



**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]  **BPC 24-167 416 boxes 08222024.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:**

**Date Signed:**

**Signature:**

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

**AGENDA DATE: July 30, 2024**

**OPEN SESSION**

**3B**

**DEPARTMENT'S REPORT** dated July 24, 2024 relative to the Destruction of Obsolete Original and Duplicate Records for various areas and divisions, as set forth. [\[BPC #24-167\]](#)

Recommendation(s) for Board action:

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

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

**Adopted 3/0**

**\*Commissioner Garcia absent**

# LOS ANGELES POLICE COMMISSION

**BOARD OF  
POLICE COMMISSIONERS**

DR. ERROLL G. SOUTHERS  
PRESIDENT

RASHA GERGES SHIELDS  
VICE PRESIDENT

VACANT  
MARIA LOU CALANCHE  
FABIAN GARCIA

MARIA SILVA  
COMMISSION EXECUTIVE ASSISTANT II



**KAREN BASS**  
MAYOR

DJANGO SIBLEY  
ACTING EXECUTIVE DIRECTOR

FLORENCE YU  
ACTING 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

August 8, 2024

BPC #24-167

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, July 30, 2024, the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Rebecca Munoz".

REBECCA MUNOZ  
Commission Executive Assistant

Attachment

c: Chief of Police

**INTRADEPARTMENTAL CORRESPONDENCE**

July 24, 2024  
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 and 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 416 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 Asucan, Commanding Officer, Records and Identification Division, at (213) 486-8170.

Respectfully,

  
DOMINIC H. CHOI  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *July 30, 2024*  
Secretary *Rebecca Munoz*

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 [Signature] *21001 File: Chief 0101* Date 7/24/24

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated from: 10/1/1967 THRU 05/31/2022

**INTRADEPARTMENTAL CORRESPONDENCE**

July 19, 2024

1.1

**TO:** All Concerned Personnel

**FROM:** Chief of Police

**SUBJECT:** ACTING CHIEF OF POLICE

I will be absent from command beginning Wednesday, July 24, 2024, 0001 hours through Thursday, August 1, 2024, 2400 hours. In my absence, the following will serve as Acting Chief of Police:

- Assistant Chief Daniel Randolph, Office of Support Services (OSS) will serve as Acting Chief of Police beginning on Wednesday, July 24, 2024, 0001 hours, through Saturday, July 27, 2024, 2400 hours.
- Assistant Chief Blake Chow, Office of Special Operations (OSO) will serve as Acting Chief of Police from Sunday, July 28, 2024, 0001 hours, through Thursday, August 1, 2024, 2400 hours.

I will be available for notifications through Assistant Chief's office.



**DOMINIC H. CHOI**  
Chief of Police

c: Mayor's Office  
Police Commission  
Chief of Staff  
Office of Operations  
Office of Support Services  
Office of Special Operations  
Geographic Bureaus  
Department Operations Center



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

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)

Location of Records Police Headquarters Facility 100 W. 1st St. Los Angeles Schedule No. PD 00  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		
146	PROJECT FOLDERS			AR+5	2006	2008	Box 2	1
037	CORRESPONDENCE AND SUBJECT FILES			AR+10	2007	2007		1
45	DAILY FIELD ACTIVITIES REPORT			AR+5	2006	2008		1
214	VACATION SCHEDULES			AR+10	2006	2006		1
131	OVERTIME REPORTS			AR+5	2007	2007		1

Total: 1

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

By: [Signature] #3241010 Division Head By: [Signature] Department Head Date: Page 1 of 1 Pages

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION EX=EXPIRATION CA=CANCELLED PE=PERMANENT SU=SUPERSEDED TE=TERMINATION  
 TO = the "To Date" i.e. the date of the record.



Request for  
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau)

Office of Operations (Division) Administrative (Unit)

Location of Records Police Headquarters Facility 100 W. 1st St. Los Angeles Schedule No. PD 00 [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		
O45	DFAR		15.52	TO+5	01/01/2010	12/31/2013	Burn Box 3	1
O124	OFFICER LOG BOOKS			TO+5	01/01/2005	12/31/2012		1
O37	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/2010	12/31/2010		1
O46	DAILY SIGN OUT SHEET			TO+5	01/01/2010	12/31/2010		1
Total:								1

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:  
 By [Signature] #324100 Department Head  
 Division Head  
 Date \_\_\_\_\_ Page 1 of 1 Pages

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

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)

Location of Records Police Headquarters Facility 100 W. 1st St. Los Angeles [X] Original Records [ ] Duplicate Records  
 Records Retention Schedule No. PD 00

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		
45	DAILY FIELD ACTIVITIES REPORT			TO+5	01/01/2004	12/31/2006	Burn Box 4	1
37	CORRESPONDENCE AND SUBJECT FILES			AR+10	01/01/2003	12/31/2005		1
207	TRAVEL LOG			TO+5	12/31/2004	12/31/2005		1
Total: 1								

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:  
 By *[Signature]* #324166 Division Head Date            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.

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

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)

Location of Records Police Headquarters Facility, 100 W. 1<sup>st</sup> St., Los Angeles Schedule No. PD 00  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		
O195	TIME IN AND OUT SHEET		12.4	TO+5	01/01/2003	12/31/2004	Burn Box	1
O45	DAILY FIELD ACTIVITIES REPORT			TO+5	01/01/2013	12/31/2016		1
O124	OFFICER LOG BOOKS			TO+5	01/01/2011	12/31/2015		1
O011	APPROVAL FOR TAKING CITY OWNED VEHICLE			TO+10	01/01/2011	12/31/2011		1
								Total: 1

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

By [Signature] #324166 Division Head  
 Date \_\_\_\_\_ By \_\_\_\_\_ Department Head

Retention Codes: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION EX=EXPIRATION CA=CANCELLED PE=PERMANENT SU=SUPERSEDED TE=TERMINATION  
 TO = the "To Date" i.e. the date of the record.


Year Ending: 2014

## Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)  
Location of Records Police Headquarters Facility 100 W. 1st St., Los Angeles Schedule No. PD 00  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		
O45	DFAR		15.52	TO+5	01/01/2012	12/31/2014	Burn Box #10	1

Total: 1

The above requests are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:  
By  #32460 Division Head Date   /  /   Page 1 of 1 Pages  
Department Head

Year Ending: 2012

Request for  
 AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department Office of Operations Administrative  
 (Department/Bureau) (Division) (Unit)

Location of Records Police Headquarters Facility 100 W. 1st St. Los Angeles Schedule No. PD 00  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		
O45	DAILY FIELD ACTIVITIES REPORT		15.52	TO+5	01/01/2011	12/31/2012	Burn Box #11	1
O37	CORRESPONDENCE & SUBJ FILES			AR+10	01/01/2011	12/31/2012		1
O46	DAILY SIGN OUT SHEET		15.19	TO+5	01/01/2011	12/31/2012		1
Total:								1

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

By  #324004 Division Head By                                                                   Date                                  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.

# Request for AUTHORITY TO DISPOSE OF OBSOLETE RECORDS

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)

Location of Records Police Headquarters Facility 100 W. 1<sup>st</sup> St. Los Angeles Records Retention Schedule No. PD\_00  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		
O37	CORRESPONDENCE & SUBJ FILES			AR+10	01/01/1998	12/31/2008	Burn Box #12	1
O46	DAILY SIGN IN SHEETS			TO+5	01/01/2013	12/31/2015		1
<b>Total:</b>								<b>1</b>

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

By:  # 324106  
Division Head

Date: \_\_\_\_\_  
Department Head

Year Ending: 2011

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

Records of Los Angeles Police Department (Department/Bureau) Office of Operations (Division) Administrative (Unit)

Location of Records Police Headquarters Facility 100 W. 1st St. Los Angeles Schedule No. PD 00 [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		
O46	DAILY SIGN OUT SHEET			TO+5	01/01/2008	12/31/2008	Burn Box #13	1
O37	CORRESPONDENCE & SUBJ FILES			AR+10	01/01/2001	12/31/2011		1
Total: 1								

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

By [Signature] #324200 Division Head      Date   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.

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

Records of Los Angeles Police Department (Department/Bureau) Los Angeles (Division) Administrative (Unit)

Location of Records Police Headquarters Facility 100 W. 1<sup>st</sup> St Los Angeles  Original Records  Duplicate Records  
Records Retention Schedule No. PD 00

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		
127	Divisional Time Book			CL+4	1/1992	10/2006	BURN #14	1
168	Secret Service Fund Log Book			CL+4	3/1989	7/2007		
74	Expenditure of Secret Service Fund Index			TO+5	1/2005	12/2005		

Total: 1

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:  
By [Signature] #32460 Division Head [Signature] Department Head  
Date \_\_\_\_\_ Page 1 of 1 Pages









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

Records of LAPD/ Central Bureau (Department/Bureau) Northeast (Division) Area (Unit)

Location of Records 3353 San Fernando Rd Schedule No. PDX/11  Original Records  Duplicate Records

Records Retention

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		
037	Investigative Case Envelope/ Arrest Package			4	01/01/2014	06/01/2019	Records Office	37
015	Crimes Against Person Control Book			5	01/01/2018	05/01/2019	Records Office	9
0268	Watch Commander's Daily Report			5	01/01/2018	05/01/2019	Records Office	8
084	Time Book			4	01/01/2013	12/31/2015	Records Office	1
099	Work Control Folders/ Robbery			4	01/01/2018	12/31/2019	Records Office	3
099	Work Control Folders/ Burglary			4	01/01/2018	12/31/2019	Records Office	12
099	Work Control Folders/Autos			4	01/01/2018	12/31/2018	Records Office	10
099	Work Control Folders/ NOE GIT			4	01/01/2018	12/31/2018	Records Office	10
099	Work Control Folders/ PDC			4	01/01/2018	12/31/2018	Records Office	2
018	Daily Field Activities Report/ Gangs			5	01/01/2017	12/31/2018	Records Office	1
020	Daily Work Sheet			5	12/24/2017	12/31/2018	Records Office	5
099	Work Control Folders/ Death Investigations			4	01/01/2016	12/31/2017	Records Office	1
026	Detention Tank Log/ Adult			4	01/01/2016	12/31/2016	Records Office	3

Total: 102

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

By [Signature] Division Head Hoan By [Signature] Department Head 30715 Date \_\_\_\_\_ Page 1 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.

Year Ending: 2019

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

Records of LAPD/ Central Bureau (Department/Bureau) NOE (Division) AREA (Unit)

Location of Records 3353 San Fernando Rd Schedule No. PDX/11 [X] Original Records [ ] Duplicate Records

Records Retention

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		
210	Probation Officer's Book			5	01/01/2018	12/31/2018	Records Office	3
172	Juvenile Detention Log			5	01/01/2018	05/31/2019	Records Office	1
202	Overtime Report			5	01/01/2017	12/31/2018	Records Office	5
99	Work Control Folders/ MAC			4	01/01/2018	12/31/2018	Records Office	8
13	Correspondence and Subject Files / NED Log Books			10	01/01/2003	12/31/2013	Records Office	2
260	Vice Files			4	01/01/2012	12/31/2012	Records Office	1
170	Juvenile Arrest Package			5	01/01/2000	12/31/2001	Records Office	7
75	Sergeants' Daily Report			5	01/01/2018	12/31/2018	Records Office	3
60	Project Folders			4	01/01/2018	12/31/2018	Records Office	2
99	Work Control Folders/ Missing Juvenile			4	01/01/2001	12/31/2001	Records Office	2
214	Pursuit Log			5	01/01/2018	12/31/2018	Records Office	1
51	Overtime Recap/ VCTF			5	01/01/2016	12/31/2018	Records Office	3
109	Applicant Folders			5	01/01/2014	12/31/2018	Records Office	8
<b>Total: 46</b>								

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

By [Signature] Division Head By [Signature] Department Head Date                      Page 2 of 3 Pages



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

Records of Los Angeles Police Department (Department/Bureau) Operations-South Bureau (Division) Admin (Unit)

Location of Records 7600 South Broadway, L.A. CA 90003 Schedule No. PDX21 [] Original Records [] Duplicate Records

Records Retention

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		
031	Vice Arrestee Log Book			4	1/1/2014	12/31/2014		2
031	Vice Arrestee Log Book			4	1/1/2015	12/31/2015		3
031	Vice Arrestee Log Book			4	1/1/2016	12/31/2016		3
031	Vice Arrestee Log Book			4	1/1/2017	12/31/2017		3
031	Vice Arrestee Log Book			4	1/1/2018	12/31/2018		3
031	Vice Arrestee Log Book			4	1/1/2019	12/31/2019		2
163	Overtime Reports			5	1/1/2016	12/31/2016		1
163	Overtime Reports			5	1/1/2017	12/31/2017		1
163	Overtime Reports			5	1/1/2018	12/31/2018		1
042	Applicant Folders			5	1/1/2018	12/31/2018		1
011	Daily Work Sheets			5	1/1/2018	12/31/2018		1
							Total	21

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

By [Signature] Division Head A. Lopez #302AB Department Head [Signature] Date                      Page 1 of 1 Pages

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

Records of LAPD/ DETECTIVE BUREAU (Department/Bureau) JUVENILE DIVISION (Division) ADMINISTRATIVE (Unit)

Location of Records 100 W. 1<sup>st</sup> St. Room 341 Los Angeles Schedule No. 37  Original Records  Duplicate

Records Retention

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		
021	Correspondence and Subject Files			10	01/01/2006	12/31/2010	100 W. 1 <sup>st</sup> St #341, Los Angeles	16
125	Search Warrants			10	01/01/2010	12/31/2010	100 W. 1 <sup>st</sup> St #341, Los Angeles	1
227	Overtime Reports			5	01/01/2006	12/31/2010	100 W. 1 <sup>st</sup> St #341, Los Angeles	8

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

By [Signature] Division Head 30201 By [Signature] Department Head Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ 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.





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

Records of LAPD/Training Bureau (Department/Bureau) Training Division - ARTC (Division) ARCON (Unit)

Location of Records 5651W Manchester Blvd. - Rm 361 Records Retention Schedule No. PDX/63  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		
06	Correspondence & Subject: Sign-in sheets/Project Sheets			10	1/1/03	12/31/07		1
06	Correspondence & Subject: FTO School Packages			10	1/1/01	12/31/12		29
06	Correspondence & Subject: VOLT Course Rosters			10	1/1/14	5/21/14		1
06	Correspondence & Subject: Outgoing Correspondence			10	1/1/13	12/31/13		1
06	Correspondence & Subject: Transfer Orders PCE Meetings			10	1/1/13	12/31/13		1
06	Correspondence & Subject: CLEAR Operator Statements			10	1/1/12	12/31/13		1
06	Correspondence & Subject: Recording Tape LMT			10	1/1/83	12/31/03		1
06	Correspondence & Subject: VOLT Course Roster			10	1/1/13	12/31/13		1
06	Correspondence & Subject: VOLT Course Roster			10	1/1/12	12/31/12		1
06	Correspondence & Subject: CLEAR Course Roster			10	1/1/11	12/31/11		1
06	Correspondence & Subject: Online Training Unit			10	1/1/11	12/31/11		1

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

By Captain Christopher Zine 36028 (Division Head/Serial Number) [Signature] (Department Head/Serial Number) Date 12/31/11 Page 39 of 39 Pages

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

Records of LAPD **COMMISSION INVESTIGATION DIVISION** **PERMITS**  
 (Department/Bureau) (Division) (Unit)  
 Location  
 of Records 100 W. 1ST STREET, L.A., CA 90012 Schedule No. 98 [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		
1	CID PERMIT FILES			10	01/01/1972	12/31/2013		35
Total:								

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

By [Signature] 25 23 975 Date    of    Pages  
 Division Head Department Head

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.



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

Records of LAPD/SOUTH BUREAU 77<sup>TH</sup> STREET AREA RECORDS  
 (Department/Bureau) (Division) (Unit)

Location of Records 7600 S BROADWAY RM 106 Los Angeles CA 90003  Original Records  Duplicate Records  
 Records Retention Schedule No. PDX/12

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	Crime and Traffic Reports			TO+2	01/01/2020	12/31/2021	Room 106 Records File Room	61
D005	Arrest Reports			TO+2	01/01/2020	12/31/2021	Room 106 Records File Room	4

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

By  3-7-2023 By                       
 Division Head Department Head

Date:                      Page            of            Pages

