

# CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Police Department
Additional Information:	METROPOLITAN DIVISION
Submitting Date:	2/13/2017 ☐ Email me a copy
*Quantity:	66 Boxes
Records Dated From	01/01/1983 <b>To</b> 12/31/2006
Description:	66 BOXES OF VARIOUS RECORD SERIES FROM: 1983 – 2006 BPC 17-0008 98-0112 .
Attachment: [2 MB max]	Browse

## **Department Authorization**

Authorizing Person: Police Commission BPC 17-0008 Date: 01/31/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

**Authorizing Person:** 

SHANNON HOPPES

**Date Signed:** 

02/13/2017

**Signature:** 

• APPROVE

**Date of Notification:** 03/01/2017

(Records will be held for 60 days from this date).

**SUBMIT** 

O REJECT

Jume Denn Hym

**CANCEL** 

### LOS ANGELES POLICE COMMISSION

BOARD OF POLICE COMMISSIONERS

MATTHEW M. JOHNSON PRESIDENT

STEVE SOBOROFF VICE PRESIDENT

SANDRA FIGUEROA-VILLA SHANE MURPHY GOLDSMITH CYNTHIA McCLAIN-HILL

MARIA SILVA COMMISSION EXECUTIVE ASSISTANT II 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 #17-0008

January 31, 2017

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 – METROPOLITAN DIVISION

At the regular meeting of the Board of Police Commissioners held January 31, 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

Maria Silva

MARIA SILVA

Commission Executive Assistant II

Attachment

c: Chief of Police

### INTRADEPARTMENTAL CORRESPONDENCE

January 25, 2017 10.4

**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 Metropolitan Division.

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 66 boxes of original records for Metropolitan Division. 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 Terry L. Carter, Commanding Officer, Records and Identification Division, at (213) 486-8170.

Respectfully,

Chief of Police

Attachments

# 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:

- 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 determinati	ons are true:
Ву	Date 12417
Department/Bureau Los Angeles Police Departme	ent/Chief of Police
Records Dated1-1-1983 THRU 12-31-2009	

CITY CLERK
City of Los Angeles

Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

2016

Year Ending\_

Form Gen. 48 (R.3/87)

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