

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department
Additional Information:	PDX03, 15, 18, 45, 58
Submitting Date:	4/4/2024 ☐ Email me a copy
*Quantity:	171 Boxes
Records Dated From	01/01/2017 To 12/31/2021
Description:	DUPLICATE RECORDS FROM SEVERAL DIVISIONS. SEE ATTACHMENT FOR SPECIFIC SCHEDULE ITEMS AND LOCATIONS
Attachment: [2 MB max]	Detach BPC 24-048 04042024.pdf
Department Authorizat	tion
Authorizing Person:	DOMINIC H. CHOI - CHIEF OF POLICE Date: 03/13/2024
City Clerk Authorizatio	n
50, I hereby certify that the att	.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. tached Request for Authority to Dispose of Obsolete Records has been reviewed by my office ge is complete, accurate, and adequate. City Clerk staff have reviewed the request for d any items of unique historical value.

Authorizing Person:

PETTY SANTOS

Date Signed:

04/04/2024

Date of Notification:

APPROVE

Signature:

04/04/2024

(Records will be held for 60 days from this date).

○ **REJECT**

LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

DR. ERROLL G. SOUTHERS
PRESIDENT

RASHA GERGES SHIELDS VICE PRESIDENT

WILLIAM J. BRIGGS, II MARIA LOU CALANCHE FABIAN GARCIA

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT ||



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

March 22, 2024

BPC #24-048

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

Dear Records Management Officer:

RE: DESTRUCTION OF DUPLICATE RECORDS.

At the regular meeting of the Board of Police Commissioners held Tuesday, March 19, 2024, the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

REBECCA MUÑOZ

Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

March 13, 2024 1.1

TO:

The Honorable Board of Police Commissioners

FROM:

Chief of Police

SUBJECT: DESTRUCTION OF DUPLICATE RECORDS

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records 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 171 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,

DOMINIC H. CHOI Chief of Police

Approved Marchia, 2004 Secretary Rebicanny

Attachment

INTRADEPARTMENTAL CORRESPONDENCE



March 26, 2024 1.1

TO:

The Honorable Board of Police Commissioners

FROM:

Chief of Police

SUBJECT: DESTRUCTION OF DUPLICATE RECORDS

RECOMMENDED ACTIONS

- 1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records 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

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The "Request for Authority to Destroy Obsolete Records" herein lists 171 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,

DOMINIC H. CHOI Chief of Police

BOARD OF POLICE COMMISSIONERS Approved March 19,2024

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Attachment

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:

- 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:
- 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 known	owledge, the above determinations are true:
ву 🔑	Date 3-12-24
Department/Bureau	Los Angeles Police Department/Chief of Police
Records Dated from	n: 1/1/2017 THRU 12/31/2021

Double Carling Doub	Records of LOS	LOS ANGELES POLICE DEPARTMENT (Department/Bureau)				SOUTHWEST (Division)		RECORDS UNIT (Unit)	H
Record Title (Same as on Schedule) Record Title (Same as on Sched	Location of Records 1546 W. N		Records R	etention] Original I	Records		ate Records		
DUPLICATE CRIME AND ARREST REPORTS TO+2 TO+2 1/1/2021 12/31/2021 RETENTION ROOM	Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusiv	e Dates	Storage Location Nos.	
DUPLICATE CRIME AND ARREST REPORTS TO+2 1/1/2021 12/31/2021 RETENTION ROOM	Item No		Rec		Retention Period (YEARS)	From	To		
		NTE CRIME AND ARREST REPORTS			TO+2	1/1/2021	12/31/2021	RETENTION ROOM	42

Ву

Division Hand

Ву

Department Head

Date 3-12-24

Page

Pages

		The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:	Records of Location of Records Sch Item No 011	Operations - Valley Bureau (Department/Bureau) 11640 Burbank Blvd, North Hollywood Record Title (Same as on Schedule) Crime and Traffic Reports Field Interview Report	Records Retention Schedule No. PDX/15 Conf Rec. Form No.	Total Retention Period (YEARS) TO+2	North Hollywood (Division) [] Original Records Inclusive Dates From To 01/01/21 12/31/2 01/01/20 12/31/21	Hollywood ision) riginal Records Inclusive Dates m To 12/31/21 20 12/31/21	Records Uni (Unit
orts TO+2 01/01/21 TO+2 01/01/20 1	orts TO+2 01/01/21 TO+2 01/01/20 I:	01/2		Record Title (Same as on Schedule)		Total Retention Period (YEARS)	Inclusiv	To	
TO+2 01/01/20	TO+2 01/01/20		C	rime and Traffic Reports		TO+2	01/01/21	12/31/21	
			ודי	ield Interview Report		TO+2	01/01/20	12/31/2	
		<u> </u>							
		-							
		-							

Records	Records of Los Angeles Police Department / OSB				Southeast	+	Records	
	(Department/Bureau)				(Division)	1)	(Unit)	
Location of Records	ds 145W 108th Street Los Angeles 90061	Records Rete	ntion	PDX/18	[]Origir	[] Original Records	[X] Duplicate Records	
Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusiv	Inclusive Dates	Storage Location Nos.	Quantity
No		Kec		Period (YEARS)	From	То		
D011	CRIME AND TRAFFIC REPORTS		LAPD 3.10	2	01/01/2020	12/31/2020		32
D011	CRIME AND TRAFFIC REPORTS		LAPD 3.10	2	01/01/2021	12/31/2021		26
							*	
							Total 58	83
The abov	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:	of <u>F</u>	the L.A. Adr	ninistrative	Code:			
Ву	Division Head \$5155 By	9	Department Head	ead	Date 3	Date 3-12-24	Page 1 of 1	Pages
	Division Livau			Cau				

Retention Codes: 1 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.

Year Ending:

Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

By Ca	The ab								11	No I le li	Sch	Location of Records	Records of
pram III	we rec									0 1			is of
By Captam III James R. Townsend #33702 By Division Head	The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:								CRIME AND TRAFFIC REPORT		Record Title (Same as on Schedule)	11121 N. Sepulveda Bl	OPERATIONS-VALLEY BUREAU (Department/Bureau)
Department Head	cordance with Sec 12										ile)	Reco Schedule No.	ONS-VALLEY BUREAU (Department/Bureau)
	2.5 of th									Nec.	Conf	o	
	e L.A. Adm										Form No.	Records Retention NoPD 45	
Date	inistrative								TO+2	Period (YEARS)	Total	[] Or	MISSION
Date 3-12-1	Code:								01/01/2021	From	Inclusive Dates	[] Original Records	MISSION AREA (Division)
	_								12/31/2021	То	e Dates	•	
Page 1 of 1 Pages		Total: 23									Storage Location Nos.	[X] Duplicate Records	RECORDS (Unit)
3,									23		Quantity		

Retention Codes:

Records of	Los Angeles Police Department/CTSOB (Department/Bureau)	ÓВ	Secu	ırity Servic	Security Services Division (Division)		Admin (Unit)	
Location of Records	201 N. Los Angeles Street, Space #2	Records Retention Schedule No. PI	Retention No. PDX58	58	_ [] Original Records	l Records	[X] Duplicate Records	
Sch	Record Title (Same as on Schedule)	Conf	Form No.	Total	Inclusive Dates	e Dates	Storage Location Nos.	Quantity
No		Rec.		Retention Period (YEARS)	From	То		
<u>i)</u> 22	Time Keeping Records			2	01/01/2017	12/31/2020	26	1
D 22	Time Keeping Records			2	01/01/2017	09/30/2020	27	
D 22	Time Keeping Records			2	05/01/2019	06/06/2019	28	-
D 22	Time Keeping Records			2	01/01/2020	12/31/2020	29	1
D 22	Time Keeping Records			2	01/01/2020	12/31/2020	30	1
D 22	Time Keeping Records			2	01/01/2020	12/31/2020	31	_
D 22	Time Keeping Records			2	01/01/2017	12/31/2020	32	1
D 22	Time Keeping Records			2	01/01/2021	12/31/2021	33	-
D 22	Time Keeping Records			2	01/01/2021	12/31/2021	34	1
Ŋ22	Time Keeping Records			2	01/01/2021	12/31/2021	35	1
1		_					Total: 10	
The above reco	The above records are submitted for destruction in accordance with Sec	ec 😕 of th	25 of the L.A. Administrative Code:	inistrative (Code:			
Ву	25794 By	>	Department Head	ā.	Date 3	7-12-24	Page 1 of 1	Pages
	DVISION DEAD	_	Department Hea	<u> </u>				

Retention Codes AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED TE=TERMINATION