



CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department: Police Department

Additional Information: PDX02, PDX15, PDX22, PDX45, PDX58, PDX97, PDX71

Submitting Date: 7/17/2024 [checked] Email me a copy

*Quantity: 428 Boxes

Records Dated From 01/01/1962 To 01/01/2020

Description: 428 BOXES OF ORIGINAL RECORDS FROM VARIOUS DIVISIONS. SEE ATTACHMENT FOR INVENTORIES.

Attachment: [2 MB max] Detach BPC%23 24-121 07172024.pdf

Department Authorization

Authorizing Person: DOMINIC H. CHOI - CHIEF OF POLICE Date: 07/17/2024

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

[checked] APPROVE [] REJECT

Authorizing Person: PETTY SANTOS

Signature: [Handwritten Signature]

Date Signed: 07/17/2024

Date of Notification: 07/22/2024 (Records will be held for 60 days from this date).

SUBMIT CANCEL

LOS ANGELES POLICE COMMISSION

**BOARD OF
POLICE COMMISSIONERS**

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VICE PRESIDENT

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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

June 25, 2024

BPC #24-121

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

Dear Records Management Officer:

RE: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS.

At the regular meeting of the Board of Police Commissioners held Tuesday, June 25, 2024, the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A blue ink signature of Rebecca Munoz, written in a cursive style.

REBECCA MUNOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

Reviewed: D. Sibley
Executive Director

6/18/24
Date

June 12, 2024
1.1

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

RECOMMENDED ACTIONS

- 1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records Original 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 428 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 June 25, 2024
Secretary Rebecca Murray

Attachment

CERTIFICATION FOR DESTRUCTION OF RECORDS

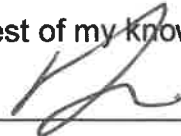
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 6-13-24

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated from: 01/01/1962 THRU 01/01/2020

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau (Department/Bureau) (Division) (Unit)

Location of Records LAPD/Operations West Bureau Records Retention Schedule No. PD/22 Original Records Duplicate Records

Sch Item No	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
				From	To		
0008			10	01/01/08	12/31/11		1
0041			5	01/01/05	12/31/10		1
0008			10	01/01/09	12/31/11		1
0008			10	01/01/08	12/31/11		1
0019			4	01/01/17	12/31/17		1
0019			4	01/01/16	12/31/16		1
0031			4	01/01/14	12/31/15		1
0031			4	01/01/13	12/31/15		1
0008			10	01/01/08	12/31/11		1
0031			4	01/01/13	12/31/13		1
0218			5	01/01/16	12/31/16		1


 By 31202 By Date
 Division Head Department Head

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

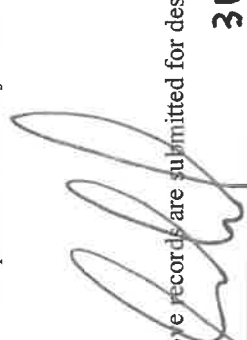
Page 3 of 5 Pages

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau (Department/Bureau) (Division) (Unit)

Location of Records LAPD/Operations West Bureau Schedule No. PD/22 [x] Original Records [] Duplicate Records

Sch Item No	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
				From	To		
0162			5	01/01/10	12/31/12		1
0019			4	01/01/19	12/31/19		1
0041			5	01/01/05	12/31/06		1
0041			5	01/01/17	12/31/18		1
0019			4	01/01/14	12/31/15		1
0008			10	01/01/10	12/31/13		1
0041			5	01/01/16	12/31/16		1
0008			10	01/01/13	6/30/13		1
0008			10	01/01/13	12/31/13		1
0019			4	01/01/14	12/31/14		1
0008			10	01/01/08	12/31/08		1

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:
 By  31202 By _____ Date _____
 Division Head Department Head

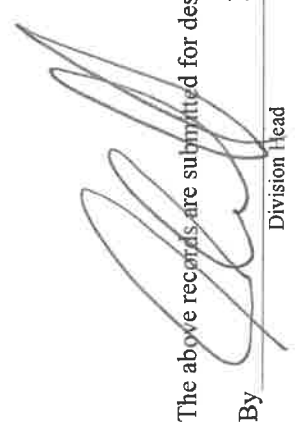
Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD/Operations West Bureau (Department/Bureau) (Division) (Unit)

Location of Records LAPD/Operations West Bureau Records Retention Schedule No. PD/22 Original Records Duplicate Records

Sch Item No	Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates		Storage Location Nos.	Quantity
				From	To		
0008			10	01/01/13	12/31/13		1
0008			10	01/01/13	12/31/13		1
0008			10	01/01/10	12/31/10		1
0008			10	01/01/11	12/31/11		1
0008			10	01/01/10	12/31/10		1
0008			10	01/01/10	12/31/11		1
0161			5	01/01/12	12/31/16		1

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

By  31202 By Date Page 5 of 5 Pages 7

Division Head Department Head

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD Commission Investigation Division OPG
 (Department/Bureau) (Division) (Unit)

Location of Records 100 W. 1st St #147 LA CA 90012 Records Retention Schedule No. PD-97 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		
019	Investigative Material Control Log			10	01/01/2005	12/31/2005	100 W 1 st St #147 LA CA 90012	2
019	Investigative Material Control Log			10	01/01/2007	12/31/2007	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2008	12/31/2009	100 W 1 st St #147 LA CA 90012	5
019	Investigative Material Control Log			10	01/01/2010	12/31/2010	100 W 1 st St #147 LA CA 90012	4
019	Investigative Material Control Log			10	01/01/2011	12/31/2011	100 W 1 st St #147 LA CA 90012	2
019	Investigative Material Control Log			10	01/01/2012	12/31/2012	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2013	12/31/2013	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2000	12/31/2001	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2003	12/31/2003	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2004	12/31/2004	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2010	12/31/2011	100 W 1 st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2011	12/31/2012	100 W 1 st St #147 LA CA 90012	7
Total: 27								

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

By [Signature] Division Head #359175 By [Signature] Date Page 1 of 2 Pages

