



# 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]  [PDX93 99-0121 133 Boxes OIG BPC 17-0138.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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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).

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

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

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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

April 11, 2017

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

A handwritten signature in cursive script that reads "Maria Silva".

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

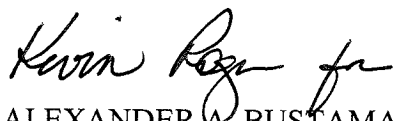
1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records – Original/Official Records for the Office of the Inspector General.
2. That the Board TRANSMIT this report and request to the City Clerk, Records Management Officer.

## 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.



ALEXANDER A. BUSTAMANTE  
Inspector General  
Police Commission

BOARD OF  
POLICE COMMISSIONERS

Approved  
Secretary

April 11, 2017  
*Maria Silva*

Attachment

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2016

Records of Police Commission (Department/Bureau) Office of the Inspector General (Unit)

Location of Records 350 S Figueroa St., Ste. 1002 Records Retention Schedule No. PDX/93/  Original Records  Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	O001	Workpapers and Misc for OIG Audits			AU+10	2000	2005		20
2	O002	Workpapers and Misc for OIG Review of Dept Audits			AR+10	2000	2005		10
3	O003	Workpapers and Misc for OIG Review of Dept Invests			AR+13	1995	2003		25
4	O005	Workpapers and Misc for OIG Review of Dept Reports			AR+10	1995	2005		25
5	O008	Administrative Correspondence and Subject Files			TO+10	1995	2005		40
6	O009	OIG Project Report Folders			CO+10	1995	2005		10
7	O010	Timekeeping Records			CO+5	2000	2005		3
		Total							133

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

By K. [Signature] By \_\_\_\_\_ Date \_\_\_\_\_

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

Page \_\_\_\_\_ of \_\_\_\_\_ Pages