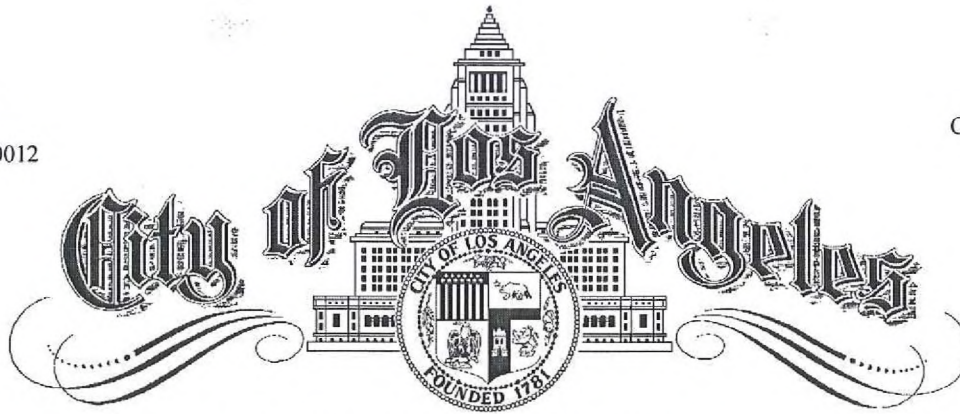


City Hall East
200 N. Main Street
Room 800
Los Angeles, CA 90012

(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 7

JAN 1 5 2013

REPORT RE:

**REQUEST TO DESTROY CERTAIN OBSOLETE RECORDS FROM THE
LOS ANGELES POLICE COMMISSION FOR THE LOS ANGELES POLICE
DEPARTMENT, VAN NUYS AND FOOTHILL (PDX/09 – 18 BOXES AND PDX/16 -
8 BOXES) FOR THE PERIOD OF 01/01/2001 – 12/31/2005**

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, Van Nuys and Foothill (PDX/09 – 18 boxes and PDX/16 - 8 boxes) for the period 01/01/2001 – 12/31/2005, 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

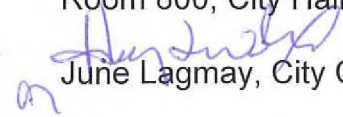
WWC:pj
Transmittal

M:\Muni Counsel\RECORD DESTRUCTION\LAPD AND LAPD COMMISSION\#227 Ltr to Council PDX-09 d0195 -26 Bxs.doc

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: June 22, 2011

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 / Van Nuys & Foothill (PDX/09 18 boxes PDX/16 8 boxes) Richard M. Tefank January 27, 2011	01/01/2001 - 12/31/2005

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 26 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 \$4.06 per month, or \$48.67 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
d0195

RESOLUTION

WHEREAS, the City Clerk has submitted a Request for Authority to Destroy 26 boxes of Obsolete Records from 01/01/2001 through 12/31/2005 from the Los Angeles Police Commission for the Los Angeles Police Department's Van Nuys and Foothill Divisions, and the request is signed by authorized designee Richard M. Tefank, and is dated January 27, 2011; 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

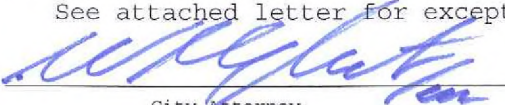
The following departments respectfully request authority to destroy the obsolete records listed herein. The records have been retained for the period of time prescribed on approved Records Retention Schedules and have been certified for destruction in accordance with Section 12.5 of the Los Angeles Administrative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

DEPARTMENT	PAGE(S)
LOS ANGELES POLICE COMMISSION for the LOS ANGELES POLICE DEPARTMENT	
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	<u>2</u>
	5

O:\Records Correspondence\PDX 09 & 16 d0195 26 boxes div.wpd

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 1/14/13 Council File No. _____
City Attorney

LC ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

JOHN W. MACK
PRESIDENT

ALAN J. SKOBIN
VICE PRESIDENT

RICHARD DROOYAN
ROBERT M. SALTZMAN
DEBRA WONG YANG

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT I



ANTONIO R. VILLARAIGOSA
MAYOR

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

NICOLE C. BERSHON
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

February 1, 2011

BPC #11-0041

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

At the regular meeting of the Board of Police Commissioners held Tuesday, February 1, 2011, 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

INTL. DEPARTMENTAL CORRESPONDENCE

BPC #11-00411
RECEIVED 8C

JAN 26 2011

January 26, 2011
10.4

REVIEWED

POLICE COMMISSION

TO: The Honorable Board of Police Commissioners

Edward N. Tefank
EDWARD N. TEFANK
DEPUTY DIRECTOR

1/27/11
DATE

FROM: Chief of Police

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 Foothill and Van Nuys 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 26 boxes of original records for Foothill and Van Nuys 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

BOARD OF
POLICE COMMISSIONERS
Approved *February 1, 2011*
Secretary *Maria Silva*

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

January 25 2011

Department/Bureau Los Angeles Police Department/Chief of Police

Records Dated 1-1-2001 THRU 12-30-2010

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		LOS ANGELES POLICE DEPARTMENT		VAN NUYS AREA		AREA & DETECTIVES		
		(Department/Bureau)		(Division)		(Unit)		
Location of Records		6240 SYLMAR AVE., VAN NUYS		Records Retention Schedule No. PDX 09		<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 From To	Storage Location Nos.	Quantity
1	O060	PROJECT FOLDERS			AR+4	1/1/04 12/31/04	Boxes: 2928 thru 2931	4
2	O099	WORK CONTROL FOLDERS			CL+4	1/1/04 12/31/04	Boxes: 3017 thru 3021	5
3	O120	CASE DISPOSITION SUMMARIES			CL+4	1/1/04 12/31/04	Boxes: 3025, 3028, 3029	3
[REDACTED SECTION]								
5	O026	DETENTION TANK LOG		6.19	CL+4	1/1/04 12/31/04	Box 3070	1
6	O136	DEPLOYMENT GUIDE			AR+4	1/1/04 12/31/04	Box 3071	1
7	O199	ORDERS, NOTICES, TRAINING BULLETINS			TO+5	1/1/04 12/31/04	Box 3072	1
8	O206	PERSONAL SERVICE CITATION BOOKS		4.50	CL+4	1/1/04 12/31/04	Boxes: 3073 thru 3075	3
							TOTAL	24

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

By [Signature] Date _____ Page _____ of _____ Pages

AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of		POLICE/OVB		FOOTHILL AREA		DETECTIVES		
		(Department/Bureau)		(Division)		(Unit)		
Location of Records		12760 OSBORNE ST, PACOIMA		Records Retention Schedule No. 16		<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	99	WORK CONTROL FOLDERS		MISC	4	01/01/03	12/31/10	1 BOX
2	99	WORK CONTROL FOLDERS		MISC	4	01/01/04	12/31/04	1 BOX
3	99	WORK CONTROL FOLDERS		MISC	4	01/01/02	12/31/04	1 BOX
4	99	WORK CONTROL FOLDERS		MISC	4	01/01/01	12/31/01	1 BOX
5	99	WORK CONTROL FOLDERS		MISC	4	01/01/05	12/31/05	1 BOX
[REDACTED]								
7	173	JUVENILE ARREST PACKAGE		MISC	5	06/01/02	12/31/02	1 BOX
8	173	JUVENILE ARREST PACKAGE		MISC	5	06/01/03	07/31/03	1 BOX
8	173	JUVENILE ARREST PACKAGE		MISC	5	01/01/02	05/33/02	1 BOX

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

By [Signature] Date Page 1 of 1 Pages 0

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