

**AGENDA DATE: APRIL 19, 2022**

**OPEN SESSION**

**4D**

**DEPARTMENT'S REPORT** dated April 12, 2022 relative to the request for authority to Destroy Obsolete Records – Original/Duplicate Official Records (929 boxes) for various Areas and Divisions, as set forth. [BPC #22-085]

Recommendation(s) for Board action:

**APPROVE** the Department's report and **TRANSMIT** to the City Clerk, Records Management Officer.

**Moved by Commissioner Soboroff, seconded by Commissioner Calanche to APPROVE the Department's report and TRANSMIT to the City Clerk, Records Management Officer.**

**Adopted by a vote of 3/0**

**\*Commissioners Briggs and Decker were not present.**

# LOS ANGELES POLICE COMMISSION

**BOARD OF  
POLICE COMMISSIONERS**

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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

April 19, 2022

BPC #22-085

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

Dear Mr. Gaydowski:

RE: DESTRUCTION OF OBSOLETE ORIGINAL AND DUPLICATE RECORDS FOR  
VARIOUS AREAS AND DIVISIONS (929 BOXES)

At the regular meeting of the Board of Police Commissioners held Tuesday, April 19, 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 "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

81-4  
RICHARD M. TIFANK  
EXECUTIVE DIRECTOR  
DATE 4/4/22  
4D

RECEIVED

APR 14 2022

POLICE COMMISSION

April 12, 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 929 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

April 19, 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 5-14-22

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 01/01/1974 THRU 12/31/2017

Request for  
**AUTHORITY TO DISPOSE OF OBSOLETE RECORDS**

Records of Los Angeles Police Department / Transit Services Bureau Central Traffic Division Admin. (Division) (Unit)

Location of Records Storetrieve Schedule No. PD-24 Records Retention  Original Records  Duplicate Records

037	TRAFFIC DAILY FIELD ACTIVITIES REPORT	LAPD 15.52	5	1/1/2014	12/31/2016	24-60086, 60087, 60088, 60089, 60188, 60189, 60190, 60191, 60233, 60234, 60235, 60236	12
167	ORDERS, NOTICES, TRAINING BULLETIN		5	1/1/2007	12/31/2013	24-60057, 60058, 60266, 60267	4
170	OVERTIME REPORTS	LAPD 2.24	5	1/1/1997	12/31/2015	24-60001, 60084, 60104, 60105, 60106, 60107, 60108, 60109, 60110, 60111, 60112, 60113, 60114, 60115, 60116, 60117, 60118, 60119, 60120, 60121, 60123, 60124, 60158, 60320	24
174	PERSONAL SERVICE CITATIONS (BOOKS)	LAPD 4.50	5	1/1/2011	12/31/2017	24-60005, 60006, 60007, 60008, 60011, 60012, 60013, 60014, 60015, 60016, 60017, 60018, 60131, 60132, 60133, 60134, 60135, 60136, 60137, 60138, 60139, 60140, 60192, 60193, 60194, 60195, 60196, 90197, 60198, 60304, 60305, 60308, 60309, 60318, 60319	35
186	PROPERTY DISPOSITION REQUEST	LAPD 10.6	5	1/1/2014	12/31/2016	24-60082, 60206	2
198	RECORD OF TRAFFIC CITATION BOOKS	LAPD 4.15	4	1/1/2009	12/31/2016	24-60271	1
262	EMPLOYEE COMMENT SHEET	LAPD 1.77	5	1/1/1995	12/31/2006	24-60101	1

Total: 243

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

By [Signature] Division Head Date                      Department Head Date                      Page 3 of 3 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.