Office of the CityClerk

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 ☑ 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 knowlege 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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: PETTY SANTOS

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

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

DJANGO SIBLEY
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

REBECCA MUNOZ
Commission Executive Assistant

Attachment

c: Chief of Police

24-121

INTRADEPARTMENTAL CORRESPONDENCE

Reviewed:

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 Mung

Attachment

Form Gen 48b

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

1995City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending: 23

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LOS ANGLES POLICE DEPARTMENT (Department/Bureau) RAMPART (Division) RECORDS (Unit)

Location of Records LAPD

Records Retention Schedule No. /PDX/02/ [x] Original Records [ ] Duplicate Records

Sch Item No	Record Title (Same as on Schedule)	Conf Rec.	Form No.	Total Retention Period (YEARS)	Inclusive Dates From	Inclusive Dates To	Storage Location Nos.	Quantity
013	CORRESPONDENCE AND SUBJECT FILES			10	2001	2012		12
170	JUVENILE ARREST PACKAGE			5	2004	2009		4
144	DOMESTIC VIOLENCE RESTRAINING ORDERS			2	2019	2019		3
019	DAILY SIGN OUT SHEET			5	2015	2017		1
075	SERGEANT'S DAILY REPORT			5	2016	2016		1
099	WORK CONTROL FOLDERS C, F, H, I, K, L, M, N			4	2017	2018		6

TOTAL: 27

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

By Captain J. Robbins #31031 Division Head By Department Head Date Page of Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location of Records 11640 Burbank Blvd, North Hollywood Records Retention Schedule No. PDX/15 [X] 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		
168	Juvenile Arrest Packages			TO+5	01/01/97	12/31/17	Records Supply Room	4
079	Subpoena Files			CL+4	01/01/16	12/31/17	Records Supply Room	1
037	Investigators Case Envelope – Arrestee Packages			TO + 5	01/01/15	12/31/18	Records Supply Room	10
							Total:	15

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

By 3/7/15 Division Head Department Head Date Page 1 of 1 Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

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
[x] Original Records [ ] Duplicate Records

Sch Item No		Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates From	Inclusive Dates To	Storage Location Nos.	Quantity
0026	Statistical Reports			5	01/01/12	12/31/12		1
0019	Project Folders			4	01/01/19	01/01/20		1
0162	Overtime Reports			5	01/01/09	12/31/13		1
0008	Correspondence and Subject Files			10	01/01/08	12/31/11		1
0019	Project Folders			4	01/01/19	01/01/20		1
0218	Time In and Out Sheet			5	01/01/017	12/31/17		1
0008	Correspondence and Subject Files			10	01/01/08	12/31/11		1
0019	Project Folders			4	01/01/16	12/31/16		1
0031	Vice Files			4	01/01/18	12/31/18		1
0259	Work Control Folders			4	01/01/14	12/31/14		1
0259	Work Control Folders			4	01/01/13	12/31/13		1
								11

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

By 31202
Division Head

By
Department Head

Date

Page 1 of 5 Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

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
[x] Original Records [ ] Duplicate Records

Sch Item No		Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates From	Inclusive Dates To	Storage Location Nos.	Quantity
0162	Overtime Reports			5	01/01/15	12/31/17		1
0009	Daily Field Activities Report			5	01/01/14	12/31/14		1
0162	Overtime Reports			5	01/01/12	12/31/14		1
0259	Work Control Folders			4	01/01/13	12/31/13		1
0008	Correspondence and Subject Files			10	01/01/08	12/31/11		1
0008	Correspondence and Subject Files			10	01/01/10	12/31/11		1
0031	Vice Files			4	01/01/16	12/31/16		1
0259	Work Control Folders			4	01/01/14	12/31/14		1
0041	Applicant Folders			5	01/01/05	12/31/12		1
0008	Correspondence and Subject Files			10	01/01/10	12/31/11		1
0162	Overtime Reports			5	01/01/12	12/31/17		1

11

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

By 31202
Division Head

By
Department Head

Date

Page 2 of 5 Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

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
[x] Original Records [ ] Duplicate Records

Sch Item No		Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates From	Inclusive Dates To	Storage Location Nos.	Quantity
0008	Correspondence and Subject Files			10	01/01/08	12/31/11		1
0041	Applicant Folders			5	01/01/05	12/31/10		1
0008	Correspondence and Subject Files			10	01/01/09	12/31/11		1
0008	Correspondence and Subject Files			10	01/01/08	12/31/11		1
0019	Project Folders			4	01/01/17	12/31/17		1
0019	Project Folders			4	01/01/16	12/31/16		1
0031	Vice Files			4	01/01/14	12/31/15		1
0031	Vice Files			4	01/01/13	12/31/15		1
0008	Correspondence and Subject Files			10	01/01/08	12/31/11		1
0031	Vice Files			4	01/01/13	12/31/13		1
0218	Time In and Out Sheet			5	01/01/16	12/31/16		1

11

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

By 31202
Division Head

By
Department Head

Date

Page 3 of 5 Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

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
[x] Original Records [ ] Duplicate Records

Sch Item No		Conf Rec	Form No.	Total Retention Period (YEARS)	Inclusive Dates From	Inclusive Dates To	Storage Location Nos.	Quantity
0162	Overtime Reports			5	01/01/10	12/31/12		1
0019	Project Folders			4	01/01/19	12/31/19		1
0041	Applicant Folders			5	01/01/05	12/31/06		1
0041	Applicant Folders			5	01/01/17	12/31/18		1
0019	Project Folders			4	01/01/14	12/31/15		1
0008	Correspondence and Subject Files			10	01/01/10	12/31/13		1
0041	Applicant Folders			5	01/01/16	12/31/16		1
0008	Correspondence and Subject Files			10	01/01/13	6/30/13		1
0008	Correspondence and Subject Files			10	01/01/13	12/31/13		1
0019	Project Folders			4	01/01/14	12/31/14		1
0008	Correspondence and Subject Files			10	01/01/08	12/31/08		1
								11

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

By 31202 (Division Head) By (Department Head) Date Page 4 of 5 Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

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

[x] Original Records [ ] Duplicate Records

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

7

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
Division Head Department Head

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending: 2018

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of OPERATIONS-VALLEY BUREAU (Department/Bureau) MISSION AREA (Division) NED (Unit)

Location of Records 11121 N. Sepulveda Bl

Records Retention Schedule No. PD 45

[X] 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		
37	INVESTIGATIVE CASE ENVELOPE - NARCO CASES A-Z			TO+5	01/01/2016	12/31/2018		7
18	DAILY FIELD ACTIVITY REPORT – NARCO DFARS			TO+5	01/01/2004	12/31/2017		5

Total: 12

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

By Captain II James R. Townsend #33702 (Division Head) By _____ (Department Head) Date _____ Page 1 of 1 Pages

Retention Codes: 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.

City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending: 2017

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location of Records 201 N. Los Angeles Street, Space #2 Records Retention Schedule No. PDX58 [X] 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		
46	Applicant Folders			5	01/01/2014	12/31/2017	1	1
46	Applicant Folders			5	01/01/2014	12/31/2016	2	1
46	Applicant Folders			5	05/01/2015	12/31/2016	3	1

Total: 3

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

By 35794 Division Head By Department Head Date Page 1 of 1 Pages

Retention Codes: 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.

1995City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending:2013

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

[x] 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 1st St #147 LA CA 90012	2
019	Investigative Material Control Log			10	01/01/2007	12/31/2007	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2008	12/31/2009	100 W 1st St #147 LA CA 90012	5
019	Investigative Material Control Log			10	01/01/2010	12/31/2010	100 W 1st St #147 LA CA 90012	4
019	Investigative Material Control Log			10	01/01/2011	12/31/2011	100 W 1st St #147 LA CA 90012	2
019	Investigative Material Control Log			10	01/01/2012	12/31/2012	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2013	12/31/2013	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2000	12/31/2001	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2003	12/31/2003	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2004	12/31/2004	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/012010	12/31/2011	100 W 1st St #147 LA CA 90012	1
019	Investigative Material Control Log			10	01/01/2011	12/31/2012	100 W 1st 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 #35975 Division Head By Department Head Date Page 1 of 2 Pages

Retention Codes: 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.

1995City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending: 2012

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

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

Location of Records 100 W 1st St #147 LA CA 90012 Records Retention Schedule No. PD-97 [x] 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		
015	Time in and out sheet			10	01/01/2006	12/31/2006	100 W 1st St #147 LA CA 90012	1
015	Time in and out sheet			10	01/01/2012	12/31/2012	100 W 1st St #147 LA CA 90012	1
001	Administrative Project Files			10	4/1/2004	11/1/2004	100 W 1st St #147 LA CA 90012	1

Total:3

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

By #35975 (Division Head) By (Department Head) Date Page 2 of 2 Pages

Retention Codes: 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.

1995City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending:2023 _____

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of LAPD (Department/Bureau) COMMISSION INVESTIGATION DIVISION (Division) PERMITS (Unit)

Location of Records 100 W. 1ST STREET L.A., CA 90012

Records Retention Schedule No. 97

[x] 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		
3	CID PERMIT FILES			10	01/01/1981	12/31/2013		88
							Total:	

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

By [signature] 35975 (Division Head) By _____ (Department Head) Date _____ Page 1 of 1 Pages

Retention Codes: 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.

1995City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending: 24

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department / Detective Bureau (Department/Bureau) Forensic Science Division (Division) Admin (Unit)

Location of Records Piper Technical Center, Space 270 Records Retention Schedule No. PDX/714 [x] 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		
O003	CORRESPONDENCE AND SUBJECT FILES			10	1/1/1982	12/31/1999		40
O006	DAILY SIGN IN SHEET			5	1/1/1990	12/31/1993		3
O017	OFFICIAL DIVISIONAL TIME BOOK			4	1/1/1991	12/31/1999		2
O018	OVERTIME REPORTS			5	1/1/1993	12/31/1999		11

Total: 56

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

By: Gabriel Gnanapragasam N3367 N3367 (Division Head) By _____ (Department Head) Date: 4/18/24 Page 1 of 1 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.

1995City Clerk
City of Los Angeles
Form Gen. 48 (Rev 08/2015)

Year Ending: 24

Request for
AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department / Detective Bureau (Department/Bureau) Forensic Science Division (Division) Admin (Unit)

Location of Records VRC Schedule No. PDX/714 Records Retention [x] 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		
O003	CORRESPONDENCE AND SUBJECT FILES			10	1/1/1962	12/31/2013		80
O006	DAILY SIGN IN SHEET			5	1/1/1996	12/31/2017		28
O017	OFFICIAL DIVISIONAL TIME BOOK			4	1/1/2003	12/31/2017		11
O018	OVERTIME REPORTS			5	1/1/2004	12/31/2016		23
O033	PERSONNEL COMPLAINT ENVELOPE			10	1/1/2006	12/31/07		4

Total: 146

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

By: Gabriel Gnanapragasam N3367 Division Head By Department Head Date: 4/18/24 Page 1 of 1 Pages

Retention Codes: 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.