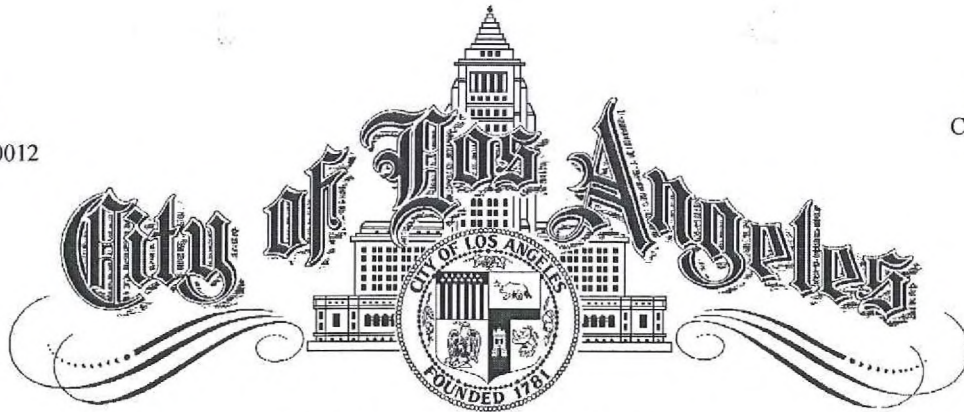


City Hall East  
200 N. Main Street  
Room 800  
Los Angeles, CA 90012

(213) 978-8100 Tel  
(213) 978-8312 Fax  
CTrutanich@lacity.org  
www.lacity.org/atty



**CARMEN A. TRUTANICH**  
City Attorney

REPORT NO. R 1 3 - 0 0 2 2

REPORT RE: JAN 1 5 2013

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE  
LOS ANGELES POLICE COMMISSION FOR THE LOS ANGELES POLICE  
DEPARTMENT, CENTRAL TRAFFIC DIVISION (PDX/24 — 18 BOXES) FOR THE  
PERIOD OF 01/01/1982 — 12/31/1988**

The Honorable City Council  
of the City of Los Angeles  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, California 90012

Honorable Members:

Transmitted herewith is a request by the Los Angeles Police Department, Central Traffic Division (PDX/24 – 18 boxes) for the period 01/01/1982 – 12/31/1988, to destroy certain obsolete records.

This Office finds that this request for destruction of obsolete records has been processed in accordance with the requirements of Los Angeles Administrative Code (LAAC) Section 12.5 and accordingly approves the destruction thereof. Also attached to this letter is a certification of the City Clerk and a form of resolution as required by LAAC Section 12.5. Should you have any questions, please contact Assistant City Attorney Carlos De La Guerra at (213) 978-8388.

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By 

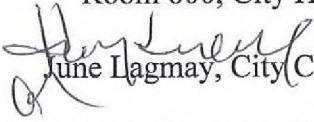
WILLIAM W. CARTER  
Chief Deputy City Attorney

WWC:pj  
Transmittal

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: **May 22, 2012**

TO: Honorable Carmen A. Trutanich, City Attorney  
Room 800, City Hall East

FROM:   
June Lagmay, City Clerk

SUBJECT: **REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS**

Attached is a Request for Authority to Destroy Obsolete Records from the Los Angeles Police Commission for the Los Angeles Police Department, signed by an authorized designee on the date indicated and for the period listed below:

DEPARTMENT/DESIGNEE/DATE	DATES OF RECORDS
Los Angeles Police Commission for the Los Angeles Police Department / Central Traffic Division (PDX/24 18 boxes) Richard M. Tefank May 15, 2012	01/01/1982 - 12/31/1988

CITY CLERK RECORDS REVIEW

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Destroy Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value. This file is therefore forwarded to your office for review and confirmation of consent on the attached Consolidated Request for Authority to Destroy Obsolete Records (Form Gen. 48a).

FISCAL IMPACT STATEMENT

The retention of 18 records boxes beyond the required retention time period, based on industry commercial standard rates, will continue to cost the City the equivalent of a minimum of \$2.92 per month, or \$34.99 per year.

Please return this letter and the enclosed documents to the City Clerk's Office for further processing to the City Council. If you have any questions please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

JL:HLW:TG  
Attachments  
0196

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy 18 boxes of Obsolete Records from 01/01/1982 through 12/31/1988 from the Los Angeles Police Department's Central Traffic Division, the request is signed by authorized designee Richard M. Tefank, and is dated May 15, 2012; and

WHEREAS, said records are fully described on the attached Request for Authority to Destroy Obsolete Records and are certified for destruction by the head of said department; and

WHEREAS, none of said records: (a) affect title to real property or liens thereon; (b) are records of any court or any records required to be held by State statute; (c) are less than 2 years old, except those records with a shorter retention period specified by law; or (d) are minutes, ordinances, or resolutions of the City Council of the City of Los Angeles, or of any Board or Commission thereof; and

WHEREAS, all other provisions of Section 12.5 of the Los Angeles Administrative Code have been complied with.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Los Angeles, that, pursuant to the provisions of Section 12.5 of the Los Angeles Administrative Code, the destruction of said records within the limitations recommended by the Information Technology and Governmental Affairs Committee is hereby approved.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Los Angeles City Council at its meeting of \_\_\_\_\_

JUNE LAGMAY - CITY CLERK

BY \_\_\_\_\_  
Deputy

Council File No. \_\_\_\_\_

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Honorable Council of the City of Los Angeles

The following departments respectfully request authority to destroy the obsolete records listed herein. The records have been retained for the period of time prescribed on approved Records Retention Schedules and have been certified for destruction in accordance with Section 12.5 of the Los Angeles Administrative Code:

DEPARTMENT

PAGE(S)

LOS ANGELES POLICE COMMISSION for the  
LOS ANGELES POLICE DEPARTMENT

Pertaining to 18 boxes of obsolete original records from the Central Traffic Division  
Dated 01/01/1982 – 12/31/1988

Police Commission memo to City Clerk Records Mgmt Division	1
COP memo to Police Commission	1
Certificate for Destruction of Records	1
Form48 Summary Sheet – 18 boxes in City Records Center	1
Form48 Request for Authority to Destroy Obsolete Records Listing 18 boxes in the City Records Center	<u>1</u>
	5
	===

Consent of the City Attorney is hereby given in accordance with Section 34090 of the Government Code:  
 See attached letter for exceptions.  No exceptions.

By  Date 11/4/13 Council File No. \_\_\_\_\_  
City Attorney

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

RICHARD DROOYAN  
PRESIDENT

JOHN W. MACK  
VICE PRESIDENT

ROBERT M. SALTZMAN  
DEBRA WONG YANG

MARIA SILVA  
COMMISSION EXECUTIVE ASSISTANT I



ANTONIO R. VILLARAIGOSA  
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

May 15, 2012

BPC #12-0133

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 – CENTRAL TRAFFIC  
DIVISION

At the regular meeting of the Board of Police Commissioners held May 15, 2012, 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

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant I

Attachment

c: Chief of Police

INTRADepartmental Correspondence

BPC #12-0233  
RECEIVED

MAY 09 2012

POLICE COMMISSION

May 4, 2012  
10.4

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

*Richard M. Tefank*  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
5/9/12  
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 Central Traffic Division.
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 18 boxes of original records for Central Traffic Division. 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

BOARD OF  
POLICE COMMISSIONERS  
Approved *May 15, 2012*  
Secretary *Maria Silva*

## 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 5.3.12

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-1982 THRU 12-31-1988

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

DIVISION/UNIT	RECORD TITLE	INCLUSIVE DATES		TOTAL BOXES
		FROM	TO	
Central Traffic	Correspondence and Subject Files	1982	1988	7
	Traffic Daily Field Activities Report	1982	1984	11

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TOTAL: 18

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CITY OF LOS ANGELES  
REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS  
(ORIGINAL RECORDS)

Date: 09/28/2010

PAGE: Page 1 of 1

RECORDS OF: LOS ANGELES POLICE DEPARTMENT/CENTRAL TRAFFIC

/PDX/24/

SCHD ITEM NO.	RECORD SERIES TITLE DESCRIPTION OF BOX CONTENTS	TOTAL RETENTION PERIOD	--INCLUSIVE DATES-- FROM TO		MEDIA CODE	DEPT. BOX NO.	CRC (BOX) NO.	COUNT
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	01/01/1983	12/31/1983	DO Imported from CARMA 11/28/98	000000155 CRC	80462	1
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	01/01/1985	12/31/1985	DO Imported from CARMA 11/28/98	000000158 CRC	80465	2
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	01/01/1986	12/31/1986	DO Imported from CARMA 11/28/98	000000156 CRC	80463	3
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	01/01/1988	12/31/1988	DO Imported from CARMA 11/28/98	000000159 CRC	80466	4
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	01/01/1987	12/31/1987	DO Imported from CARMA 11/28/98	000000157 CRC	80464	5
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	06/01/1988	08/31/1988	DO Imported from CARMA 11/28/98	000000160 CRC	80467	6
O004. /PDX/24/	CORRESPONDENCE AND SUBJECT FILES CORRESPONDENCE AND SUBJECT FILES	AR+10 RECORD TYPES:	09/01/1988	12/31/1988	DO Imported from CARMA 11/28/98	000000161 CRC	80468	7
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000023 CRC	48147	8
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000021 CRC	48143	9
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000025 CRC	48151	10
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000017 CRC	48135	11
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000019 CRC	48139	12
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000015 CRC	48131	13
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000020 CRC	48141	14
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000024 CRC	48149	15
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000018 CRC	48137	16
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000022 CRC	48145	17
O037. /PDX/24/	TRAFFIC DAILY FIELD ACTIVITIES REPORT (LAPD 1	TO+5	01/01/1982	12/31/1984		000000016 CRC	48133	18

Excluded Boxes:

TOTAL NUMBER OF BOXES ELIGIBLE FOR DESTRUCTION

18

Minus excluded boxes:

(Please line out excluded boxes on the form and note box numbers)

TOTAL NUMBER OF BOXES APPROVED FOR DESTRUCTION

18

I HEREBY CERTIFY THAT THE ABOVE SUMMARIZED RECORDS, AS DETAILED ON THE ATTACHED REQUEST (FOR AUTHORITY TO DESTROY OBSOLETE RECORDS) ARE SUBMITTED FOR DESTRUCTION IN ACCORDANCE WITH ALL RELEVANT PROVISIONS OF SECTIONS 12.4 AND 12.5 OF THE LOS ANGELES ADMINISTRATIVE CODE, AND SECTION 434 OF THE LOS ANGELES CHARTER WHERE APPLICABLE.

BY (DIV HEAD):

BY (DEPT HEAD):

DATE:

RETENTION CODES:

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

RECORD TYPES:

V=VITAL H=HISTORICAL C=CONFIDNETIAL L=LEGAL