

INTRADEPARTMENTAL CORRESPONDENCE

March 27, 2012
10.4

RECEIVED

MAR 27 2012

TO: The Honorable Board of Police Commissioners

REVIEWED POLICE COMMISSION

FROM: Chief of Police


 RICHARD M. TEFANK
 EXECUTIVE DIRECTOR
 3/28/12
 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 Northeast Area.
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 96 boxes of original records for Northeast Area. 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 D'Anna Markley, Commanding Officer, Records and Identification Division, at (213) 486-8170.

Respectfully,



CHARLIE BECK
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:

- 1. 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:

By  Date March 26, 2012

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-1979 THRU 12-30-1998

10/1

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

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 1995

Records of		LOS ANGELES POLICE DEPARTMENT		NORTHEAST		DETECTIVES			
		(Department/Bureau)		(Division)		(Unit)			
Location of Records		3353 SAN FERNANDO RD, LA 90065		PDX-011		<input checked="" type="checkbox"/> Original Records <input type="checkbox"/> 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	0099	WORK CONTROL FOLDERS			5				
		CAPS				1983	1992		29
		ROBBERY				1981	1991		20
		JUVENILE				1984	1989		8
		BURGLARY				1984	1991		11
		CRASH				1991	1994		2
		VICE				1979	1984		3
		AUTOS				1985	1985		3
2	0037	INVESTIGATOR'S CASE ENVELOPES			4				
		STORM LOGS				1984	1989		4
3	0013	CORRESPONDENCE AND SUBJECT FILES			10				
		DETECTIVE ADMIN FILES				1987	1989		4
		PATROL ADMIN FILES				1989	1989		1
		CASH OVERTIME LOGS				1987	1998		1
4	0128	CONTROL LOG DOMESTIC RO			2	1985	1987		3
5	0079	SUBPOENA FILES			4	1983	1985		3
6	0206	PERSONAL SERVICE CITATIONS			5	1988	1998		4
								TOTAL	96 BXS

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

By CAPTAIN WILLIAM A. MURPHY Date Page 1 of 1 Pages

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination