INTRADEPARTMENTAL CORRESPONDENCE

July 18, 2012 10.4

TO:

The Honorable Board of Police Commissioners

FROM:

Chief of Police

SUBJECT:

DESTRUCTION OF OBSOLETE DUPLICATE RECORDS

RECOMMENDED ACTIONS

- 1. That the Board of Police Commissioners (Board) APPROVE the Request for Authority to Destroy Obsolete Records Duplicate/Official Records for Pacific and Wilshire Areas.
- 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 126 boxes of duplicate records for Pacific and Wilshire Areas. 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

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2009

Total 30 Quantity 50 **Duplicate Records** Storage Location Nos. ō (Unit) > Records Original Records T = Termination Pag 12/31/09 Date -- -- 100 ပို Inclusive Dates P = Permanent S = Superseded 01/01/09 From The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Reten. Period 2 yrs Total (Division) Form No. Records Retention PDX/14 C = Closed or Completion E = Expiration Pacific Conf. Rec. Schedule No. Record Title (Same as on Schedule) By (Department/Bureau) AR = Annual Review LAPD/Operations West Bureau Crime & Traffic Reports 2009 12312 Culver Boulevard Retention Code: A = Audit D011 Sch. Item No. Records of of Records Location Item No. Ву

City of Los Angeles CITY CLERK

Request for

Form Gen. 48 (R.3/87)

AUTHORITY TO DESTROY OBSOLETE RECORDS

2010

Year Ending

Total 76 Quantity Pages 37 **Duplicate Records** 39 Storage Location Nos. ō (Unit) > Records Original Records S = Superseded T = Termination Pag 12-31-10 12-31-09 Inclusive Dates 01-01-09 01-01-10 From submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: Date E = Expiration P = Permanent TO+2 TO+2Reten. Period Total (Division) Form No. Records Retention PDX/07 Schedule No. Wilshire Conf. Rec. C = Closed or Completion Los Angeles Police Department Wilshire Records Unit Record Title (Same as on Schedule) 4861 W. Venice Bl., Los Angeles, Ca. 90019 By (Department/Bureau) Crime/Arrest and Traffic Reports Crime/Arrest and Traffic Reports AR = Annual Review Retenitor Code: A = Audit The above record D011 D011 Sch. Item No. of Records Records of Location Item No. 2 Ву

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,
 - 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;
- 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	7.17.12
Department/Bureau Los Angeles Police Department/Chief of Police		
Records Dated 1-1-2009 THRU 12-31-2010		