

AGENDA DATE: JUNE 14, 2022

OPEN SESSION

4H

DEPARTMEN'S REPORT dated June 1, 2022 relative to a request for authority to destroy 1,496 boxes of obsolete original and duplicate records, as set forth.

[\[BPC #22-126\]](#)

Recommendation(s) for Board action:

APPROVE the Department's report.

Moved by Commissioner Briggs, seconded by Commissioner Soboroff to APPROVE the Department's report.

Adopted by a vote of 4/0

***Commissioner Calanche absent.**

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

June 16, 2022

BPC #22-126

Records Management Officer
Office of the City Clerk
555 Ramirez Street, Space 320
Mail Stop 161

Dear Records Management Officer:

RE: DESTRUCTION OF OBSOLETE ORIGINAL AND DUPLICATE RECORDS FOR
VARIOUS AREAS AND DIVISIONS (1496 BOXES)

At the regular meeting of the Board of Police Commissioners held Tuesday, June 14, 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

Handwritten signature of Rebecca Munoz in blue ink.

REBECCA MUNOZ

Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BFC #22-127 418
RECEIVED
RICHARD M. TEFANK DATE 6/7/22
EXECUTIVE DIRECTOR
RECEIVED
JUN 07 2022
POLICE COMMISSION

June 1, 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.

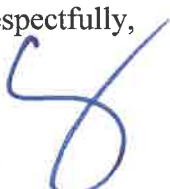
DISCUSSION

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 1,496 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

**BOARD OF
POLICE COMMISSIONERS**
Approved June 14, 2022
Secretary Rebecca Murray

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

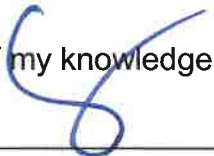
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 6.2.22

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1967 THRU 12/31/2019

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/VALLEY BUREAU (Department/Bureau) DEVONSHIRE (Division) RECORDS (Unit)

Location of Records 10250 ETIWANDA AVE, NORTHRIDGE, CA 91325 Records Retention Schedule No. 17 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		
D006	DUPLICATE ARREST REPORTS DEVONSHIRE DIVISION		5.2	2 YRS	07/01/19	12/31/19		18
D011	DUPLICATE CRIME REPORTS-PRELIMINARY INV RPRT		3.1	2 YRS	07/01/19	12/31/19		18
								36

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

By [Signature] Division Head Date 3/17/19 Page 1 of 1 Pages

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/30/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/INFORMATION TECHNOLOGY BU /PDX/70/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	CORRESPONDENCE AND SUBJECT FILES	1/1/1982	12/31/2003	AR+10	56
O004.	PROJECT FOLDERS	1/1/2003	12/31/2004	CL+4	17

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 73

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 73

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):  _____

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: FORCE INVESTIGATION DIVISION

/PDX/29/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0003.	OFFICER INVOLVED SHOOTING FILES	1/1/1967	12/31/1991	CL+30	13
Excluded Boxes:					13
TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION					
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)					
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION					<u>13</u>

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.

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BY (DIV HEAD):

Samuel G9295

BY (DEPT HEAD):

DATE:

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/NORTH HOLLYWOOD AREA		/PDX/15/			
SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/2003	12/31/2006	AR+10	14 ✓
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/13/2002	12/31/2006	TO+5	12
O020.	DAILY WORK SHEET (LAPD 15.26)	1/1/2002	12/31/2005	TO+5	3
O034.	HOMICIDE CONTROL LOG	1/1/1981	12/31/1984	CL+10	3
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2004	12/31/2009	TO+5	52
O048.	MURDER BOOK - SOLVED	1/1/1969	12/31/1989	CL+32	47
O049.	OFFICER LOG BOOKS	1/1/2003	12/31/2009	TO+5	4
O054.	PERSONNEL FOLDERS - DIVISIONAL	1/1/2002	12/31/2003	TE	2
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2003	TO+5	4 ✓
O078.	STATISTICAL REPORTS	1/1/2006	12/31/2006	TO+5	1
O099.	WORK CONTROL FOLDERS	8/1/2000	12/31/2009	CL+4	41 35
O102.	ACTIVITY REPORTS	1/1/2002	12/31/2004	TO+5	1
O154.	FELONY WARRANT PACKAGES	1/1/2001	12/31/2004	AR+10	8
O168.	JUVENILE ARREST PACKAGE	1/1/2003	12/31/2004	TO+5	5
O170.	JUVENILE DETENTION LOG	1/1/2003	12/31/2003	TO+5	2
O189.	NARCOTIC DETAIL ARREST & SEIZURE SUMMARY (LAPD	1/1/2003	12/31/2004	TO+5	10
O192.	NOTICE OF STORED/IMPOUNDED VEHICLE (LAPD 15.23)	1/1/2004	12/31/2004	TO+5	9
O198.	OVERTIME REPORTS (LAPD 2.24)	1/1/2002	12/31/2006	TO+5	18
O206.	PROBATION OFFICER'S BOOK	1/1/2003	12/31/2004	TO+5	2
O219.	SEARCH WARRANTS	12/1/2005	12/31/2006	TO+10	2
O251.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2003	12/31/2003	TO+10	2
O263.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2002	12/31/2004	TO+5	15

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

257

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

58
257-58
199

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BY (DIV HEAD): *[Signature]*

BY (DEPT HEAD): _____

DATE: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 1/28/2022

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: RECRUIT & EMPLOYEMENT DIVISION

/PDX/38/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O008.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	1/1/1997	7/31/2003	TO+5	212
O010.	GRADUATION INFORMATION-RESERVE CLASSES	1/1/2001	12/31/2001	TO+15	1
O016.	SIGN IN SHEETS (LAPD 12.04)	1/1/1997	12/31/2001	TO+5	1

Excluded Boxes:

. TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

214

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

0
214
 =====

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BY (DIV HEAD):

[Handwritten signature]
 30183

BY (DEPT HEAD):

DATE:

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/FOOTHILL AREA		/PDX/16/			
SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1990	12/31/2010	AR+10	69
O017.	DAILY CRIME AND ARREST SUMMARY (LAPD 15.6)	1/1/2008	3/31/2009	TO+5	1
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2002	12/31/2010	TO+5	34
O019.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2009	12/31/2010	TO+5	2
O020.	DAILY WORK SHEET (LAPD 15.26)	1/1/2003	12/31/2010	TO+5	4
O025.	DETECTIVE'S MONTHLY REPORT OF ARRESTEES PROCES	1/1/2010	12/31/2010	TO+5	1
O026.	DETENTION TANK LOG (LAPD 6.19)	1/1/2005	12/31/2010	CL+4	3
O034.	HOMICIDE CONTROL LOG	1/1/1979	12/31/1982	CL+10	2
O035.	HOMICIDE FILE	1/1/1969	12/31/1984	TO+10	59
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2003	12/31/2010	TO+5	128
O046.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.5)	1/1/2004	6/30/2006	TO+5	2
O048.	MURDER BOOK - SOLVED	1/1/1975	12/31/1988	CL+32	6
O049.	OFFICER LOG BOOKS	1/1/2004	1/31/2005	TO+5	2
O051.	OVERTIME RECAP	1/1/2008	5/31/2008	TO+5	4
O061.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	1/1/2009	8/31/2009	TO+5	2
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2010	TO+5	6
O077.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER)	6/19/2005	1/3/2009	TO+5	7
O079.	SUBPOENA FILES	1/1/2003	12/31/2003	CL+4	1
O092.	VICE ARRESTS/INFORMATION SUMMARY (LAPD 15.54)	1/1/2004	12/31/2005	TO+5	1
O099.	WORK CONTROL FOLDERS +13	1/1/1981	12/31/2010	CL+4	47 34
O152.	EQUIPMENT INVENTORY REPORT	1/1/2010	12/31/2010	TO+5	1
O173.	JUVENILE ARREST PACKAGE	1/1/2003	12/31/2010	TO+5	48
O205.	OVERTIME REPORTS (LAPD 2.24)	1/1/2003	12/31/2010	TO+5	27
O217.	PURSUIT LOG	1/1/2005	12/31/2005	TO+5	2
O227.	SEARCH WARRANTS	1/1/2004	12/31/2009	TO+10	6
O259.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2005	12/31/2005	TO+10	2
O261.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (I)	1/1/2004	12/31/2005	TO+5	1
O263.	VICE FILES	1/1/2008	12/31/2010	CL+4	2
O272.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	1/1/2011	TO+5	32
O278.	CRIME AGAINST PROPERTY	1/1/2001	12/31/2005	CL+10	8

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 2 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/FOOTHILL AREA

/PDX/16/

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 510

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

82
428

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BY (DIV HEAD):



BY (DEPT HEAD):

DATE:

3/22/22

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/WILSHIRE AREA

/PDX/07/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O013.	CORRESPONDENCE AND SUBJECT FILES	2/1/2001	12/31/2011	AR+10	47
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/1999	1/1/2011	TO+10	34
O019.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2007	12/31/2007	TO+10	1
O020.	DAILY WORK SHEET (LAPD 15.26)	6/1/2002	12/31/2009	TO+10	6
O026.	DETENTION TANK LOG (LAPD 6.19)	1/1/2003	12/31/2004	CL+10	2
O035.	HOMICIDE FILE	1/1/1958	12/31/1980	TO+10	20
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1996	12/31/1999	TO+22	6
O038.	INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44)	1/1/2002	12/31/2003	TO+10	2
O048.	MURDER BOOK - SOLVED	1/1/1980	12/31/1987	CL+32	4
O061.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	8/1/2005	12/31/2009	TO+10	9
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	9/16/2003	12/31/2010	TO+10	12
O076.	SIGN OUT SHEET (LAPD 15.42)	1/3/2000	8/17/2005	TO+10	1
O077.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER)	1/1/2004	1/5/2008	TO+10	8
O079.	SUBPOENA FILES	1/1/2005	12/31/2010	CL+10	4
O084.	TIME BOOK (LAPD 15.30)	1/1/2002	12/31/2011	CL+10	3
O085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/9/2005	7/31/2011	TO+10	4
O099.	WORK CONTROL FOLDERS - 6	2/1/1994	12/31/2011	CL+10	168 - 162
O168.	JUVENILE ARREST PACKAGE	1/1/2004	12/31/2011	TO+10	38
O170.	JUVENILE DETENTION LOG	1/1/2004	12/31/2011	TO+10	4
O200.	OVERTIME REPORTS (LAPD 2.24)	1/1/2005	12/31/2006	TO+10	11
O216.	RECORD OF TRAFFIC CITATION BOOKS (LAPD 4.15)	1/1/2003	12/31/2008	CL+10	14
O221.	SEARCH WARRANTS	1/1/2008	12/31/2008	TO+10	2
O257.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (I)	5/29/2005	12/31/2009	TO+10	7
O266.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	4/6/2003	1/1/2011	TO+10	26
O271.	CRIME AGAINST PROPERTY	3/1/2001	12/31/2009	CL+10	49
O281.	PERSONNEL COMPLAINT LOG (1.81.11)	1/1/2003	12/31/2007	TO+10	22

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

504

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

30

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

474

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

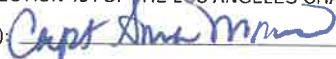
Summary Page 2 of 2

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BY (DIV HEAD):



BY (DEPT HEAD): _____

DATE: _____