5YRS	01/01/1997	12/31/1997	1209, 1210	2
O075	SERGEANTS DAILY REPORT			5YRS	01/01/1996	12/31/1996	1108, 1109	2
O075	SERGEANTS DAILY REPORT			5YRS	01/01/1995	12/31/1995	1613, 1104	2
O082	TELEPHONE REPORT LOG			5YRS	01/01/1996	12/31/1998	754	1
<b>TOTAL</b>								<b>29</b>

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

By  By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) HARBOR (Unit) ALL (Unit)

Location of Records HARBOR (Division) PD/05 (Unit)  Original Records  Duplicate Records

Records Retention Schedule No. \_\_\_\_\_

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O213	PROPERTY DISPOSITION REQUEST			5YRS	01/01/1994	12/31/1994	646, 647	2
O064	RECAP OF DAILY FIELD ACTIVITIES			5YRS	01/01/1986	12/31/1986	755	1
O064	RECAP OF DAILY FIELD ACTIVITIES			5YRS	01/01/1996	12/31/1996	1225	1
O076	SIGN OUT SHEET			5YRS	01/01/1988	12/31/1989	591	1
O076	SIGN OUT SHEET			5YRS	01/01/1991	12/31/1992	583	1
O047	MUG BOOK			10YRS	01/01/1977	12/31/1985	724	1
O047	MUG BOOK			10YRS	01/01/1985	12/31/1993	725	1
O047	MUG BOOK			10YRS	01/01/1984	12/31/1993	726	1
O047	MUG BOOK			10YRS	01/01/1989	12/31/1993	727	1
O047	MUG BOOK			10YRS	01/01/1985	12/31/1989	728	1
O047	MUG BOOK			10YRS	01/01/1977	12/31/1988	729	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1988	12/31/1990	809	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1991	12/31/1991	810	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1992	12/31/1992	811	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1993	12/31/1993	812	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1994	12/31/1994	1175, 888, 889	3
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1998	12/31/1998	1623-1625	3
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1999	12/31/1999	1275, 1696	2
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	08/01/1986	12/31/1986	1626	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/2000	12/31/2000	1697	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1996	12/31/1996	1626, 1234	1
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1997	12/31/1997	1151, 1152	2
TOTAL								29

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



By \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages

Division Head

Department Head

Request for

# AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OPERATION SOUTH BUREAU (Department/Bureau) HARBOR (Division) ALL (Unit)

Location of Records HARBOR Records Retention Schedule No. PD/05  Original Records  Duplicate Records

Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
O143	DOMESTIC VIOLENCE RESTRAINING ORDERS			2YRS	01/01/1995	12/31/1995	1154	1
O019	DAILY SIGN OUT SHEET			5YRS	01/01/1995	12/31/1995	(856)	1
O019	DAILY SIGN OUT SHEET			5YRS	01/01/1996	12/31/1996	1307	1
O019	DAILY SIGN OUT SHEET			5YRS	10/01/1998	12/31/1998	1371	1
O019	DAILY SIGN OUT SHEET			5YRS	01/01/1998	12/31/1998	1377	1
O019	DAILY SIGN OUT SHEET			5YRS	01/01/1997	12/31/1997	1324, 1326, 1324	2
O023	DETECTIVE ACTIVITIES SUMMARY			5YRS	01/01/1995	12/31/1995	856	1
O023	DETECTIVE ACTIVITIES SUMMARY			5YRS	01/01/1996	12/31/1996	1309	1
O083	TELETYPES			5YRS	01/01/1995	12/31/1995	858	1
O084	TIMEBOOK			4YRS	12/26/1993	12/24/1994	882	1
O084	TIMEBOOK			4YRS	01/01/1991	12/31/1995	1136	1
O084	TIMEBOOK			4YRS	10/01/1995	11/22/1997	1235	1
O084	TIMEBOOK			4YRS	01/01/1997	12/31/1997	1326	1
O006	BAIL RECEIPT AND/OR NOTICE TO APPEAR			5YRS	01/01/1990	12/31/1990	890	1
O006	BAIL RECEIPT AND/OR NOTICE TO APPEAR			5YRS	01/01/1989	12/31/1989	891	1
O006	BAIL RECEIPT AND/OR NOTICE TO APPEAR			5YRS	01/01/1988	12/31/1988	892	1
O006	BAIL RECEIPT AND/OR NOTICE TO APPEAR			5YRS	01/01/1991	12/31/1991	893	1
O006	BAIL RECEIPT AND/OR NOTICE TO APPEAR			5YRS	01/01/1995	12/31/1995	1115	1
O006	BAIL RECEIPT AND/OR NOTICE TO APPEAR			5YRS	01/01/1996	12/31/1997	1222	1
O041	JAIL TRANSFER RECORD			5YRS	01/01/1994	12/31/1994	894, 895	2
O041	JAIL TRANSFER RECORD			5YRS	01/01/1993	12/31/1993	896	1
O101	ABSENTEE PARKING CITATION			5YRS	01/01/1997	01/01/1997	897	1
<b>TOTAL</b>								<b>23</b>

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



By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages \_\_\_\_\_

Harbor (PDX/05) 835 boxes of multiple record series from 1968 - 2009  
West LA - Det Unit (PDX/08) 1 box of Search Warrants from 2008  
Robbery-Homicide (PDX/35) 8 boxes of Applicant Folders from 2006 - 2009  
Security Services (PDX/58) 107 boxes of multiple record series from 2012 - 01/20/2017