

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 17 - 0 1 5 8

REPORT RE:

MAY 15 2017

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR LOS ANGELES  
POLICE DEPARTMENT, POLICE DETECTIVE BUREAU, HOMICIDE LIBRARY UNIT  
(Schedule PDX/64)**

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

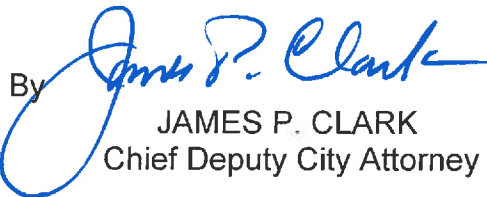
Honorable Members:

Transmitted herewith is the proposed new records disposition for the Los Angeles Police Department Police Detective Bureau, Homicide Library Unit, Schedule PDX/64, Board of Police Commissioners Report 16-0394. This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Senior Assistant City Attorney Carlos De La Guerra of our Office at (213) 978-8380.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By   
JAMES P. CLARK  
Chief Deputy City Attorney

JPC:cl

Transmittal

M:\Muni Counsel\RECORDS DISPOSITION\LAPD\Report to Council - #11 Homicide Library Unit PD-64.doc


CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: January 10, 2017

TO: Honorable Mike Feuer, City Attorney  
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk 

SUBJECT: **NEW DEPARTMENTAL RECORDS DISPOSITION SCHEDULE  
LOS ANGELES POLICE DEPARTMENT  
POLICE DETECTIVE BUREAU  
HOMICIDE LIBRARY UNIT (Schedule PDX/64)  
Board of Police Commissioners Report 16-0394**

Attached is a proposed new records disposition schedule for the Los Angeles Police Department's Homicide Library Unit. This schedule has been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and is signed by an authorized designee of the Police Commission and by the City's Records Management Officer for the City Clerk.

Please review this item and submit it with your comments and recommendations 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.

HLW:SH:TG  
attachments

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

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PRESIDENT

STEVE SOBOROFF  
VICE PRESIDENT

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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

November 23, 2016

BPC #16-0394

Mr. Todd Gaydowski  
Records Management Officer  
Office of the City Clerk  
555 Ramirez Street, Space 320  
Mail Stop 161

Dear Mr. Gaydowski:

RE: PROPOSED ADDITION TO COUNCIL APPROVED RECORDS RETENTION  
SCHEDULE-PDX 64

At the regular meeting of the Board of Police Commissioners held November 22, 2016, 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 cursive script that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

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REVIEWED  
IT

November 16, 2016  
10.4

TO: The Honorable Board of Police Commissioners

RECEIVED  
NOV 16 2016  
DATE

FROM: Chief of Police

POLICE COMMISSION

SUBJECT: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION SCHEDULE-PDX 64

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners (Board) APPROVE the City of Los Angeles Proposed Addition to Council-Approved Records Retention Schedule for Original Official Records for Homicide Library Unit (HLU).
2. That the Board TRANSMIT this report and schedules 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 "Proposed Additions to Council Approved Records Retention Schedule" forms, herein consist of original records for one entity of the Department, establishing Homicide Library Unit as PDX 64 and provides a Records Retention Schedule for the entity. The attached schedule has been reviewed by Records Management Officer Todd Gaydowski, Division Head, Records Management Division, City Clerk's Office. It is confirmed that the schedule is in accordance with the guidelines developed by the City Clerk and all items satisfy the requirements as specified by the Los Angeles Administrative Code, Section 12.3.

If you have any questions, please contact Police Administrator Terry L. Carter, Commanding Officer, Records and Identification Division, at (213) 486-8185.

Respectfully,



CHARLIE BECK  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved November 22 2016  
Secretary Maria Silva

Attachment

Form Gen. 60 (R.10/81)		Sch. No.	Department/Bureau			By: (Dept. Head)			Date
<b>RECORDS RETENTION SCHEDULE</b> (Original/Official Records)		64	Police/Detective Bureau			See Commission Cover Letter			
		Rev. No.	Office of (Original) Record Homicide Library Unit			By: (City Clerk, Rec. Mgt/Off.)			Date
		<i>Model Handover 1/6/17</i>							
ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
01	Murder Book-Solved		C+20	P		N	N	N	
	A-Arrest Report	5.2							
	B-Chronological Report	3.11.6							
	C-Crime Scene Log	3.11.4							
	D-Death Investigation Report	3.11							
	E-Follow Up Investigation Report	3.14							
	F-Preliminary Investigation Report	3.1							
	G-Press Release	3.11.5							
	H-Property Report	10.1							
	I-Vehicle Investigation	3.7							
	J- Witness List	3.11.7							
02	Murder Book-Unsolved		TO+20	P		N	N	N	
	A-Arrest Report	5.2							
	B-Chronological Report	3.11.6							
	C-Crime Scene Log	3.11.4							
	D-Death Investigation Report	3.11							
	E-Follow Up Investigation Report	3.14							
	F-Preliminary Investigation Report	3.1							
	G-Press Release	3.11.5							
	H-Property Report	10.0							

Certified per Sec. 12.3(e) of L.A. Admin. Code:

Form Gen. 60 (R.10/81)  <b>RECORDS RETENTION SCHEDULE</b> (Original/Official Records)	Sch. No. 64	Department/Bureau Police/Detective Bureau	By: (Dept. Head)	Date
	Rev. No.	Office of (Original) Record Homicide Library Unit	By: (City Clerk, Rec. Mgt. Off.)	Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
002	Murder Book- Unsolved (Continued)								
	I-Vehicle Report	3.7							
	J-Witness List	3.11.7							