

LOS ANGELES POLICE COMMISSION

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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

August 30, 2022

BPC #22-181

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

Dear Records Management Officer:

RE: DESTRUCTION OF 311 BOXES OF OBSOLETE ORIGINAL AND DUPLICATE
RECORDS FOR VARIOUS AREAS AND DIVISIONS

At the regular meeting of the Board of Police Commissioners held Tuesday, August 30, 2022 the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

Handwritten signature of Rebecca M. Muñoz in blue ink.

REBECCA M. MUÑOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

REVIEWED *Jane Faerber* 8/24/22
RICHARD M. TEFANK DATE
EXECUTIVE DIRECTOR

August 23, 2022

1.1

RECEIVED

AUG 24 2022

POLICE COMMISSION

22-181

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 311 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
Secretary

August 30, 2022
Maria Silva

Attachments

CERTIFICATION FOR DESTRUCTION OF RECORDS

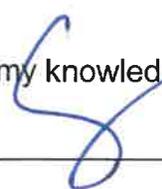
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 8-24-22

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated from: 1/1/1997 to: 6/30/2020

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Operations – Valley Bureau (Department/Bureau) North Hollywood (Division) Records Unit / Area Office (Unit)

Location 11640 Burbank Blvd, North Hollywood Records Retention Schedule No. PDX/15 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		
216	Comment Cards			TO5	01/01/06	12/31/16	Area Office	5
109	Applicant / Selection Folders			TO+5	01/01/97	12/31/15	Area Office	16
208	Area Projects			CL+4	01/01/16	12/31/16	Area Office	1
208	Area Projects			CL+4	01/01/14	12/31/14	Area Office	1
143	Domestic Violence Restraining Orders			EX+2	01/01/15	12/31/15	Records Supply Room	2
143	Domestic Violence Restraining Orders			EX+2	01/01/18	12/31/18	Records Supply Room	1
143	Domestic Violence Restraining Orders			EX+2	01/01/19	12/31/19	Records Supply Room	1
219	Search Warrants			TO+10	01/01/09	12/31/10	Records Supply Room	2
219	Search Warrants			TO+10	01/01/11	12/31/11	Records Supply Room	2
017	Daily Crime & Arrest Summary			TO+5	01/01/13	12/31/14	Records Supply Room	1
018	Daily Field Activities Report			TO+5	01/01/14	12/31/15	Records Supply Room	2

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

By Marcos Coronado Captain Division Head Date 8/24/14 Page 34 of 34 Pages
 Department Head

2019

Request for
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department/West (Department/Bureau) West Los Angeles (Division) Records (Unit)
 Location of Records 1663 Butler, LA, 90025 Records Retention Schedule No PDX/08 Original Records Duplicate

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		
D011	CRIME AND TRAFFIC REPORTS			TO+2	01-01-19	12-31-19		44

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

By [Signature] 32993 Division Head By [Signature] Department Head Date 8-24-22 Page 1 of 1 Pages 44

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.

