



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0 1 5 7

REPORT RE:

MAY 15 2017

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR LOS ANGELES
POLICE DEPARTMENT, USE OF FORCE REVIEW DIVISION
(Schedule PDX/40)**

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, Use of Force Review Division, Schedule PDX/40. 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 - #9 Use of Force Review Division PDX 40.doc


CITY OF LOS ANGELES

INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 29, 2016

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
USE OF FORCE REVIEW DIVISION (Schedule PDX/40)
Board of Police Commissioners Report 16-0385**

Attached is a proposed new records disposition schedule for the Los Angeles Police Department's Use of Force Review Division. 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

MATTHEW M. JOHNSON
PRESIDENT

STEVE SOBOROFF
VICE PRESIDENT

SANDRA FIGUEROA-VILLA
SHANE MURPHY GOLDSMITH
CYNTHIA McCLAIN-HILL

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
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

November 1, 2016

BPC #16-0385

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 RECORD RETENTION
SCHEDULE-PDX 40

At the regular meeting of the Board of Police Commissioners held November 1, 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

BPC #16-0385

RECEIVED

OCT 26 2016

October 26, 2016
10.4

TO: The Honorable Board of Police Commissioners

POLICE COMMISSIONERS
REVIEWED

FROM: Chief of Police

Richard M. Tejank
RICHARD M. TEJANK
EXECUTIVE DIRECTOR
10/26/16
DATE

SUBJECT: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION SCHEDULE-PDX 40

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 and Duplicate Official Records for Use of Force Review Division.
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 the Department's records.

The "Proposed Additions to Council Approved Records Retention Schedule" forms, herein consist of original and duplicate records for one entity of the Department, establishing Use of Force Review Division as PDX 40 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 1, 2016*
Secretary *Maria Silva*

Attachment

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

Form Gen. 60 (R.10/81) RECORDS RETENTION SCHEDULE (Original/Official Records)	Sch. No. PDX40	Department/Bureau LAPD/OAS	By: (Dept. Head)	Date
	Rev. No.	Office of (Original) Record UOFRD	By: (City Clerk, Rec. Mgt. Off.) <i>Yael Laydowski</i>	Date <i>11/16/16</i>

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
	RECORDS RETENTION SCHEDULE TO BE CREATED								
	FOR /PDX/40/								
O	ORIGINAL RECORDS								
0001	ACTIVITY REPORT - USE OF FORCE REVIEW DIV.		TO+2		PE	N	N	N	
	RECORDS TYPE								
0002	AUDITS		TO+2		PE	N	N	N	
0003	CORRESPONDENCE - INTER		TO+2		TO+25	N	N	N	
0004	CORRESPONDENCE - INTRA		TO+2		TO+10	N	N	N	
0005	GENERAL FILE CORRESPONDENCE		TO+2		TO+10	N	N	Y	
0006	OFFICIAL DIVISIONAL TIME BOOK (L.A.P.D 15.30)		TO+2		CL+5	N	N	Y	
0007	PERSONNEL FOLDERS - DIVISIONAL (LAPD 01.01)		TO+2		TE	N	N	Y	
	A. DUTY CERTIFICATE-PDAS 430								
	B. EMPLOYEE REPORT-LAPD 15.07.01								
	C. PERMIT FOR OUTSIDE EMPLOYMENT-LAPD 0 1.47								
	D.MISCELLANEOUS PERSONNEL REPORTS								
0008	PROJECT FILES		TO+2		PE	N	N	Y	

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

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

Form Gen. 60 (R. 10/81)	Sch. No. PDX40	Department/Bureau LAPD/OAS	By: (Dept. Head)	Date
	Rev. No.	Office of (Original) Record UOFRD	By: (City Clerk, Rec. Mgt. Off.)	Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
O009	SWORN/CIVILIAN PERSONNEL ROSTER		TO+2		TO+4				
O010	PERSONNEL COMPLAINT ENVELOPE (1.28)		TO+2		TO+10				
O011	EMPLOYEE COMMENT SHEET (1.77)		TO+2		TO+5				
O012	USE OF FORCE CASE PACKAGES - NON-CATEGORICAL		TO+2		PE				
	A. BOX #								
	B. MISCELLANEOUS								
O013	USE OF FORCE CASE PACKAGES - CATEGORICAL		TO+4		PE	N	N	Y	
	A. HS - HEADSTRIKE								
	B. K9 - DOG								
	C. OIS - OFFICE INVOLVED SHOOTING								
	D. LERI - LAW ENFORCEMENT RELATED INJURY								
	E. ICD - IN CUSTODY DEATH								
O014	COMMANDING OFFICER -		TO+5		PE	N	N	Y	
	A. DIRECTIVE MATERIALS								
	B. TTRC								
	C. MISC								
O015	MATERIALS FROM OUTSIDE AGENCIES		TO+10		PE	N	N	Y	
O016	CATEGORICAL - BOARD/PEER MEMBERS		TO+5		PE	N	N	Y	
O017	CORRESPONDENCE - CATEGORICAL		TO+5		PE	N	N	Y	

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

Form Gen. 60 (R.10/81) RECORDS RETENTION SCHEDULE (Original/Official Records)	Sch. No. PDX40	Department/Bureau LAPD/OAS	By: (Dept. Head)	Date
	Rev. No.	Office of (Original) Record UOFRD	By: (City Clerk, Rec. Mgt. Off.)	Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
	RECORDS RETENTION SCHEDULE TO BE CREATED FOR /PDX/40/								
D	DUPLICATE RECORDS SERIES:								
D001	BUDGET RECORDS		TO+3		TO+3	N	N	N	
	A. BUDGET REQUEST/PACKAGE								
	B. CORRESPONDENCE								
	C. DIVISIONAL BUDGET REQUEST								
	D. MISC								
D002	GENERAL FILE CORRESPONDENCE (RECEIVING OFFICE)		TO+2		TO+2	N	N	N	
D003	INTER/INTRADEPARTMENTAL CORRESPONDENCE (RECEIVING OFFICE)		TO+2		TO+2	N	N	N	
D004	INTER/INTRADEPARTMENTAL CORRESPONDENCE (ORIGINATING OFFICE)		TO+2		TO+2	N	N	N	
D005	INTRADEPARTMENTAL NOTICES		TO+2		TO+2	N	N		

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

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

Form Gen. 60 (R. 10/81)		Sch. No.	Department/Bureau			By: (Dept. Head)			Date
RECORDS RETENTION SCHEDULE (Original/Official Records)		PDX40	LAPD/OAS						
		Rev. No.	Office of (Original) Record UOFRD			By: (City Clerk, Rec. Mgt. Off.)			Date
ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
D006	PERSONNEL EXPENSE STATEMENT		TO+2		TO+4	N	N	N	
D007	TIMEKEEPING RECORDS		TO+2		TO+5	N	N	N	
	A. OVERTIME REPORT (02.24.00)		TO+2		TO+5	N	N	N	
	B. SIGN IN SHEETS		TO+2		TO+5	N	N	N	
	C. TIMSHEETS CORRECTIONS REPORT LAPD 02.30		TO+2		TO+5	N	N	N	
D008	TRAVEL AUTHORITY		TO+4		TO+5	N	N	N	
D009	REQUISITIONS (LAPD 15.11)		TO+2		TO+2	N	N	N	
D010	STORES REQUISITION (DS 70)		TO+2		TO+2	N	N	N	
D011	CATEGORICAL		TO+2		TO+2	N	N	N	
	A. CERTIFICATE OF SERVICE								
	B. MISC. DOCUMENTS								
D012	INTERNAL PROCESS REPORTS		TO+4		TO+10	N	N	Y	
D013	CATEGORICAL		TO+2		TO+10	N	N	Y	
	A. MISC DOCUMENTS								
D014	NON-CATEGORICAL		TO+2		TO+10	N	N	Y	
	A. MISC DOCUMENTS								
D015	TACTICAL REVIEW SECTION		TO+2		TO+10	N	N	Y	
	A. MISC DOCUMENTS								

