

CITY OF LOS ANGELES
NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:**

Additional Information:

Submitting Date: **Email me a copy**

***Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [Detach](#) [BPC 24-048 04042024.pdf](#)

Department Authorization

Authorizing Person: **Date:**

City Clerk Authorization

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

APPROVE **REJECT**

Authorizing Person:

Signature:



Date Signed:

Date of Notification: (Records will be held for 60 days from this date).

SUBMIT **CANCEL**

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 II



KAREN BASS
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

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

A handwritten signature in black ink, appearing to read "Rebecca Muñoz".

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

BOARD OF
POLICE COMMISSIONERS
Approved *March 19, 2024*
Secretary *Rebecca Mung*

Attachment

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED
Richard M. Tefank
RICHARD M. TEFANK
EXECUTIVE DIRECTOR
DATE 3/13/24

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

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.

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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*
Secretary *Rebecca M...*
SECRETARY

**BOARD OF
POLICE COMMISSIONERS**

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:

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 3-12-24

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated from: 1/1/2017 THRU 12/31/2021

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LOS ANGELES POLICE DEPARTMENT (Department/Bureau) SOUTHWEST (Division) RECORDS UNIT (Unit)

Location of Records 1546 W. Martin Luther King Blvd Schedule No. PD 03 Records Retention 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 | | |
| D011 | DUPLICATE CRIME AND ARREST REPORTS | | | TO+2 | 1/1/2021 | 12/31/2021 | RETENTION ROOM | 42 |
| Total | | | | | | | | 42 |

The above records are submitted for destruction in accordance with Section 125 of the L.A. Administrative Code:

By [Signature] Division Head # 30905 By [Signature] Department Head Date 3-12-24 Page 1 of 1 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department/CTSOB Security Services Division Admin (Unit)
 (Department/Bureau) (Division)

Location of Records 201 N. Los Angeles Street, Space #2 Records Retention Schedule No. PDX58 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 | | |
| A 22 | Time Keeping Records | | | 2 | 01/01/2017 | 12/31/2020 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2017 | 09/30/2020 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 05/01/2019 | 06/06/2019 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2020 | 12/31/2020 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2020 | 12/31/2020 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2020 | 12/31/2020 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2017 | 12/31/2020 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2021 | 12/31/2021 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2021 | 12/31/2021 | | 1 |
| D 22 | Time Keeping Records | | | 2 | 01/01/2021 | 12/31/2021 | | 1 |
| Total: 10 | | | | | | | | |

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

By [Signature] 37794 Division Head Date 3-12-24 Page 1 of 1 Pages
 Department Head