

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Item No.	Description	Retention	Start Date	End Date	Original	Duplicate	Total
008	Correspondence & Subject Files	AR+10	01/1996	12/1996		416	1
008	Correspondence & Subject Files	AR+10	01/1996	12/1996		417	1
019	Project Folders	CL+4	01/1996	12/1996		418	1
019	Project Folders	CL+4	01/1996	12/1996		419	1
019	Project Folders	CL+4	01/1996	12/1996		420	1
227	Transfer Applicant Data sheet	TO+5	01/1996	12/1996		421	1
161	Overtime Recap	TO+5	01/1995	12/1996		422	1
019	Project Folders	CL+4	01/1995	12/1995		423	1
008	Correspondence & Subject Files	AR+10	01/1997	12/1997		424	1
019	Project Folders	CL+4	01/1997	12/1997		425	1
019	Project Folders	CL+4	01/1997	12/1997		426	1
019	Project Folders	CL+4	01/1997	12/1997		427	1
019	Project Folders	CL+4	01/1997	12/1997		428	1
025	Staff Meeting Minutes	TO+5	01/1997	12/1997		429	1
001	Activity Reports - Incoming	CL+4	01/1997	12/1997		430	1
008	Correspondence & Subject Files	AR+10	01/1997	12/1997		431	1
008	Correspondence & Subject Files	AR+10	01/1997	12/1997		432	1

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The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 By [Signature] Division Head Department Head Date 6-27-11 Page 9 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Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION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 AR+10 Original Records Duplicate Records

Location of Records	Schedule No.	Records Retention	Original Records	Duplicate Records	Total
008		AR+10	01/1997	12/1997	433
008		AR+10	01/1997	12/1997	434
008		AR+10	01/1997	12/1997	435
008		AR+10	01/1997	12/1997	436
Total:					4

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By [Signature] Division Head By _____ Date _____ Page 10 of 10 Pages

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Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Operations Administrative (Division) (Unit)

Location Department of Water and Power Records Retention Schedule No. PD 00 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			
18	CORRESPONDENCE & SUBJECT FILES			AR+10	1-1-1993	12-31-1993	602-620	19	
146	PROJECT FOLDERS (EA90-001/045)			AR+5	1-1990	12-1990	352	1	
146	PROJECT FOLDERS (EA90-046C/093E)			AR+5	1-1990	12-1990	353	1	
146	PROJECT FOLDERS (EA90-094A/124D)			AR+5	1-1990	12-1990	354	1	
146	PROJECT FOLDERS (EA90-125D/166A)			AR+5	1-1990	12-1990	355	1	
146	PROJECT FOLDERS (EA90-167E/215R)			AR+5	1-1990	12-1990	356	1	
146	PROJECT FOLDERS (EA90-216E/264C)			AR+5	1-1990	12-1990	357	1	
146	PROJECT FOLDERS (EA90-266D/300E)			AR+5	1-1990	12-1990	358	1	
146	PROJECT FOLDERS (EA90-301D/328A)			AR+5	1-1990	12-1990	359	1	
146	PROJECT FOLDERS (EA90-330E/370E)			AR+5	1-1990	12-1990	360	1	
146	PROJECT FOLDERS (EA90371E/403C)			AR+5	1-1990	3-1991	361	1	
146	PROJECT FOLDERS (EA90-404D/E91-011C)			AR+5	1-1990	12-1991	362	1	
146	PROJECT FOLDERS (EA 91-012A/059A)			AR+5	1-1991	12-1991	363	1	
Total: 31								363	1

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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department Office of Operations Administrative
 (Department/Bureau) (Division) (Unit)

Location of Records Department of Water and Power Records Retention Schedule No. PD 00 [X] Original Records [] Duplicate Records

Sth Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
					From	To		
146	PROJECT FOLDERS (EA91-060D/092E)			AR+10	1-1991	12-1991	364	1
146	PROJECT FOLDERS (EA91-093C/124C)			AR+5	1-1991	12-1991	365	1
146	PROJECT FOLDERS (EA91-125E/124C)			AR+5	1-1991	12-1991	366	1
146	PROJECT FOLDERS (EA91-151R/184D)			AR+5	1-1991	12-1991	367	1
146	PROJECT FOLDERS (EA91-185D/227C)			AR+5	1-1991	12-1991	368	1
146	PROJECT FOLDERS (EA91-228C/271A)			AR+5	1-1991	12-1991	369	1
146	PROJECT FOLDERS (EA91-272A/303D)			AR+5	1-1991	12-1991	370	1
146	PROJECT FOLDERS (EA91-304A/330E)			AR+5	1-1991	12-1991	371	1
146	PROJECT FOLDERS (EA91-331A/360A)			AR+5	1-1991	12-1991	372	1
146	PROJECT FOLDERS (EA91-361D/362E)			AR+5	1-1991	12-1991	373	1
37	COMPLETED PROJECTS O.O.			AR+10	1-1993	12-1993	374-375	2
37	OCB CORRESPONDENCE			AR+10	10-1993	12-1993	376	1
37	HARBOER ORIENTATION MANUAL			AR+10	1993	1993	377	1
Total:							12	

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By [Signature] Division Head Date November 22, 2021 Page 2 of 23 Pages
 Department Head

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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Operations Administrative (Division) (Unit)

Location Department of Water and Power Records Retention Schedule No. PD 00 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		
37	OSB CORRESPONDENCE			AR+10	1-1993	12-1993	376	1
37	OVB CORRESPONDENCE			AR+10	1-1993	12-1993	376	1
37	OWB CORRESPONDENCE			AR+10	1-1993	12-1993	376	1
37	CIVILIAN OVERTIME			AR+10	1-1993	12-1993	176	1
37	SWORN OVERTIME			AR+10	1-1993	12-1993	176	1
37	METOR RAIL			AR+10	1-1993	12-1993	376	1
37	ARMED BERTH COMMAND			AR+10	1-1993	12-1993	377	1
37	ADMINISTRATIVE ORDER			AR+10	1-1993	12-1993	377	1
37	MELT ACTION			AR+10	1-1993	12-1993	377	1
37	ASIAN PACIFIC AMERICANS FOR A NEW L.A.			AR+10	1-1993	12-1993	377	1
37	AUDHS			AR+10	1-1993	12-1993	377	1
37	AUTO THEFT CURTAIN PROGRAM			AR+10	1-1993	12-1993	377	1
37	BOARD OF RICHIE DISPO			AR+10	1993	1993	377	1
Total:							377	

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By [Signature] Division Head Date November 22, 2021 Page 3 of 23 Pages
 By _____ Department Head

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Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)

Location Department of Water and Power Records Retention Schedule No. PD 00 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		
37	GANG COORDINATOR			AR+10	1993	1993	378	1
37	GANG CRIME SUMMARY			AR+10	1993	1993	378	1
37	GRAFFITI COORDINATOR			AR+10	1993	1993	378	1
37	GRAFFITI AD HOC			AR+10	1993	1993	378	1
37	HOME GARAGING PERMITS			AR+10	1993	1993	378	1
37	IAD REPORTS			AR+10	1993	1993	378	1
37	KOLTS REPORT			AR+10	1993	1993	378	1
37	JUSTICE FOR JANITORS REPORT			AR+10	1993	1993	378	1
37	LEGISLATIVE			AR+10	1993	1993	378	1
37	MARATHON			AR+10	1993	1993	378	1
37	MISCELLANEOUS NOTICE			AR+10	1993	1993	378	1
37	MISCELLANEOUS PAMPHLETS/FLYERS			AR+10	1993	1993	378	1
37	MONTHLY REPORTS			AR+10	1993	1993	378	1
Total: 1							378	1

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Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department Office of Operations Administrative
 (Department/Bureau) (Division) (Unit)

Location of Records Department of Water and Power Records Retention Schedule No. PD 00 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		
37	COMMUNITY AFFAIRS GROUP CORRESPONDENCE			AR+10	1993	1993	382	1
37	EAS CORRESPONDENCE			AR+10	1993	1993	382	1
37	POLICE COMMISSION CORRESPONDENCE			AR+10	1993	1993	382	1
37	CITY ATTORNEY CORRESPONDENCE			AR+10	1993	1993	382	1
37	CITY COUNCIL CORRESPONDENCE			AR+10	1993	1993	382	1
37	COUNTY CORRESPONDENCE			AR+10	1993	1993	382	1
37	FEDERAL CORRESPONDENCE			AR+10	1993	1993	382	1
37	MAYOR'S CORRESPONDENCE			AR+10	1993	1993	382	1
37	OTHER CITY DEPARTMENT CORRESPONDENCE			AR+10	1993	1993	382	1
37	STATE CORRESPONDENCE			AR+10	1993	1993	382	1
37	OUTSIDE CORRESPONDENCE			AR+10	1993	1993	382	1
37	HRB CORRESPONDENCE			AR+10	1993	1993	383	1
37	OAS CORRESPONDENCE			AR+10	1993	1993	383	1

Total: 2

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Year Ending: 1995

Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Operations Administrative (Division) (Unit)

Location of Records Department of Water and Power Records Retention Schedule No. PD 00 [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		
37	O.O. CORRESPONDENCE			AR+10	1993	1993	384 384	1
37	O.H.B. CORRESPONDENCE			AR+10	1993	1993	384	1
37	OFFICE OF OPERATIONS CORRESPONDENCE			AR+10	1994	1994	384	1
37	CHIEF OF STALL CORRESPONDENCE			AR+10	1994	1994	384	1
37	CITY ATTORNEY CORRESPONDENCE			AR+10	1994	1994	384	1
37	COUNTY CORRESPONDENCE			AR+10	1994	1994	384	1
37	FEDERAL CORRESPONDENCE			AR+10	1994	1994	384	1
37	STATE CORRESPONDENCE			AR+10	1994	1994	384	1
37	CITY COUNCIL CORRESPONDENCE			AR+10	1994	1994	384	1
37	MAYOR'S CORRESPONDENCE			AR+10	1994	1994	384	1
12	ACTIVITY REPORTS			AR+10	1994	1994	384	1
37	CORPORATE MATTERS			AR+10	1994	1994	385	1
12	HMB CORRESPONDENCE			AR+10	1994	1994	385	1

Total: 385

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Request for
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Records of Los Angeles Police Department (Department/Bureau) Office of Operations Administrative (Unit)

Location Department of Water and Power Records Retention Schedule No. PD 00 [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		
37	BCP NOTES-COMMUNITY AFFAIRS GROUP			AR+10	1994	1994	386	1
37	BCP NOTES-CHIEF OF STAFF			AR+10	1994	1994	386	1
37	BCP NOTES-E.A.S.			AR+10	1994	1994	386	1
37	O.A.S. BCP NOTES			AR+10	1994	1994	386	1
37	BCP NOTES-OCB			AR+10	1994	1994	386	1
37	BCP NOTES-OHB			AR+10	1994	1994	386	1
37	BCP NOTES-OVB			AR+10	1994	1994	387	1
37	BCP NOTES-OWB			AR+10	1994	1994	387	1
37	BCP NOTES-ALL BUREAUS CO'S			AR+10	1994	1994	387	1
37	OTHER BCP NOTES			AR+10	1994	1994	387	1
37	BCP NOTES-O.H.B.			AR+10	1994	1994	387	1
37	BCP NOTES-COP			AR+10	1994	1994	387	1
37	BCP NOTES-EAS			AR+10	1994	1994	388	1

Total: 3

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 Department Head

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Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department Office of Operations Administrative
 (Department/Bureau) (Division) (Unit)

Location Department of Water and Power Records Retention Schedule No. PD 00 [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		
37	VIOLENT RD PROJECT			AR+10	1994	1994	393	1
37	VOLUNTEER WORK PROGRAM			AR+10	1994	1994	395	1
37	WEAPONS ON SCHOOL GROUNDS			AR+10	1994	1994	395	1
37	WEEKLY DEPLOYMENT STATISTICS REPORT			AR+10	1994	1994	394	1
37	WORKFARE			AR+10	1994	1994	394	1
37	OUTSIDE CORRESPONDENCE			AR+10	1994	1994	394	1
37	O.O. OUTSIDE CORRESPONDENCE			AR+10	1994	1994	394	1
37	O.A.S. CORRESPONDENCE			AR+10	1994	1994	394	1
37	E.A.S. CORRESPONDENCE			AR+10	1994	1994	394	1
37	O.C.B. CORRESPONDENCE			AR+10	1994	1994	394	1
37	OTHER CITY DEPARTMENTS			AR+10	1994	1994	395	1
37	O.O. PROJECTS #1-#225			AR+10	1994	1994	395	1
146	PROJECT FOLDERS (EA92-001S-0280)			AR+5	1-1-1992	12-31-1992	409	1
Total							4	

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Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department Office of Operations Administrative
 (Department/Bureau) (Division) (Unit)

Location Department of Water and Power Records Retention Schedule No. PD 00 [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		
146	PROJECT FOLDERS (EA92-029A-059R) (EA92-184)			AR+5	1992	1992	410	1
146	PROJECT FOLDERS (EA92-060-100S)			AR+5	1992	1992	411	1
146	PROJECT FOLDERS (EA92-100R-142S)			AR+5	1992	1992	412	1
146	PROJECT FOLDERS (EA92-143R-177A)			AR+5	1992	1992	413	1
146	PROJECT FOLDERS (EA92-178E-211O)			AR+5	1992	1992	414	1
146	PROJECT FOLDERS (EA92215E-237E)			AR+5	1992	1992	415	1
146	PROJECT FOLDERS (EA92-240E-270D)			AR+5	1992	1992	416	1
146	DEPLOYMENT UNIT VARIOUS REPORTS			AR+5	1990	1990	417, 418, 419	3
146	PERSONNEL SELECTION PKGS 10/93-3/94			AR+5	1993	1994	420	1
146	PERSONNEL SELECTION PKGS 3/94-6/94			AR+5	1994	1994	421	1
146	OVERTIME REPORTS (1987-1992)			AR+5	1-1-87	12-31-92	422	1
146	O.O. BUDGET (1993-1995)			AR+5	1-1-93	12-31-95	423	1
146	DIVISIONAL TIMEBOOK (1981-1991)			AR+5	1-1-81	12-31-1994	409	1

Total: 4

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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Support Services (Division) Administrative (Unit)

Location of Records City Records Clerk Records Retention Schedule No. PD-50 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		
3	Correspondence / Subject Files			TO+5	1-1-89	12-31-2002	53 thru 55, 64, 65, 68, 69, 70 78, 79, 80, 83, 84, 85, 86, 89 thru 99, 104 thru 111, 113, 114, 115 50, 51, 66, 67, 81, 82, 87, 88 101, 102, 103, 112, 117 51, 70, 87, 100, 109, 111 102, 116 118	38
2	Projects			TO+5	1-1-89	12-31-97		13
1	Activity Reports			TO+5	1-1-89	12-31-97		1
5	Official Divisional Timebook		15.30.0	TO+5	1-1-87	12-31-96		1
12	Timekeeping Records		245.2.30	TO+5	1-1-91	12-31-95		1
TOTAL: <u>54</u> BA								

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 Page 1 of 1 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Detective Bureau Forensic Science Division Administrative Unit
(Department/Bureau) (Division) (Unit)

Location DWP and Iron Mountain Records Retention Schedule No. /PDX/71/ 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		
3	Correspondence and Subject Files		N/A	TO + 10	1982	1996	DWP Boxes 1171 & 3249	2
13	Handwriting Exemplar Card		5.07.0	TO + 10	1969	1976	DWP Box 2672	1
18	Overtime Reports		2.24.0	TO + 5	1990	1990	DWP Box 776	1
3	Correspondence and Subject Files		N/A	TO + 10	1986	1990	DWP Boxes 895 through 906	12
18	Overtime Reports		2.24.0	TO + 5	1996	1997	DWP Boxes 1901 & 2527	2
17	Divisional Time Books		15.30	CL + 4	1991	1995	1 WWP Box 1571	1
1	Overtime Reports		2.24.0	TO + 5	1991	1995	DWP Boxes 1572 through 1576	5
6	Daily Sign Out Sheets		15.19	TO + 5	1993	1995	DWP Boxes 1577 through 1578	2
3	Correspondence and Subject Files		N/A	TO + 10	1997	1997	DWP & Iron Mountain boxes 3129 through 3132	4

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By Dawn D. Bondel Division Head 12/14/21 By _____ Department Head _____ Date _____ Page _____ of _____ Pages

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Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Detective Bureau Commercial Crimes Division (Unit)
 (Department/Bureau) (Division)

Location of Records DWP Records Retention Schedule No. 34 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		
186	Correspondence Control Record			TO + 5	1/1/1994	12/31/1995		2
214	Juvenile Arrest Package			TO + 5	1/1/1990	12/31/1991		2
227	Overtime Report			TO + 5	1/1/1987	12/31/1992		10
273	Detective Case Envelope			CL + 4	1/1/1989	12/31/1993		369
97	Official Divisional Timebook			CL + 4	1/1/1990	12/31/1996		1
Total Boxes:								976

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

By [Signature] Division Head Lillian L. Carrion By Date Page 2 of 2 Pages