

INTRADEPARTMENTAL CORRESPONDENCE

April 9, 2010
9.4

BPC No. 10-0162

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: DESTRUCTION OF OBSOLETE ORIGINAL RECORDS

RECOMMENDED ACTIONS

1. That the Board approve the Request for Authority to Destroy Obsolete Records - Original/Official Records for Central Area and Southeast Area.
2. That the Board transmits this report and requests 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 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 109 boxes of original records for two entities. 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 contact Police Administrator D'Anna Markley, Commanding Officer, Records and Identification Division, at (213) 486-8185.

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 April 14 2010

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1/1/1992 to 12/31/2007

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

<u>DIVISION/UNIT</u>	<u>RECORD TITLE</u>	<u>INCLUSIVE DATES</u>	<u>TOTAL BOXES</u>
		<u>FROM</u> <u>TO</u>	
CENTRAL AREA	INVESTIGATOR'S CASE ENVELOPES	1/2001 12/2004	97
	PROPERTY DISPOSITION REQUESTS	1/2004 12/2004	1
SOUTHEAST	WORK CONTROL FOLDERS	1/1995 09/2002	7
	FELONY WARRANT PACKAGES	1/1992 12/2002	1
	ARREST PACKAGES	1/2004 12/2004	2
	JUVENILE ARREST PACKAGES	1/2004 12/2004	1
TOTAL			109

City of Los Angeles
Council Approved Records Retention Schedule

CERTIFIED PER SECTION 12.3(B) OF LOS ANGELES ADMINISTRATIVE CODE

LOS ANGELES POLICE DEPARTMENT/CENTRAL AREA

Records of: K/01

Sched Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type		
		Office	Total		V	H	C
0034	HOMICIDE CONTROL LOG	CL+2	CL+7		N	N	N
0035	HOMICIDE FILE	TO+2	TO+10		N	N	N
0036	INFORMANT FILE	CL+2	CL+11		N	N	N
0037	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, I.E., PHOTOGRAPHS...) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-D.A. REJECT-DA 155H C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-HIT AND RUN SUPPLEMENT-LAPD 4.3 E-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 F-LOS ANGELES CONSOLIDATED BOOKING FORM-LAPD 5.1 G-PHOTOGRAPHS H-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 I-PROPERTY REPORT-LAPD 10.1 J-RAP SHEET K-SUBPOENA L-TELETYPES M-TRAFFIC ACCIDENT REPORT-LAPD 4.1 N-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 O-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 P-TRAFFIC ACCIDENT - STATUS REPORT-LAPD 4.16 Q-VEHICLE INVESTIGATION-LAPD 3.7	TO+2	TO+5		N	N	N
0038	INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44) FORM: LAPD 1.44 RECORD TYPES:	TO+2	TO+5		N	N	N

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED 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=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Council Approved Records Retention Schedule

Records of: LOS ANGELES POLICE DEPARTMENT/CENTRAL AREA

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE

X/01

Schd Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type			
		Office	Total		V	H	C	L
0055	PERSONNEL ROSTER RECORD TYPES:	TO+2	TO+5		N	N	N	N
0056	PHYSICAL FITNESS QUESTIONNAIRE RECORD TYPES:	TO+2	TO+5		N	N	N	N
0057	POLICE SERVICE LOG (LAPD 15.27) FORM: LAPD 15.27 RECORD TYPES:	TO+2	TO+5		N	N	N	N
0058	PRISONER VISITATION AND TEMPORARY SIGN OUT RECORD (LAPD 6.31) FORM: LAPD 6.31 RECORD TYPES:	TO+2	TO+5		N	N	N	N
0059	PROGRESS INTERVIEW RECORD TYPES:	TO+2	TO+5		N	N	N	N
0060	PROJECT FOLDERS RECORD TYPES:	CL+2	CL+4		N	N	N	N
0061	PROPERTY DISPOSITION REQUEST (LAPD 10.6) FORM: LAPD 10.6 RECORD TYPES:	TO+2	TO+5		N	N	N	N

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AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		LOS ANGELES POLICE DEPARTMENT		SOUTHEAST		DETECTIVES			
		(Department/Bureau)		(Division)		(Unit)			
Location of Records		145 W. 108TH ST., L.A., CA 90061		Records Retention Schedule No. PDX-18		<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		
3936	0099	Mac Work Control Folders: March-April 2002			4YRS	03/01/02	04/30/02		1BOX
3937	0099	Mac Work Control Folders: May-June 2002			4YRS	05/01/02	06/30/02		1BOX
3938	0099	Mac Work Control Folders: July-September 2002			4YRS	07/01/02	09/30/02		1BOX
3939	0099	Caps Work Control Folders: DR No.: 95-18311187/96-1815713/97-1806833/97-1816736			4YRS	01/01/95	12/31/97		1BOX
								TOTAL	4

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

By *[Signature]* 3/20/02 By _____ Date _____ Pag 1 of 1 Pages

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

City of Los Angeles
Council Approved Records Retention Schedule

Records of: LOS ANGELES POLICE DEPARTMENT/SOUTHEAST AREA

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE

Sched Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type
		Office	Total		
PDX/18 0034	HOMICIDE CONTROL LOG	CL+2	CL+10		N N N N
RECORD TYPES:					
PDX/18 0035	HOMICIDE FILE	TO+2	TO+10		N N N N
RECORD TYPES:					
PDX/18 0036	INFORMANT FILE	CL+2	CL+10		N N N N
RECORD TYPES:					
PDX/18 0037	INVESTIGATOR'S CASE ENVELOPE - ARRESTEE PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT IE., PHOTOGRAPHS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-D.A. REJECT-DA 155H C-FOLLOW-UP INVESTIGATION-LAPD 3.14 D-HIT AND RUN SUPPLEMENT-LAPD 4.3 E-INVESTIGATOR'S FINAL REPORT-LAPD 5.10 F-LOS ANGELES CONSOLIDATED BOOKING FORM-LAPD 5.1 G-PHOTOGRAPHS H-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 I-PROPERTY REPORT-LAPD 10.1 J-RAP SHEET K-SUBPOENA L-TELETYPES M-TRAFFIC ACCIDENT REPORT-LAPD 4.1 N-TRAFFIC ACCIDENT REPORT (SUPPLEMENT)-LAPD 4.5 O-TRAFFIC ACCIDENT REPORT INVESTIGATION-LAPD 4.2 P-TRAFFIC ACCIDENT-STATUS REPORT-LAPD 4.16 Q-VEHICLE INVESTIGATION-LAPD 3.7	TO+2	TO+5		N N N N
PDX/18 0038	INVESTIGATOR'S CASE PROGRESS LOG (LAPD 1.44)	TO+2	TO+5		N N N N
FORM: LAPD 1.44 RECORD TYPES:					

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City of Los Angeles
Council Approved Records Retention Schedule

Records of: LOS ANGELES POLICE DEPARTMENT/SOUTHEAST AREA

CERTIFIED PER SECTION 12.3(B) OF LOS ANGELES ADMINISTRATIVE CODE

Sched Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type
		Office	Total		
PDX/18 0096	VICE/INFORMATION CARDS (LAPD 15.36) FORM: LAPD 15.36 RECORD TYPES:	TO+2	TO+5	N N N N	N N N N
PDX/18 0097	VISITOR ROSTER (LAPD 6.61) FORM: LAPD 6.61 RECORD TYPES:	TO+2	TO+10	N N N N	N N N N
PDX/18 0098	WARRANT ABSTRACT LOG (LAPD 8.12) FORM: LAPD 8.12 RECORD TYPES:	TO+2	TO+5	N N N N	N N N N
PDX/18 0099	WORK CONTROL FOLDERS (THERE ARE SUBTITLES A - CE; NOT ALL ARE LISTED HERE) RECORD TYPES: A-BICYCLE INVESTIGATION-LAPD 3.12 B-DEATH INVESTIGATION-LAPD 3.11 C-DETECTIVES' ACTIVITIES SUMMARY-LAPD 1.62 D-DETECTIVES' MONTHLY CRIME CLEARANCE REPORT-LAPD 1.62.11 E-DETECTIVES' MONTHLY REPORT OF ARRESTEES PROCESSED-LAPD 1.62.2 F-FOLLOW-UP INVESTIGATION-LAPD 3.14 G-INJURY INVESTIGATION-LAPD 3.15 H-INVESTIGATOR'S CASE PROGRESS LOG-LAPD 1.44 I-INVESTIGATOR'S REQUIRED FOLLOW-UP RECORD-LAPD 12.21 J-MISSING PERSON INVESTIGATION-LAPD 3.16 K-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 L-PROPERTY REPORT-LAPD 10.1 M-VEHICLE INVESTIGATION-LAPD 3.7 N-VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT-LAPD 3.4 O-WORTHLESS DOCUMENT INVESTIGATION-LAPD 3.6	CL+2	CL+4	N N N N	N N N N
PDX/18 0100	AREA VICE UNIT ROSTER RECORD TYPES:	TO+2	TO+5	N N N N	N N N N

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Sched Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type V H C L
		Office	Total		
PDX/18 0159	FELONY WARRANT PACKAGES (REC SERIES HAS VARIED MEDIA FORMAT, IE, PICTURES ...) RECORD TYPES: A-PRELIMINARY INVESTIGATION REPORT-LAPD 3.1 B-DUE DILIGENCE INVESTIGATION CHECK LIST-LAPD 12.24 C-FOLLOW-UP REPORT-LAPD 3.14 D-PICTURES E-PROPERTY REPORT-LAPD 10.1 F-SUSPECT WANTED NOTICE-LAPD 8.50 G-TELETYPES H-WARRANT I-WARRANT NOTICE - SUSPECT DESCRIPTION F-SUSPECT WANTED NOTICE-LAPD 8.50 FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR	AR+10		N N N
PDX/18 0160	FIELD COMMAND POST CADRE MASTER FILE RECORD TYPES:	AR+2	AR+4		N N N
PDX/18 0161	FIELD COMMAND POST CALL OUT LIST RECORD TYPES:	TO+2	TO+5		N N N
PDX/18 0162	FIELD COMMAND POST HANDBOOK AND ASSOCIATED LESSON PLANS RECORD TYPES:	TO+3	TO+10		N N N
PDX/18 0163	FIELD SUPPORT ANALYSIS REPORT RECORD TYPES:	TO+2	TO+5		N N N
PDX/18 0164	FLEET GAS RECEIPT FILE RECORD TYPES:	TO+2	TO+5		N N N

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Sched Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type		
		Office	Total		V	H	C L
'DX/18 0172	INVESTIGATIVE HYPNOSIS QUESTIONNAIRES RECORD TYPES:	TO+10	TO+20		N	N	N
'DX/18 0173	INVESTIGATIVE HYPNOSIS REPORT RECORD TYPES:	TO+20	TO+20		N	N	N
'DX/18 0174	JUVENILE ARREST PACKAGE (REC SERIES HAS VARIED MEDIA FORMAT, I.E., PHOTOGRAPHS) RECORD TYPES: A-ARREST REPORT-LAPD 5.2 B-CRIMINAL OFFENDER RECORD INFORMATION C-DISPOSITION OF ARREST/COURT ACTION-LAPD 5.9 D-FOLLOW-UP INVESTIGATION-LAPD 3.14 E-JUVENILE ARREST REPORT (CONT'D)-LAPD 5.2.6 F-PHOTO DISPLAY FOLDER-LAPD 15.50 G-PRELIMINARY INVESTIGATION-LAPD 3.1 H-PROPERTY REPORT-LAPD 10.1	CL+2	CL+4		N	N	N
'DX/18 0175	F-PHOTO DISPLAY FOLDER-LAPD 15.50 JUVENILE COURT AFFIDAVIT (LAPD 9.4) FORM: LAPD 9.4 RECORD TYPES:	TO+2	TO+5		N	N	N
'DX/18 0176	JUVENILE DETENTION LOG RECORD TYPES:	TO+1	TO+5		N	N	N
'DX/18 0177	JUVENILE DETENTION TELETYPES RECORD TYPES:	TO+1	TO+5		N	N	N

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