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Los Angeles, CA 90012

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**CARMEN A. TRUTANICH**  
City Attorney

REPORT NO. R 1 3 - 0 0 2 3

JAN 1 5 2013

REPORT RE:

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE  
LOS ANGELES POLICE COMMISSION FOR THE LOS ANGELES POLICE  
DEPARTMENT, VALLEY TRAFFIC DIVISION (PDX/26 - 12 BOXES) FOR THE  
PERIOD OF 01/01/1987 – 12/31/2007**

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, Valley Traffic Division (PDX/26 – 12 boxes) for the period 01/01/1987 – 12/31/2007, 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

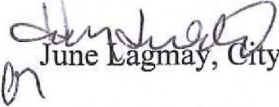
M:\Muni Counsel\RECORD DESTRUCTION\LAPD AND LAPD COMMISSION\#273 Ltr to Council PDX-26 0231 - 12 Bxs.doc

CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 8, 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 / Valley Traffic Division (PDX/26 12 boxes) Richard M. Tefank May 22, 2012	01/01/1987 - 12/31/2007

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 12 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 \$1.94 per month, or \$23.33 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  
d0231



RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy 12 boxes of Obsolete Records from 01/01/1987 through 12/31/2007 from the Los Angeles Police Department's Valley Traffic Division, the request is signed by authorized designee Richard M. Tefank, and is dated May 22, 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 12 boxes of obsolete original records from the Valley Traffic Division  
Dated 01/01/1987 – 12/31/2007

Police Commission memo to City Clerk Records Mgmt Division	1
COP memo to Police Commission	1
Certificate for Destruction of Records	1
Form48 Request for Authority to Destroy Obsolete Records Listing 12 boxes in Departmental Storage	<u>1</u>
	4
	===

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 11/14/13 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 22, 2012

BPC #12-0246

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 – VALLEY TRAFFIC  
DIVISION

At the regular meeting of the Board of Police Commissioners held May 22, 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



INTRADPARTMENTAL CORRESPONDENCE

BPC # 12-0246 8E

May 15, 2012  
10.4

RECEIVED

MAY 16 2012

TO: The Honorable Board of Police Commissioners

REVIEWED

POLICE COMMISSION

FROM: Chief of Police

*Richard M. Tefank*  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
5/16/12  
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 Valley 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 12 boxes of original records for Valley 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 22, 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 5-12-12

Department/Bureau Los Angeles Police Department/Chief of Police

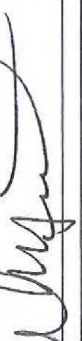
Records Dated 1-1-1987 THRU 12-31-2007



# AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		POLICE/OVB		VALLEY TRAFFIC DIVISION		ADMIN. SECTION			
		(Department/Bureau)		(Division)		(Unit)			
Location		7870 Nollan Pl, Panorama City, 91402		Records Retention 260		Schedule No. 260			
of Records				<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	13	INVESTIGATOR'S CASE ENVELOPE		15.15	5 yr	01-01-87	12-31-87	Box 1664	1
2	185	Fel Arrests - Gonzalez-Jordan		10.6	5 yr	01-01-05	12-31-05	Box 1750	1
3	37	PROPERTY DISPOSITION REQUEST		15.52.1	5 yr	01-01-06	02-10-06	Box 1923	1
4	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT.		15.52.1	5 yr	02-11-06	03-20-06	Box 1924	1
5	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	03-21-06	04-30-06	Box 1925	1
6	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	05-01-06	06-10-06	Box 1926	1
7	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	06-11-06	07-20-06	Box 1927	1
8	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	07-21-06	08-31-06	Box 1928	1
9	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	09-01-06	10-10-06	Box 1929	1
10	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	10-11-06	11-20-06	Box 1930	1
11	37	TRAFFIC DAILY FIELD ACTIVITIES REPORT		15.52.1	5 yr	11-21-06	12-31-06	Box 1931	1
12	28	STATISTICAL REPORTS			5 yr	01-01-05	02-01-05	Box 1947	1
13	28	STATISTICAL REPORTS			5 yr	02-02-05	03-01-05	Box 1948	1
14	28	STATISTICAL REPORTS			5 yr	03-02-05	05-01-05	Box 1949	1
15	28	STATISTICAL REPORTS			5 yr	05-02-05	06-01-05	Box 1950	1
16	28	STATISTICAL REPORTS			5 yr	06-02-05	07-31-05	Box 1951	1
17	28	STATISTICAL REPORTS			5 yr	08-01-05	10-01-05	Box 1952	1
18	28	STATISTICAL REPORTS			5 yr	10-02-05	11-01-05	Box 1953	1
19	28	STATISTICAL REPORTS			5 yr	11-02-05	12-31-05	Box 1954	1
20	29	SUBPOENA FILES			4 yr	01-01-06	12-31-06	Box 1955	1
21	29	SUBPOENA FILES			4 yr	01-01-07	12-31-07	Box 1956	1

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

By  Date \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_ Pag 1 of 1 Pages 1

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

Total 12