INTRADEPARTMENTAL CORRESPONDENCE

July 24, 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 West Valley 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 25 boxes of duplicate records for West Valley 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

CITY CLERK City of Los Angeles

Form Gen. 48 (R.3/87)

Request for

AUTHORITY TO DESTROY OBSOLETE RECORDS

2009 Year Ending

		Records		Quantity	24	1												35	Pages	
RECORDS UNIT	(Unit)	Duplicate Records		Storage Location Nos.	•														of	
		Original Records		Stora	6	6									:				Pag	T = Termination
		O	Inclusive Dates	То	12-31-09	12-31-09														
WEST VALLEY			Inclusiv	From	1-1-09	1-1-09												Code:		S = Superseded
	ion)	Records Retention 10 Schedule No.	Total	Reten. Period	TO+2	TO+2												12.5 of the L.A. Administrative Code:	Date	P = Permanent
	(Division)			Form No.					,									L.A. Adr		
			-	Rec.														12.5 of the		E = Expiration
				Schedule)						:								accordance with Sec.	. By	C = Closed or Completion
POLICE/OVB	(Department/Bureau)	19020 Vanowen St., Reseda		Record Title (Same as on Schedule)	CRIME AND TRAFFIC REPORTS	FIELD INTERVIEW REPORT												The above records are submitted for destruction in accordance with	25707 1/1/1/2 By	AR = Annual Review C
		19020 Vanow			CRIME AD	FIELD INT												ords are sut	- mut	Retention Code: (A = Audit
		. [Sch.	No.	D011	D015												ove rec	1	tion Code
Records of _		Location of Records	lten	No.	-	2											-	The at		Reten

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:

- 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 d	leterminations are t	rue:
Ву	knowledge, the above d	Date _	7.23.12
Department/Bure	Los Angeles Police	Department/Chief	of Police
Records Dated	1-1-2009 THRU 12-31-	2009	