

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department
Additional Information:	OFFICE OF THE INSPECTOR GENERAL (PDX/93)
Submitting Date:	5/11/2017
*Quantity:	133 Boxes
Records Dated From	1/1/1995 To 12/31/2005
Description:	20 BOXES - WORKPAPERS AND MISC. FOR OIG AUDITS 10 BOXES - WORKPAPERS AND MISC. FOR OIG REVIEW OF DEPARTMENT AUDITS 25 BOXES - WORKPAPERS AND MISC. FOR OIG REVIEW OF DEPARTMENT
Attachment: [2 MB max]	Detach PDX93 99-0121 133 Boxes OIG BPC 17-0138.pdf

Department Authorization

Authorizing Person:	Board of Police Commissioners Report 17-0138	Date:	04/11/2017	ļ
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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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

 O REJECT
 Authorizing Person:

 Shannon Hoppes
 Date Signed:

 Date Signature:
 Date Signed:

 Date of Notification:
 05/11/2017

 Ostate of Notification:
 05/11/2017

SUBMIT

CANCEL

Text

20 BOXES - WORKPAPERS AND MISC. FOR OIG AUDITS 10 BOXES - WORKPAPERS AND MISC. FOR OIG REVIEW OF DEPARTMENT AUDITS 25 BOXES - WORKPAPERS AND MISC. FOR OIG REVIEW OF DEPARTMENT INVESTIGATIONS 25 BOXES - WORKPAPERS AND MISC. FOR OIG REVIEW OF DEPARTMENT REPORTS 40 BOXES - ADMINISTRATIVE CORRESPONDENCE & SUBJECT FILES 10 BOXES - OIG PROJECT REPORT FOLDERS 3 BOXES - TIMEKEEPING RECORDS

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LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

MATTHEW M. JOHNSON PRESIDENT

STEVE SOBOROFF

SANDRA FIGUEROA-VILLA SHANE MURPHY GOLDSMITH CYNTHIA McCLAIN-HILL

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II

April 11, 2017



ERIC GARCETTI Mayor RICHARD M. TEFANK EXECUTIVE DIRECTOR

ALEXANDER A. BUSTAMANTE 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

BPC #17-0138

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

Dear Mr. Gaydowski:

RE: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS – OFFICE OF THE INSPECTOR GENERAL

At the regular meeting of the Board of Police Commissioners held April 11, 2017, the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

Gloa aria

MARIA SILVA Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

March 29, 2017 1.0

BPC #17-0138

TO: The Honorable Board of Police Commissioners

FROM: Inspector General, Police Commission

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

RECOMMENDED ACTION

- 1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records Original/Official Records for the Office of the Inspector General.
- 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 Department records, including those of the Police Commission.

The Request for Authority to Destroy Obsolete Records herein lists 133 boxes of original records for the Office of the Inspector General (OIG). The records to be destroyed are listed as an attachment. All records have satisfied both the minimum retention of the Department Records Retention Schedule and the requirement for the destruction of obsolete records as specified by the Los Angeles Administrative Code, Section 12.5

If you have any questions, please contact Assistant Inspector General Kevin Rogan, OIG, at (213) 893-6424.

Kevin Roge for

ALEXANDER A. BUSTAMANTE Inspector General Police Commission

BOARD OF POLICE COMMISSIONERS Approved Epul 11, 2017 Socretary Mark Silve

Attachment

CITY CLERK	City of Los Angeles	Form Gen. 48 (R.3/87)
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Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2016	
Year Ending	

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