

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

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*Records of Department:	Police Department		
Additional Information:	ODED A TIONIC COLUTILI DI IDEALI		
Additional information.	OPERATIONS SOUTH BUREAU		
Submitting Date:	2/17/2017 ☐ Email me a copy		
*Quantity:	19 Boxes		
Records Dated From	1/1/1996 <b>To</b> 12/31/2012		
Description:	4 BOXES OF APPLICANT FOLDERS (O042) BPC 17-0043		

10 BOXES OF PROJECT FOLDERS (O019)

1 BOX OF SECRET SERVICE REPORTS (O200)

3 BOXES OF VICE FILES (O031)

Attachment: [2 MB max]

Detach

PDX21 19 boxes 98-0116 BPC 17-0043.pdf

# **Department Authorization**

**Authorizing Person:** 

Police Commission BPC 17-0043

REF NO. 98-0116

**Date:** 02/14/2017

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

• APPROVE

O REJECT

SHANNON HOPPES

**Date Signed:** 

**Signature:** 

02/17/2017

**Date of Notification:** 

03/01/2017

Jame Denn Hygne

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

**SUBMIT** 

**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 #17-0043

February 14, 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 – OPERATIONS SOUTH BUREAU

At the regular meeting of the Board of Police Commissioners held February 14, 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

February 10, 2017 10.4

RECEIVED

FEB 07 2017

TO:

The Honorable Board of Police Commissioners

REVIEWED COMMISSI

FROM:

Chief of Police

CHARD M. TEFANK

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 Operations-South Bureau.

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 19 boxes of original records for Operations-South Bureau. 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

Attachments

BOARD OF

POLICE COMMISSIONIES

Approved Televiary 14 2

## 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 determinations are true:				
Ву		Date	2-7-17	
Department/Bureau	Los Angeles Police Depa	artment/Chief	of Police	
Records Dated 1-1	-1996 THRU 12-31-2012			

City of Los Angeles CITY CLERK

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending

M Quantity **Duplicate Records** 0 4 Pages Storage Location Nos. (Unit) ADMIN Original Records 12/31/12 12/31/10 12/31/03 12/31/06 12/31/11 12/31/11 ٩ Inclusive Dates > 01/01/00 01/01/96 01/01/03 90/10/10 -61/0/10 01/01/11 From The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: OPERATIONS-SOUTH BUREAU Date Total Reten. Period 5yrs 4yrs 5yrs Syrs 5yrs 5745 (Division) Form No. Records Retention PDX21 Schedule No. 45.19 Conf. Rec. 2.24 Record Title (Same as on Schedule) LOS ANGELES POLICE DEPARTMENT 7600 S. BROADWAY L.A. 90003 RM 117 B TRANSFER DOCUMENTATION (Department/Bureau) O010 DAILY SIGN IN SHEET. APPLICANT FOLDERS <del>-0163 | OVERTIME REPORTS</del>-PROJECT FOLDERS O162 OVERTIME RECAP Retention Code: A = Audit By Walle 0042 0019 0229 Sch. Item No. Records of of Records Location 9 Item 1 8 7 S

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T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or Completion

AR = Annual Review

City of Los Angeles CITY CLERK

Request for

# AUTHORITY TO DESTROY OBSOLETE RECORDS

Form Gen. 48 (R.3/87)

Quantity -**Duplicate Records**  $\sim$ Pages Year Ending Storage Location Nos. (Unit) ₹ Original Records T = Termination Page 12/31/12 12/31/11 ٥ Inclusive Dates > S = Superseded 1/1/11 1/1/08 From The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: OPERATIONS-SOUTH BUREAU Date Total Reten. Period P = Permanent S 4 (Division) Form No. 15.37 Records Retention PDX21 Schedule No. E = Expiration Conf. Rec. C = Closed or Completion Record Title (Same as on Schedule) LOS ANGELES POLICE DEPARTMENT 7600 S. BROADWAY L.A. 90003 RM 117 By Secret Serivce Reports w/ CHITS (Department/Bureau) SECRET SERIVCE REPORTS AR = Annual Review VICE FILES Retention Code: A = Audit 0200 0031 Sch. Item No. of Records Records of Location Item Š 7