



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]

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

Date Signed:

APPROVE

REJECT

Signature:

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

Text

27 BOXES IN THE CITY RECORDS CENTER OF VARIOUS RECORD SERIES FROM 1995 - 2002
40 BOXES IN LEASED STORAGE OF VARIOUS RECORD SERIES FROM 1999 - 2008

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

November 23, 2016

BPC #16-0407

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 November 22, 2016, 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

BYC # 16-0407
13

November 16, 2016
10.4

RECEIVED

NOV 16 2016

POLICE COMMISSION

TO: The Honorable Board of Police Commissioners **REVIEWED**

FROM: Chief of Police

Richard M. Tedank
RICHARD M. TEDANK
11/17/16
DATE

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 325 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,



CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved November 22, 2016
Secretary *Maria Silva*

Attachments

**AUTHORITY TO DESTROY OBSOLETE RECORDS
ORIGINAL RECORDS
SUMMARY SHEET**

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION /PDX/41/

Record Series Title	From	To	Total Boxes
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CORRESPONDENCE AND SUBJECT FILES	1/1/1995	12/31/2002	27
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TOTAL			27
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**CITY OF LOS ANGELES
 REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Date: 5/4/2015

*11
OK*

BOX SUMMARY BY RECORD SERIES:

Summary Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	Record Series Title	TOTAL RETENTION PERIOD	Total Boxes
O021.	CORRESPONDENCE AND SUBJECT FILES	AR+10	27
O030.	DAILY WORKSHEET (LAPD 15.26)	AR+4	5
O226.	OVERTIME REPORTS (LAPD 2.24)	TO+5	13
<u>Excluded Boxes:</u>		TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION	45
		Minus excluded boxes: (Please line out excluded boxes on the form and note box numbers)	10
		TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION	35

Instructions to Departments: Review the box listing pages of this report. Reviewer must initial each page authorized for destruction. Boxes to be retained may be lined out on the page and the total at the bottom of the page and on this summary page adjusted accordingly. Department head must sign this page below. Return report to City Clerk's Office.

DEPARTMENT AUTHORIZATION:

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] BY (DEPT HEAD): _____ DATE: _____

CITY CLERK AUTHORIZATION:

IN ACCORDANCE WITH SECTION 12.5(D) OF THE LOS ANGELES ADMINISTRATIVE CODE AND THE MAYOR'S EXECUTIVE DIRECTIVE NO. 50, I HEREBY CERTIFY THAT THE ATTACHED REQUEST FOR AUTHORITY TO DESTROY 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.

BY CITY CLERK: _____ DATE: _____

CITY ATTORNEY AUTHORIZATION:

THIS OFFICE FINDS THAT THIS REQUEST FOR DESTRUCTION OF OBSOLETE RECORDS HAS BEEN PROCESSED IN ACCORDANCE WITH THE REQUIREMENTS OF LOS ANGELES ADMINISTRATIVE CODE (LAAC) SECTION 12.5 AND THAT WE HAVE NO KNOWLEDGE OF ANY PENDING LEGAL ACTION THAT WOULD NECESSITATE THE RETENTION OF THESE RECORDS. ACCORDINGLY WE APPROVE THE DESTRUCTION THEREOF. SHOULD YOU HAVE ANY QUESTIONS PLEASE CONTACT THE ASSISTANT CITY ATTORNEY NAMED HERE:

ASSISTANT CITY ATTORNEY: _____ PHONE NUMBER: _____

APPROVED BY THE OFFICE OF THE CITY ATTORNEY: _____ DATE: _____

City Attorney Instructions: After authorization return to the City Clerk's Office for referral to the Innovation, Technology & General Services Committee.

OK

**RECEIVED
 APR 12 2015
 COMMANDING OFFICER
 RECORDS AND IDENTIFICATION
 DIVISION**

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/1/2015

BOX LISTING BY RECORD SERIES:

Box List Page 1 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES DEPLOYMENT REQUEST 1999, 2000, 2001	AR+10	1/1/1999	12/31/2001		000000344 CRC	613722	1
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES CAD REPORTS	AR+10	1/1/2001	12/31/2001		000000398 CRC	631461	2
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES ADJUTANT FILES - CORRESPONDENCE & PROJECTS	AR+10	1/1/2001	12/31/2001		000000413 CRC	631466	3
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES MASTER TIMESHEETS	AR+10	4/23/2000	4/6/2002		000000447 CRC	655833	4
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES MASTER O/T HISTORY REPORTS	AR+10	1/12/2002	4/20/2002		000000448 CRC	655834	5
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES MASTER O/T HISTORY REPORTS	AR+10	5/2/2002	6/29/2002		000000449 CRC	655835	6
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES VEHICLE LOG SUMMARIES	AR+10	1/1/2001	12/31/2001		000000467 CRC	636917	7
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES VEHICLE LOG SUMMARIES	AR+10	1/1/2002	12/31/2002		000000468 CRC	655843	8
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES VEHICLE LOG SUMMARIES	AR+10	1/1/2002	12/31/2002		000000469 CRC	655844	9
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE & SUBJECT FILES	AR+10	1/1/1999	12/31/2001		000000470 CRC	636918	10
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE & SUBJECT FILES	AR+10	1/1/2001	12/31/2001		000000474 CRC	636922	11
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE & SUBJECT FILES	AR+10	1/1/2001	12/31/2001		000000475 CRC	636923	12
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE & SUBJECT FILES	AR+10	1/1/2001	12/31/2001		000000476 CRC	636924	13
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES SERGEAN DAILY REPORTS	AR+10	1/1/2001	6/30/2001		000000479 CRC	636927	14
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES SERGEAN DAILY REPORTS	AR+10	7/1/2001	12/31/2001		000000480 CRC	636928	15
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES P-3 APPLICANTS	AR+10	6/1/2002	6/30/2002		000000493 CRC	655845	16
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES P-3 APPLICANTS	AR+10	6/1/2002	6/30/2002		000000494 CRC	655846	17
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES VOYAGER GAS CARD EXCEPTION TRANSACTIONS 02-027 TO 02-370	AR+10	1/1/2002	12/31/2002		000000499 CRC	655850	18
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES AUDITS	AR+10	1/1/2002	12/31/2002		000000500 CRC	656360	19
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES ADMIN PROJECTS 02-089 - 02-368	AR+10	1/1/2002	12/31/2002		000000501 CRC	656361	20
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES A- COMMENDATIONS/INSIDE	AR+10	1/1/2002	12/31/2002		000000502 CRC	655851	21
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES COMMENDATIONS/OUTSIDE - PERSONNEL DIV.	AR+10	1/1/2002	12/31/2002		000000503 CRC	655852	22
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES PERSONNEL STATUS - TRANSFER	AR+10	1/1/2002	12/31/2002		000000504 CRC	655853	23
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES TRAVEL - Z	AR+10	1/1/2002	12/31/2002		000000505 CRC	655854	24
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES USE OF FOCE REPORTS & SUMMARIES	AR+10	1/1/2000	12/31/2001		000000506 CRC	655855	25

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

No. Boxes to be Destroyed (this page): 25

Reviewer Initials: _____

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS

Date: 5/1/2015

BOX LISTING BY RECORD SERIES:

Box List Page 2 of 2

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES USE OF FOCE REPORTS & SUMMARIES	AR+10	1/1/2002	12/31/2002		000000507	655856	26
O021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES RATING LOGS & TRANSFER IN/OUT LOGS	AR+10	1/1/1995	12/31/2001		000000510	655858	27
O030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEET	AR+4	1/14/2001	7/28/2001		000000362	631453	28
O030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEET	AR+4	1/16/2000	1/13/2001		000000363	631454	29
O030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS	AR+4	7/29/2001	1/12/2002		000000443	655829	30
O030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS	AR+4	1/13/2002	6/29/2002		000000444	655830	31
O030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS	AR+4	6/30/2002	11/25/2002		000000445	655831	32
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	1/6/2001	3/10/2001		000000391	631455	33
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	3/17/2001	5/5/2001		000000392	631456	34
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	5/12/2001	7/7/2001		000000393	631457	35
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	7/14/2001	9/8/2001		000000394	631458	36
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	9/15/2001	10/27/2001		000000395	631459	37
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	11/3/2001	12/29/2001		000000396	631460	38
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	1/5/2002	2/9/2002		000000450	655836	39
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	2/16/2002	3/30/2002		000000451	655837	40
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	4/6/2002	5/25/2002		000000452	655838	41
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	6/1/2002	7/27/2002		000000453	655839	42
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	8/3/2002	9/7/2002		000000454	655840	43
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	9/14/2002	11/2/2002		000000455	655841	44
O226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS	TO+5	11/9/2002	12/28/2002		000000456	655842	45

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

45

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU=SUPERSEDED
 MEDIA CODES: TE=TERMINATION TO=THE DATE OF THE RECORD, I.e. THE "TO DATE"
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL
 AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

Instructions to Reviewer: Line out any boxes to be retained, enter total number of boxes on page authorized for destruction, and initial.

No. Boxes to be Destroyed (this page):

2

Reviewer Initials: _____

**AUTHORITY TO DESTROY OBSOLETE RECORDS
ORIGINAL RECORDS
SUMMARY SHEET
IRON MOUNTAIN**

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

Record Series Title

From

To

**Total
Boxes**

APPLICANT FOLDERS

1/1/2005

12/31/2008

16

CORRESPONDENCE AND SUBJECT FILES

1/1/1999

12/31/2004

24

TOTAL 40

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DETROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/23/2015

PAGE: Page 1 of 4

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0005. /PDX/41/	APPLICANT FOLDERS 2006 APPLICANTS - ENTRY LVL. <i>14</i>	TO+5	01/01/2006	12/31/2006		00000722 IRON	771732	1
0005. /PDX/41/	APPLICANT FOLDERS INTERVIEW PACKAGES: DETECTIVE II	TO+5	01/01/2005	12/31/2005		00000786 IRON	771762	2
0005. /PDX/41/	APPLICANT FOLDERS 2005 APPLICANTS PACKAGES	TO+5	01/01/2005	12/31/2005		00000802 IRON	771776	3
0005. /PDX/41/	APPLICANT FOLDERS 2006 APPLICANTS PACKAGES	TO+5	01/01/2006	12/31/2006		00000803 IRON	771777	4
0005. /PDX/41/	APPLICANT FOLDERS INTERVIEW PACKAGES 2005	TO+5	01/01/2005	12/31/2005		00000808 IRON	771778	5
0005. /PDX/41/	APPLICANT FOLDERS INTERVIEW PACKAGES 2005	TO+5	01/01/2005	12/31/2005		00000809 IRON	771779	6
0005. /PDX/41/	APPLICANT FOLDERS INTERVIEW PACKAGES 2006	TO+5	01/01/2006	12/31/2006		00000810 IRON	771780	7
0005. /PDX/41/	APPLICANT FOLDERS INTERVIEW PACKAGES 2005 - 2006	TO+5	01/01/2005	12/31/2006		00000811 IRON	771781	8
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2006	12/31/2008		00000906 IRON	782996	9
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2006	12/31/2008		00000909 IRON	782997	10
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2007	12/31/2008		00000910 IRON	782998	11
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2007	12/31/2007		00000911 IRON	782999	12
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2006	12/31/2008		00000912 IRON	783000	13
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2007	12/31/2008		00000913 IRON	783001	14
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2008	12/31/2008		00000914 IRON	783002	15
0005. /PDX/41/	APPLICANT FOLDERS APPLICANT FOLDERS	TO+5	01/01/2008	12/31/2008		00000919 IRON	783003	16
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FTQ REPORTS (2003); SPECIAL PARKING <i>24</i>	AR+10	01/01/1999	12/31/2004		00000532 IRON	771686	17
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES AUDIT MOS # 04-009 TO 04-153	AR+10	01/01/2004	12/31/2004		00000603 IRON	771690	18
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES VOYAGER GAS CARDS NOTIFICATION	AR+10	01/01/2004	12/31/2004		00000604 IRON	771691	19
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES PROJECTS MOS #'S 04-070 TO 04-362	AR+10	01/01/2004	12/31/2004		00000605 IRON	771692	20
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2009 K9 DP & ADMIN BOOK	AR+10	01/01/2000	12/31/2000		00000700 IRON	771713	21
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2003 K9 DEPLOY. RPT. & ADMIN BOOK	AR+10	01/01/2003	12/31/2003		00000702 IRON	771714	22
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2003 K9 CONTACT REPORTS	AR+10	01/01/2003	12/31/2003		00000703 IRON	771715	23
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2002 K9 CONTACT REPORTS	AR+10	01/01/2002	12/31/2002		00000704 IRON	771716	24
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2001 K9 CONTACT REPORTS 01-60/01-98	AR+10	01/01/2001	12/31/2001		00000706 IRON	771717	25

CITY OF LOS ANGELES
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS
(ORIGINAL RECORDS)

Date: 1/23/2015

PAGE: Page 2 of 4

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2001 K9 DEPLOYMENT REPORTS	AR+10	01/01/2001	12/31/2001		000000707 IRON	771718	26 594635096
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2001 K9 CONTACT REPORTS 01-01/01-59	AR+10	01/01/2001	12/31/2001		000000708 IRON	771719	27 594635097
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 0016020-2870151	AR+10	01/01/2003	12/31/2004		000000713 IRON	771723	28 594635126
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 0354740-0360420	AR+10	01/01/2003	12/31/2004		000000714 IRON	771724	29 594635127
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 0360440-0499480	AR+10	01/01/2003	12/31/2004		000000715 IRON	771725	30 594635128
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 0134051-3237451	AR+10	01/01/2003	12/31/2004		000000716 IRON	771726	31 594635129
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 2851026-2871976	AR+10	01/01/2003	12/31/2004		000000717 IRON	771727	32 594635130
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 2838026-2850951	AR+10	01/01/2003	12/31/2004		000000718 IRON	771728	33 594635131
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 0011360-1997740	AR+10	01/01/2003	12/31/2004		000000719 IRON	771729	34 594635132
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 0198720-0503180	AR+10	01/01/2003	12/31/2004		000000720 IRON	771730	35 594635133
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES FDR 2003/2004 1503080-1690300	AR+10	01/01/2003	12/31/2004		000000721 IRON	771731	36 594635134
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2004 CORRESPONDENCE C - P	AR+10	01/01/2004	12/31/2004		000000726 IRON	771735	37 594635138
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES 2004 CORRESPONDENCE A - C	AR+10	01/01/2004	12/31/2004		000000727 IRON	771736	38 594635139
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES K9 - CONTACT REPORTS 2004	AR+10	01/01/2004	12/31/2004		000000788 IRON	771764	39 594635149
0021. /PDX/41/	CORRESPONDENCE AND SUBJECT FILES K9 - DEPLOYMENT REPORTS 2004	AR+10	01/01/2004	12/31/2004		000000789 IRON	771765	40 593841648
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) OFFICER LOGS (06/12/05 - 09/30/05)	TO+5	01/01/2005	12/31/2005		000000627 IRON	771706	41 594634992
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) OFFICER LOGS (10/01/05 - 12/31/05)	TO+5	01/01/2005	12/31/2005		000000631 IRON	771709	42 594634995
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) 2003 K9 OFFICER'S LOGS	TO+5	01/01/2003	12/31/2003		000000724 IRON	771733	43 594635136
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) 2004 CORRESPONDENCE P - Z	TO+5	01/01/2004	12/31/2004		000000725 IRON	771734	44 594635137
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) OFFICER'S LOGS: 03/01/2006 TO 06/22/2006	TO+5	01/01/2006	12/31/2006		000000748 IRON	771753	45 594635037
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) OFFICER'S LOGS: 01/01/2006 TO 02/28/2006	TO+5	01/01/2006	12/31/2006		000000749 IRON	771754	46 594635038
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) OFFICER'S LOGS: 06/23/2006 TO 10/04/2006	TO+5	01/01/2006	12/31/2006		000000750 IRON	771755	47 594635039
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) OFFICER'S LOGS: 10/05/2006 TO 12/31/2006	TO+5	01/01/2006	12/31/2006		000000751 IRON	771756	48 594635040
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) K9 OFFICERS LOGS 2004	TO+5	01/01/2004	12/31/2004		000000787 IRON	771763	49 593841639
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) K9 - OFFICERS LOGS 2005	TO+5	01/01/2005	12/31/2005		000000790 IRON	771766	50 593841649

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RECORDS OF: LOS ANGELES POLICE DEPARTMENT/METROPOLITAN DIVISION

/PDX/41/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0027. /PDX/41/	DAILY FIELD ACTIVITIES REPORT (LAPD 15.52) K-9 OFFICERS LOGS 2006	TO+5	01/01/2006	12/31/2006		000000794	771770	51
						IRON	594635028	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 05/02/2004 TO 01/08/2005	AR+4	01/01/2004	12/31/2005		000000736	771745	52
						IRON	594635075	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 01/09/2005 TO 06/25/2005	AR+4	01/01/2005	12/31/2005		000000737	771746	53
						IRON	594635076	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 06/26/2005 TO 10/15/2005	AR+4	01/01/2005	12/31/2005		000000738	771747	54
						IRON	594635077	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 10/16/2005 TO 01/07/2006	AR+4	01/01/2005	12/31/2005		000000739	771748	55
						IRON	594635078	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 01/08/2006 TO 04/29/2006	AR+4	01/01/2006	12/31/2006		000000741	771750	56
						IRON	594635080	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 04/30/2006 TO 08/19/2006	AR+4	01/01/2006	12/31/2006		000000742	771751	57
						IRON	594635081	
0030. /PDX/41/	DAILY WORKSHEET (LAPD 15.26) DAILY WORKSHEETS: 08/20/2006 TO 11/11/2006	AR+4	01/01/2006	12/31/2006		000000743	771752	58
						IRON	594635082	
0128. /PDX/41/	SERGEANT'S DAILY REPORT (LAPD 15.48) SERGEANT LOGS (06/05 - 10/05)	AR+4	01/01/2005	12/31/2005		000000629	771707	59
						IRON	594634993	
0128. /PDX/41/	SERGEANT'S DAILY REPORT (LAPD 15.48) SERGEANT LOGS (11/05 - 12/05)	AR+4	01/01/2005	12/31/2005		000000630	771708	60
						IRON	594634994	
0128. /PDX/41/	SERGEANT'S DAILY REPORT (LAPD 15.48) SERGEANT'S LOGS: JANUARY 2006 TO JULY 2006	AR+4	01/01/2006	12/31/2006		000000754	771757	61
						IRON	594635041	
0128. /PDX/41/	SERGEANT'S DAILY REPORT (LAPD 15.48) SERGEANT'S LOGS: AUGUST 2006 TO DECEMBER 2006	AR+4	01/01/2006	12/31/2006		000000755	771758	62
						IRON	594635042	
0130. /PDX/41/	STATION SUPERVISOR'S DAILY REPORT (WATCH CO) WATCH COMMANDER'S LOGS: JANUARY 2006 TO DECEMBER 2006	TO+5	01/01/2006	12/31/2006		000000756	771759	63
						IRON	594635043	
0145. /PDX/41/	TIME BOOK (LAPD 15.30) PAYROLL TIME SHEETS : 09/04/2004 TO 05/28/2005	CL+4	01/01/2004	12/31/2005		000000740	771749	64
						IRON	594635079	
0145. /PDX/41/	TIME BOOK (LAPD 15.30) METROPOLITAN RED/BLUE TIME BOOKS	CL+4	01/01/2003	12/31/2006		000000780	771760	65
						IRON	594635044	
0145. /PDX/41/	TIME BOOK (LAPD 15.30) OFFICIAL BLUE DIVISIONAL TIME BOOKS	CL+4	01/01/1999	12/31/2005		000000782	771761	66
						IRON	594635045	
0225. /PDX/41/	OVERTIME RECAP OVERTIME TRANSACTION HISTORY:	TO+5	01/01/2002	12/31/2005		000000798	771774	67
						IRON	594635032	
0225. /PDX/41/	OVERTIME RECAP OVERTIME TRANSACTION SUMMARIES 2006	TO+5	01/01/2006	12/31/2006		000000799	771775	68
						IRON	594635033	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (01/29/05 - 03/19/05)	TO+5	01/01/2005	12/31/2005		000000607	771694	69
						IRON	594634980	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (03/26/05 - 05/21/05)	TO+5	01/01/2005	12/31/2005		000000608	771695	70
						IRON	594634981	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (05/28/05 - 07/16/05)	TO+5	01/01/2005	12/31/2005		000000609	771696	71
						IRON	594634982	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (07/23/05 - 09/10/05)	TO+5	01/01/2005	12/31/2005		000000610	771697	72
						IRON	594634983	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (09/17/05 - 10/29/05)	TO+5	01/01/2005	12/31/2005		000000611	771698	73
						IRON	594634984	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (11/05/05 - 12/24/05)	TO+5	01/01/2005	12/31/2005		000000612	771699	74
						IRON	594634985	
0226. /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (12/31/05 - 02/04/06)	TO+5	01/01/2005	12/31/2006		000000613	771700	75
						IRON	594634986	

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/PDX/41/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (02/11/06 - 03/18/06)	TO+5	01/01/2006	12/31/2006		00000614 IRON	771701 594634987	76
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (04/01/06 - 05/06/06)	TO+5	01/01/2006	12/31/2006		00000615 IRON	771702 594634988	77
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (05/13/06 - 06/24/06)	TO+5	01/01/2006	12/31/2006		00000616 IRON	771703 594634989	78
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (07/01/06 - 08/05/06)	TO+5	01/01/2006	12/31/2006		00000617 IRON	771704 594634990	79
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (08/05/06 - 09/09/06)	TO+5	01/01/2006	12/31/2006		00000618 IRON	771705 594634991	80
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (09/16/06 - 10/28/06)	TO+5	01/01/2006	12/31/2006		00000633 IRON	771710 594634996	81
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (11/04/06 - 11/25/06)	TO+5	01/01/2006	12/31/2006		00000634 IRON	771711 594634997	82
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS (12/02/06 - 12/23/06)	TO+5	01/01/2006	12/31/2006		00000635 IRON	771712 594634998	83
0226 /PDX/41/	OVERTIME REPORTS (LAPD 2.24) OVERTIME REPORTS 9/23/06 TO 10/14/06	TO+5	01/01/2006	12/31/2006		00000797 IRON	771773 594635031	84

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

84

Minus excluded boxes:

(Please line out excluded boxes on the form and note box numbers)

44

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

40

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD): [Signature] BY (DEPT HEAD): _____ DATE: _____

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CA=CANCELLED CL=CLOSED CO=COMPLETION EX=EXPIRATION PE=PERMANENT SU-SUPERSEDED TE=TERMINATION TO=THE DATE OF THE RECORD, i.e. THE "TO DATE"
 MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT FM=FILEM MD=MAG DISK MT=MAG TAPE MC=MICROFICHE MF=MICORFILM PH=PHOTO NG=NEGATIVE OD=OVESIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS
 RECORD TYPES: V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL