

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

WILLIAM J. BRIGGS, II
PRESIDENT

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VICE PRESIDENT

DALE BONNER
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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 #22-127

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 (2132 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

A handwritten signature in blue ink that reads "Rebecca Muñoz".

REBECCA MUÑOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BYC # 22-1711
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
DATE 6/17/22

June 1, 2022
1.1

RECEIVED
JUN 07 2022
POLICE COMMISSION

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 2,132 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 Muncie

Attachments

INTRADPARTMENTAL CORRESPONDENCE

June 1, 2022

1.1

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL AND DUPLICATE RECORDS

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The "Request for Authority to Destroy Obsolete Records" herein lists 2,132 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 6.2.11

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1945 THRU 12/31/2011

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/VAN NUYS AREA		/PDX/09/			
SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O002.	ALTERCATION REPORTS	1/1/2005	12/31/2006	TO+5	2
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/1992	12/31/2008	TO+10	25
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	8/26/2001	12/31/2008	TO+5	23
O019.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/2000	12/31/2002	TO+5	3
O020.	DAILY WORKSHEET (LAPD 15.26)	1/1/2000	12/31/2007	TO+5	7
O035.	HOMICIDE FILE	1/1/1976	12/31/1986	TO+10	77
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2004	12/31/2009	TO+5	120
O048.	MURDER BOOK - SOLVED	1/1/1984	12/31/1984	CL+32	1
O050.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	1/1/1998	12/31/2006	CL+4	1
O061.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	1/1/2005	12/31/2009	TO+5	16
O064.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)	1/1/2005	12/31/2008	TO+5	2
O071.	REGISTRY OF DR NUMBERS (LAPD 8.34)	1/1/1988	12/31/2008	CL+4	1
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2003	12/31/2005	TO+5	4
O099.	WORK CONTROL FOLDERS	1/1/1960	12/31/2009	CL+4	175
O109.	APPLICANT FOLDERS	1/1/2008	12/31/2009	TO+5	1
O161.	GUN DESTRUCTION FILE	1/1/2003	12/31/2008	TO+5	3
O163.	HOMICIDE AUDIT DAILY WORKBOOK	1/1/1989	12/31/1989	TO+10	1
O169.	JUVENILE ARREST PACKAGE	1/1/2002	12/31/2009	TO+5	61
O171.	JUVENILE DETENTION LOG	1/1/2003	12/31/2008	TO+5	3
O200.	OUTSIDE AGENCY CONDUCTING INVESTIGATION ARREST	1/1/2005	12/31/2008	TO+10	1
O201.	OVERTIME REPORTS (LAPD 2.24)	8/27/1999	11/30/2002	TO+5	10
O205.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50)	1/1/2006	12/31/2010	TO+5	13
O210.	PROBATION OFFICER'S BOOK	1/1/2010	12/31/2010	TO+5	5
O223.	SEARCH WARRANTS	1/1/2000	12/31/2008	TO+10	20
O227.	SIGN OUT SHEET (LAPD 15.42)	1/1/1995	12/31/2009	TO+5	5
O256.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2002	12/31/2002	TO+10	2
O257.	VACATION SCHEDULES (LAPD TEMP)	1/1/1997	12/31/2008	TO+10	1
O260.	VICE FILES	7/1/1983	1/31/2008	CL+4	8
O266.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 126)	1/1/1997	10/31/1998	TO+5	2
O267.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	12/31/2005	TO+5	22
O372.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	1/1/1996	12/31/2009	TO+5	1

**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/VAN NUYS AREA

/PDX/09/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O374.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/2001	1/1/2002	TO+10	1
O375.	FIELD INTERVIEW CARDS (15.43)	1/1/2001	12/31/2008	CL+5	3

*Excluded Boxes: See page 3, page 4,
 page 5, page 6, page 11, page 12,
 page 19, page 23, page 24,
 and page 25.*

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	620
Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	108
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	<u>512</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.

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): Capt M Campbell BY (DEPT HEAD): [Signature] DATE: 1/1/22

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/DEVONSHIRE AREA

/PDX/17/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O006.	BAIL RECEIPT AND/OR NOTICE TO APPEAR (LAPD 6.15)	1/1/2005	12/31/2005	TO+5	1
O013.	CORRESPONDENCE AND SUBJECT FILES	1/1/2002	12/31/2002	AR+10	2
O018.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	1/1/2002	12/31/2005	TO+5	12
O020.	DAILY WORK SHEET (LAPD 15.26)	1/1/2001	12/31/2006	TO+5	1
O034.	HOMICIDE CONTROL LOG	1/1/2003	12/31/2003	CL+10	2
O037.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/2002	12/31/2007	TO+5	44
O054.	PERSONNEL FOLDERS - DIVISIONAL	1/1/1989	12/31/2000	TE	2
O064.	RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.53)	1/1/2005	12/31/2007	TO+5	3
O075.	SERGEANT'S DAILY REPORT (LAPD 15.48)	1/1/2002	12/31/2005	TO+5	4
O077.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER)	10/1/2001	12/31/2006	TO+5	11
O084.	TIME BOOK (LAPD 15.30)	1/1/1994	12/31/2006	CL+4	4
O085.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2001	12/31/2003	TO+5	5
O098.	WARRANT ABSTRACT LOG (LAPD 8.12)	1/1/2004	12/31/2005	TO+5	1
O099.	WORK CONTROL FOLDERS	1/1/1979	12/31/2007	CL+4	104
O109.	APPLICANT FOLDERS	1/1/2003	3/30/2006	TO+5	3
O169.	JUVENILE ARREST PACKAGE	1/1/2006	12/31/2006	TO+5	18
O199.	OVERTIME REPORTS (LAPD 2.24)	1/1/2000	12/31/2007	TO+5	15
O203.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50)	1/1/2001	12/31/2007	TO+5	1
O210.	PROPERTY DISPOSITION REQUEST SUMMARY (LAPD 10)	1/1/2000	6/30/2007	TO+5	10
O227.	STAFF MEETING MINUTES	1/1/2005	12/31/2005	TO+5	2
O253.	USE OF FORCE REPORT (LAPD 1.67.)	1/1/2002	12/31/2002	TO+10	2
O264.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 126)	1/1/2000	12/31/2006	TO+5	3
O265.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2001	12/31/2004	TO+5	13

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 263

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

25
~~263~~ 238

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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 4.34 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] 31790

BY (DEPT HEAD): _____

DATE: 01/06/2022

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/OPERATIONS - CENTRAL BUREAU /PDX/20/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
0008.	CORRESPONDENCE AND SUBJECT FILES	1/1/2002	12/31/2006	AR+10	39
0011.	DAILY WORK SHEET (LAPD 15.26)	1/1/1985	12/31/1988	TO+5	6
0015.	MURDER BOOK - SOLVED	3/1/1979	11/30/1986	CL+32	27
0042.	APPLICANT FOLDERS	1/1/2006	10/31/2006	TO+5	1
0180.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	1/1/2005	12/31/2005	TO+5	1

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

74

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

33
 41

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 (CIV 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 2

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

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
A258.	FIELD DATA REPORTS	1/1/1998	4/30/2003	TO+10	11
A259.	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGE	1/1/1998	4/30/2003	TO+10	15
O004.	CORRESPONDENCE AND SUBJECT FILES	1/1/1983	12/30/2011	AR+10	272
O007.	OFFICIAL DIVISIONAL TIME BOOK (LAPD 15.30)	11/23/1997	4/30/2003	CL+4	10
O009.	PROJECT FOLDERS	1/1/1985	12/31/2004	TO+5	86
O015.	WATCH ASSIGNMENT AND TIMEKEEPING RECORD (LAPD 15.1)	1/1/1998	12/31/2001	TO+5	2
O017.	ACTIVITY REPORTS	1/1/1985	12/31/1989	TO+5	3
O040.	CAL-OSHA INJURY LOG	1/1/2002	12/31/2002	TO+5	1
O043.	CHIEF'S 24 HOUR OCCURRENCE LOG	1/1/2007	9/30/2008	TO+10	5
O058.	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52)	11/23/1997	4/30/2003	TO+5	50
O059.	DAILY SIGN OUT SHEET (LAPD 15.19)	1/1/1998	12/31/2007	TO+5	4
O060.	DAILY WORKSHEET (LAPD 15.26)	1/1/1999	12/31/2006	TO+5	2
O080.	DUE DILIGENCE INVESTIGATION CHECK LIST - FILE (LAPD 15.1)	5/1/2001	12/1/2001	CL+10	1
O102.	HOMICIDE FILE	1/1/2007	12/31/2008	TO+10	2
O111.	JUVENILE ARREST PACKAGE	11/23/1997	4/30/2003	TO+5	8
O132.	MONTHLY RECAP OF DAILY FIELD ACTIVITIES (LAPD 15.5)	11/23/1997	12/31/2001	TO+5	2
O146.	ORDERS, NOTICES, TRAINING BULLETINS	11/23/1997	4/30/2003	TO+5	3
O148.	OVERTIME RECAP	1/1/1999	4/30/2003	TO+5	5
O149.	OVERTIME REPORTS (LAPD 2.24)	11/23/1997	12/31/2002	TO+5	8
O153.	PERSONAL SERVICE CITATIONS (BOOKS) (LAPD 4.50)	11/1/1997	4/30/2003	TO+5	23
O165.	PROPERTY DISPOSITION REQUEST (LAPD 10.6)	1/1/2000	3/22/2003	TO+5	8
O182.	ROLL CALL TRAINING FILES	11/23/1997	4/30/2003	TO+5	2
O188.	SERGEANT'S DAILY REPORT (LAPD 15.48)	11/23/1997	4/30/2003	TO+5	6
O194.	STATION SUPERVISOR'S DAILY REPORT (WATCH COMMANDER'S DAILY REPORT)	11/23/1997	4/30/2003	TO+5	27
O195.	STATISTICAL REPORTS	11/23/1997	4/30/2003	TO+5	18
O196.	SUBPOENA FILES	1/1/1997	4/30/2003	CL+4	6
O219.	TRANSFER APPLICANT DATA SHEET (LAPD 15.88)	11/23/1997	4/30/2003	TO+5	11
O230.	VEHICLE AND EQUIPMENT ISSUE ASSIGNMENT SHEET (LAPD 15.1)	11/23/1997	4/30/2003	TO+5	5
O240.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	1/1/2007	12/31/2008	TO+5	8
O254.	WORK CONTROL FOLDERS	11/23/1997	4/30/2003	CL+4	26
O255.	EMPLOYEE COMMENT SHEET (1.77/1.77.)	7/1/1998	12/31/2000	TO+5	1

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/OPERATION - DETECTIVE BURE /PDX/30/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O257.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	1/1/1999	4/30/2003	TO+10	8

<u>Excluded Boxes:</u>	TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	639
	Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	<u>2</u>
	TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	637

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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 134 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] BY (DEPT HEAD): [Signature] DATE: 3/15/22

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/INVESTIGATIVE ANALYSIS SECT /PDX/31/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O021.	CORRESPONDENCE AND SUBJECT FILES	1/1/1998	12/31/1998	AR+10	7
O105.	PROJECT FOLDERS	1/1/1983	12/31/2001	TO+5	35

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 42

Minus excluded boxes:

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

42
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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):

[Signature]

BY (DEPT HEAD):

[Signature]

DATE:

3/19/22

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 12/29/2021

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/DETECTIVE HEADQUARTERS DI /PDX/32/					
SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O005.	APPLICANT FOLDERS	5/1/2006	12/31/2008	TO+5	5
O021.	CORRESPONDENCE AND SUBJECT FILES	10/1/1982	12/31/2002	AR+10	65
O028.	DAILY INVESTIGATOR'S LOG (LAPD 12.10)	1/1/1972	12/31/1972	TO+10	1
O030.	DAILY WORKSHEET (LAPD 15.26)	12/31/1998	12/31/2000	TO+5	3
O032.	DETECTIVE RECAP REPORT	10/1/2008	10/31/2008	TO+5	13
O042.	EQUIPMENT INVENTORY REPORT	1/1/2007	12/31/2007	TO+5	1
O047.	FELONY WARRANT PACKAGES	1/15/1987	12/31/1988	TO+27	11
O105.	PROJECT FOLDERS	1/1/2007	12/31/2007	TO+5	1
O145.	TIME BOOK (LAPD 15.30)	1/1/1991	12/31/2008	CL+4	2
O146.	TIME IN AND OUT SHEET (LAPD 12.4)	1/1/2005	12/31/2007	TO+5	2
O165.	WORK CONTROL FOLDERS	1/1/1987	12/31/2002	CL+4	51
O181.	CHIEF'S 24 HOUR OCCURRENCE LOG	1/1/1986	12/31/1987	TO+10	3
O186.	CORRESPONDENCE CONTROL RECORD (LAPD 1.9)	12/1/1997	12/31/2001	TO+5	11
O217.	K-CAR DEATH LOG BOOK	1/1/1981	12/31/1984	TO+10	1
O226.	OVERTIME REPORTS (LAPD 2.24)	1/1/2001	12/31/2006	TO+5	2
O239.	REQUEST FOR MENTAL EXAMINATION (LAPD 5.4)	1/6/2000	12/31/2002	TO+5	14
O268.	WATCH COMMANDER'S DAILY REPORT (LAPD 126)	10/1/1983	12/31/1984	TO+5	1
O272.	CRIME AGAINST PROPERTY	1/1/2005	12/31/2008	CL+10	1

Excluded Boxes: TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 188

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION 188

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: 3/15/22

[Handwritten signatures and initials]

ELME
 SWERNA

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/ADMINISTRATIVE SERVICES BUI /PDX/51/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O001.	ACTIVITY REPORTS	1/1/1986	12/31/1988	TO+5	3
O004.	CORRESPONDENCE AND SUBJECT FILES	1/1/1983	12/31/2008	AR+10	75
O006.	PROJECT LOGS	1/1/1990	12/31/2008	CL+10	4
O007.	TIMEKEEPING RECORDS	1/1/2008	12/31/2008	TO+5	1

Excluded Boxes:	TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	83
	Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	<u>0</u>
	TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	<u>83</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): _____ BY (DEPT HEAD): _____ DATE: _____

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/FISCAL OPERATIONS DIVISION

/PDX/54/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O012.	CORRESPONDENCE AND SUBJECT FILES	8/14/1999	12/31/2005	AR+10	39
O014.	DIVISIONAL PERSONNEL PACKAGES	7/1/1945	6/30/1955	TE	5
O033.	OVERTIME CORRECTION LETTERS (LAPD 15.2)	1/1/2005	10/31/2007	TO+5	7

Excluded Boxes: ... TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **51**

Minus excluded boxes:
 (Please line out excluded boxes on the form and note box numbers) 0

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION **51**

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BY (DIV HEAD):



BY (DEPT HEAD):

DATE:

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: OFFICE OF SPECIAL OPERATIONS

/PDX/57/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O005.	Correspondence and Subject Files	1/1/2010	12/31/2010	TO+10	10

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

10

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

10

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BY (DIV HEAD): [Signature]

BY (DEPT HEAD): _____

DATE: 3/17/22

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/PROPERTY DIVISION

/PDX/74/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
O002.	CORRESPONDENCE AND SUBJECT FILES	1/1/1999	12/31/2004	AR+10	14
O012.	REQUEST FOR PROPERTY (CASE FILES)	1/20/1984	12/31/1996	TO+20	33

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

47

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

47

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BY (DIV HEAD): John Salas for SRR

BY (DEPT HEAD): _____

DATE: _____

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/MAJOR CRIMES DIVISION / ANAL /PDX/91/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
D008.	TIMEKEEPING RECORDS	1/1/2002	12/31/2007	TO+3	7
D009.	SECRET SERVICE FUNDS (15.37)	6/30/2007	12/31/2007	TO+2	1
O002.	CORRESPONDENCE AND SUBJECT FILES	1/1/1963	12/31/2004	AR+10	59
O005.	INTELLIGENCE FILES	1/1/2002	12/31/2004	TO+10	47
O009.	PRELIMINARY INVESTIGATION FILE (LAPD 15.50)	1/1/1984	12/31/2004	AR+4	73
O010.	LEGAL PROCESSES	1/1/1980	6/30/2005	AR+4	6
O011.	PERSONNEL COMPLAINT ENVELOPE (1.81.11)	5/1/1998	7/31/1998	TO+10	1
O014.	SUSPICIOUS ACTIVITY REPORTS (SAR)	1/1/2011	1/31/2012	CL+5	14

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION **208**

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

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

208

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BY (DIV HEAD):

[Signature]

BY (DEPT HEAD):

[Signature]

DATE:

4-14-22

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: COUNTER TERRORISM & SPECIAL OPERATIONS BUREAU

/PDX/92/

SCHD ITEM NO.	Record Series Title	From	To	TOTAL RETENTION PERIOD	Total Boxes
A005.	CORRESPONDENCE AND SUBJECT FILES	1/1/2005	12/31/2010	AR+10	60
A014.	PROJECT FILES	1/1/2007	12/31/2010	CL+8	11

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION 71

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

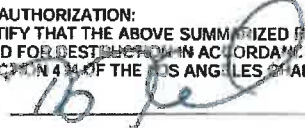
TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

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BY (DIV HEAD):



BY (DEPT HEAD):

DATE: