

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 #22-128

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 (1403 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

BPC # 22-1278 43
RICHARD M. TEANK
EXECUTIVE DIRECTOR
DATE 6/7/22

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 1,403 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

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

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 1,403 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

INTRADEPARTMENTAL CORRESPONDENCE

REVIEWED

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

DATE

April 13, 2022
1.1

RECEIVED

APR 14 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 1403 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

INTRADPARTMENTAL CORRESPONDENCE

REVIEWED

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

DATE

March 15, 2022

1.1

RECEIVED

MAR 16 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 1,403 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 3/15/22

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1969 THRU 12/31/1997

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LOS ANGELES POLICE DEPARTMENT/FISCAL OPERATIONS DIVISION/BUDGET SECTION (Unit)
(Department/Bureau) (Division)

Location of Records DWP Records Retention Schedule No. PD-54 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		
64	OVERTIME REPORT ('94 NORTHRIDGE EARTHQUAKE)		02-24-0	26	1994	1994		17 boxes

FOR RE-SKINNED
15.2 TO BOPE

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

By *Charo M...* Division Head

Date _____ Department Head _____
Page 1 of 1 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of **LAPD OHB**

(Department/Bureau) **OCVD** (Division)

ADMIN (Unit)

Location of Records: _____

Records Retention Schedule No. **94** 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		
2	Bingo License			10	1978	1982	49	1
5	Daily Work sheets			10	1988	1989	50	1
3	Correspondence & Subject Files			10	1984	1989	51, 52, 53	3
14	Overtime Report			10	1988	1988	55	1
				1				
								6

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

By  Division Head Date **11-29-21** Page of Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD OHB (Department/Bureau) OCVD (Division) ADMIN (Unit)

Location of Records _____ Records Retention Schedule No. 94 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		
10	Intelligence Investigator's Report			10	1980	1981	56	1
22	3.18 Suspect Index Cards			10	1982	1987	57	1
21	Vice Complaint Reports 290000/288 - 290350/399			10	1985	1987-1988	58, 59	2
21	Vice Complaint Reports 290451/699 - 290350/380			10	1987	1988-1989	60, 61	2
21	Vice Complaint Reports 290000/349			10	1987	1987	62	1
21	Vice Complaint Reports 290000/349			10	1989	1989	63	1
21	Vice Complaint Reports 290000/449			10	1986	1986	64	1
21	Vice Complaint Reports 290450/899			10	1986	1986	65	1
21	Vice Complaint Reports 290249/350			10	1983	1984	66	1
21	Vice Complaint Reports 290250/599			10	1984	1985	67	1
21	Vice Complaint Reports 290000/349			10	1983	1983	68	1

13

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

By [Signature] Division Head Date _____ By _____ Date _____ Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD OHB

(Department/Bureau) OCVD

(Unit) ADMIN

Location of Records 94

Records Retention Schedule No. 94 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		
21	Vice Complaint Report 290000/349 Form 3.18			10	1983	1983	69	1
21	V.C.R. 290250/299, 290450/499, 290381/403, 290350/380			10	1989	1989	77	1
21	V.C.R. 290451/699, 290000/288 Form 3.18			10	1985	1987	74, 75	2
21	V.C.R. 290350/249 Form 3.18			10	1983	1984	76	1
21	V.C.R. 290000/349 Form 3.18			10	1987	1987	77	1
21	V.C.R. 290350/290200/249 Form 3.18			10	1987	1988	78	1
21	V.C.R. 290000/349 Form 3.18			10	1989	1989	79	1
21	V.C.R. 290000/449 Form 3.18			10	1986	1986	80	1
21	V.C.R. 290450/749, 290750/899 Form 3.18			10	1986	1986	87	1
11	AVD Case Packages			5	1991	1991	70	1
3	Correspondence & Subject Files (2x)			10	1989	1990	72, 73	2

13

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

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

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD OIB (Department/Bureau) OCVD (Division) ADMIN (Unit)

Location of Records _____ Records Retention Schedule No. 94 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		
21	Correspondence & Subject Files			10	1991	1991	81	1
8	Fictitious Driver's License forms			10	1989	1989	82	1
10	Intelligence Investigative Report			10	1980	1981	83	1
11	AVD Case Packages (2x)			5	1991	1991	85, 86	2
20	Weekly Index Cards			5	1985	1989	87	1
5	Daily Work Sheets (2x)			10	1990	1991	88	1
				10	1992	1992		

7

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

By  Division Head Date _____ Department Head Page _____ of _____ Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of **LAPD - OHB**

OCVD

ADMIN

(Department/Bureau)

(Division)

(Unit)

Records Retention
Schedule No. **94**

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		
32B	Vice Complaint Report 3.18 Investigation			10	1/1990	12/1990	126	1
32B	VCR 3.18 Investigation			10	1/1990	12/1991	127	1
32B	VCR 3.18 Investigation (2 boxes)			10	1/1993	12/1993	128, 129	2
32B	VCR 3.18 Investigation			10	1/1994	12/1994	130	1
21	Weekly briefing				1/1987	1/1988	131	1
21	Weekly briefing				1/1988	1/1989	132	1
21	Weekly briefing				1/1985	1/1986	133	1
12/19	Home Garaging, Vehicle rental				1991	1997	134	1
								9

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

By  Division Head

By _____ Department Head

Date **11-29-21** Page _____ of _____ Pages

Mail to RDI 6/27/19
 Year Ending: 1997 m.s.

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OWB (Department/Bureau) Admin (Division) (Unit)
 Location of Records DWP Schedule No. PD-22 Records Retention PD-22
 Original Records Duplicate Records

Seq Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
005	Arrestee Packages			TO+5	01/1990	12/1990	246	1
005	Arrestee Packages			TO+5	01/1990	12/1990	247	1
005	Arrestee Packages			TO+5	01/1990	12/1990	248	1
005	Arrestee Packages			TO+5	01/1990	12/1990	249	1
005	Arrestee Packages			TO+5	01/1990	3/1990	250	1
005	Arrestee Packages			TO+5	04/1990	6/1990	251	1
005	Arrestee Packages			TO+5	07/1990	8/1990	252	1
005	Arrestee Packages			TO+5	09/1990	11/1990	253	1
005	Arrestee Packages			TO+5	12/1990	12/1990	254	1
173	Probation Officer's Book			TO+5	01/1990	12/1990	255	1
173	Probation Officer's Book			TO+5	01/1990	12/1990	256	1
162	Overtime Reports			TO+5	01/1989	12/1989	261	1
005	Arrestee Packages			TO+5	01/1989	12/1989	262	1
005	Arrestee Packages			TO+5	12/1984	12/1984	264	1

The above records were submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code: 13

By [Signature] 32011 Division Head Date Department Head Page 1 of 10 Pages

Retention Codes: AU=AUDIT AR=ANUAL 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/OWB (Department/Bureau) Admin (Division) (Unit)

Location of Records DWP Schedule No. PD-22 Records Retention PD-22

Original Records Duplicate Records

Item No.	Description	Retention	Start Date	End Date	Original	Duplicate	Count
173	Probation Officer's Book	TO+5	01/1990	12/1990			265
202	Sign Out Sheet	TO+5	01/1983	12/1984			266
004	Arrestee Log Book	TO+5	01/1986	12/1986			267
008	Correspondence and Subject Files	AR+10	01/1990	12/1990			268
123	Juvenile Arrest Package	TO+5	01/1990	12/1990			269
123	Juvenile Arrest Package	TO+5	01/1990	12/1990			270
123	Juvenile Arrest Package	TO+5	01/1990	12/1990			271
005	Arrestee Packages	TO+5	01/1992	03/1992			281
005	Arrestee Packages	TO+5	04/1992	06/1992			282
005	Arrestee Packages	TO+5	06/1992	08/1992			283
005	Arrestee Packages	TO+5	09/1992	10/1992			284
005	Arrestee Packages	TO+5	11/1992	12/1992			285
005	Arrestee Packages	TO+5	01/1991	03/1991			286
005	Arrestee Packages	TO+5	04/1991	06/1991			287
005	Arrestee Packages	TO+5	06/1991	08/1991			288
005	Arrestee Packages	TO+5	09/1991	10/1991			289
005	Arrestee Packages	TO+5	11/1991	12/1991			290

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

By [Signature] Division Head [Signature] Department Head Date 11/1991 Page 2 of 10 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.

7

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/OWB (Department/Bureau) Admin (Division) (Unit)
 Location DWP Schedule No. PD-22 Records Retention PD-22 Original Records Duplicate Records

Location	Department/Bureau	Division	Unit	Records Retention	Original Records	Duplicate Records
005	Arrestee Packages	TO+5	01/1991	12/1991	294	1
005	Arrestee Packages	TO+5	01/1991	12/1991	295	1
005	Arrestee Packages	TO+5	01/1991	12/1991	296	1
005	Arrestee Packages	TO+5	01/1991	12/1991	297	1
005	Arrestee Packages	TO+5	01/1991	12/1991	298	1
005	Arrestee Packages	TO+5	01/1991	12/1991	299	1
005	Arrestee Packages	TO+5	01/1991	12/1991	300	1
162	Overtime Reports	TO+5	01/1990	12/1990	301	1
009	Daily Field Activities Report	TO+5	01/1990	12/1990	302	1
162	Overtime Reports	TO+5	01/1991	12/1991	303	1
023	Sergeant's Daily Report	TO+5	01/1991	12/1991	304	1
005	Arrestee Packages	TO+5	01/1992	12/1992	305	1
005	Arrestee Packages	TO+5	01/1992	12/1992	306	1
005	Arrestee Packages	TO+5	01/1992	12/1992	307	1
005	Arrestee Packages	TO+5	01/1992	12/1992	308	1
005	Arrestee Packages	TO+5	01/1992	12/1992	309	1
001	Activity Reports - Incoming	TO+5	01/1990	12/1990	239	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 1/1 Department Head Page 3 of 10 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/OWB (Department/Bureau) = Admin (Division) (Unit)
 Location DWP Schedule No. PD-22 Records Retention PD-22
 Original Records Duplicate Records

Location	Project Folders	TO+5	01/1990	12/1990	240	1
019	Project Folders	TO+5	01/1990	12/1990	240	1
020	Pursuit Report	TO+5	01/1992	12/1992	241	1
019	Project Folders	TO+5	01/1989	12/1989	242	1
020	Pursuit Report	TO+5	01/1989	12/1989	243	1
019	Project Folders	TO+5	01/1991	12/1991	310	1
001	Activity Reports - Incoming	TO+5	01/1991	12/1991	311	1
008	Correspondence & Subject Files	AR+10	01/1991	12/1991	312	1
019	Project Folders	TO+5	01/1992	12/1992	313	1
001	Activity Reports - Incoming	TO+5	01/1992	12/1992	314	1
005	Arrestee Packages	TO+5	01/1993	12/1993	331	1
005	Arrestee Packages	TO+5	01/1993	12/1993	332	1
005	Arrestee Packages	TO+5	01/1993	12/1993	333	1
005	Arrestee Packages	TO+5	01/1993	12/1993	334	1
005	Arrestee Packages	TO+5	01/1993	12/1993	335	1
014	Detective Control Folders	CL+10	01/1993	12/1993	336	1
014	Detective Control Folders	CL+10	01/1993	12/1993	337	1
014	Detective Control Folders	CL+10	01/1993	12/1993	338	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] Department Head [Signature] Date 17
 Page 4 of 10 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/OWB (Department/Bureau) Admin (Division) (Unit)

Location of Records DWP Schedule No. PD-22 Records Retention PD-22 [x] Original Records [] Duplicate Records

Item No.	Description	Retention	Start Date	End Date	Quantity	Disposition
014	Detective Control Folders	CL+10	01/1993	12/1993	339	1
014	Detective Control Folders	CL+10	01/1993	12/1993	340	1
008	Correspondence & Subject Files	AR+10	01/1991	12/1991	341	1
001	Activity Reports - Incoming	TO+5	01/1987	12/1993	343	1
162	Overtime Reports	TO+5	01/1992	12/1992	344	1
008	Correspondence & Subject Files	AR+10	01/1993	12/1993	346	1
009	Daily Field Activities Report	TO+5	01/1993	12/1993	347	1
162	Overtime Reports	TO+5	01/1993	12/1993	348	1
173	Probation Officer's Book	TO+5	01/1991	12/1991	349	1
350	Probation Officer's Book	TO+5	01/1992	12/1992	350	1
027	Subpoena Files	CL+4	01/1993	12/1993	351	1
123	Juvenile Arrest Package	TO+5	01/1993	12/1993	352	1
123	Juvenile Arrest Package	TO+5	01/1993	12/1993	353	1
123	Juvenile Arrest Package	TO+5	01/1993	12/1993	354	1
123	Juvenile Arrest Package	TO+5	01/1994	12/1995	355	1
123	Juvenile Arrest Package	TO+5	01/1994	12/1995	356	1
173	Probation Officer's Book	TO+5	01/1994	12/1995	358	1

The above records are ~~not~~ recommended for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Division Head Date 17 Department Head Page 5 of 10 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/OWB (Department/Bureau) (Division) Admin (Unit)

Location of Records DWP Schedule No. PD-22 Records Retention PD-22 [x] Original Records [] Duplicate Records

Item No.	Description	Retention	Start Date	End Date	Quantity	Unit
177	Property Disposition Request	AR+10	01/1992	12/1995	377	1
035	Adult Arrest Packages	CL+10	01/1995	12/1995	378	1
014	Detective Control Folders	CL+10	01/1995	02/1995	379	1
173	Probation Officer's Book	TO +5	01/1991	12/1991	380	1
004	Arrestee Log Book	TO+5	01/1992	12/1994	381	1
009	Daily Field Activities Report	TO+5	01/1990	09/1990	382	1
009	Daily Field Activities Report	TO+5	09/1990	12/1990	383	1
023	Sergeant's Daily Report	TO+5	01/1995	12/1995	386	1
197	Search Warrants	TO+10	01/1990	12/1994	387	1
197	Search Warrants	TO+10	01/1989	12/1989	388	1
001	Activity Reports - Incoming	TO+5	01/1993	12/1993	391	1
019	Project Folders	CL+4	01/1993	12/1993	392	1
019	Project Folders	CL+4	01/1993	12/1993	393	1
019	Project Folders	CL+4	01/1993	12/1993	394	1
008	Correspondence & Subject Files	AR+10	01/1993	12/1993	395	1
227	Transfer Applicant Data Sheet	TO+5	01/1993	12/1993	396	1
019	Project Folders	CL+4	01/1994	12/1994	397	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 17 Department Head Page 7 of 10 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/OWB (Department/Bureau) Admin (Division) (Unit)
 Location of Records DWP Schedule No. PD-22 Records Retention PD-22
 Original Records Duplicate Records

019	001	008	227	008	008	019	227	008	001	233	233	001	008	008	008	008
Project Folders	Activity Reports - Incoming	Correspondence & Subject Files	Transfer Applicant Data Sheet	Correspondence & Subject Files	Correspondence & Subject Files	Project Folders	Transfer Applicant Data Sheet	Correspondence & Subject Files	Activity Reports - Incoming	Unusual Occurrence Mobilization Plan	Unusual Occurrence Mobilization Plan	Activity Reports - Incoming	Correspondence & Subject Files	Correspondence & Subject Files	Correspondence & Subject Files	Correspondence & Subject Files
CL+4	CL+4	AR+10	TO+5	AR+10	AR+10	CL+4	TO+5	AR+10	CL+4	TO+10	TO+10	CL+4	AR+10	AR+10	AR+10	AR+10
01/1994	01/1994	01/1994	01/1994	01/1994	01/1994	01/1995	01/1995	01/1994	01/1995	01/1992	01/1992	01/1996	01/1996	01/1996	01/1996	01/1996
12/1994	12/1994	12/1994	12/1994	12/1994	12/1994	12/1995	12/1995	12/1994	12/1995	12/1992	12/1992	12/1996	12/1996	12/1996	12/1996	12/1996
398	399	400	401	402	403	404	405	406	407	409	410	411	412	413	414	415
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	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] Department Head Date 1/7 Page 8 of 10 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.