

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 1 7 - 0 2 3 1

JUL 1 7 2017

REPORT RE:

**REVISION TO DEPARTMENTAL RECORDS DISPOSITION SCHEDULE FOR
LOS ANGELES POLICE DEPARTMENT, RECORDS & IDENTIFICATION DIVISION
(Schedule PDX/76)**

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 revision to the departmental records disposition schedule for the Los Angeles Police Department Records & Identification Division, Schedule PDX/76. 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:pj
Transmittal


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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: **MAY 04 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: **REVISION TO DEPARTMENTAL
RECORDS DISPOSITION SCHEDULE
LOS ANGELES POLICE DEPARTMENT
RECORDS & IDENTIFICATION DIVISION (Schedule PDX/76)
REDUCTION OF RETENTION OF JUVENILE PACKAGES**

Attached is a proposed revision to the retention of Juvenile Packages on the records retention schedule of the Records & Identification Division of the Los Angeles Police Department, schedule PDX/76. This item has been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and was approved by the Board of Police Commissioners on August 19, 2014, per Board File #14-0315. The notice of approval of the Board of Police Commissioners, signed by the Commission Executive Assistant, is attached with the proposed revisions, which are signed by the City's Records Management Officer for the City Clerk.

Please review this schedule and submit your comments and recommendations to the City's Records Management Officer, Todd Gaydowski, at the City Clerk's Records Management Division, Piper Technical Center, Space 320, City Mail Stop 161.

For further information, please contact Todd Gaydowski at 473-8449.

HLW:SH:TG
attachments

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

Form Gen. 60 (R.10/81)		Sch. No. 76	Department/Bureau LAPD - Administrative Services Bureau			By: (Dept. Head) <i>Approved per board report</i>			Date 8/19/14
RECORDS RETENTION SCHEDULE (Original/Official Records)		Rev. No.	Office of (Original) Record Records and Identification Division			By: (City Clerk, Rec. Mgt. Off.) <i>Wade Thompson</i>			Date 8/25/14
ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
	REQUEST TO CHANGE RECORDS RETENTION								
	SCHEDULE ITEM								
	FROM:								
0039	JUVENILE PACKAGES (SEALED & UNSEALED)		AR		AR+20	N	N	Y	
	(DESTROY WHEN PETITIONER REACHES AGE 38)								
	RECORD TYPES: CONFIDENTIAL								
	A-Arrest Report-LAPD 05.02								
	B- Disposition of Arrest and Court Action - LAPD 05.09								
	C- Juvenile Petition Request - LAPD 05.03								
	D- Preliminary Investigation - LAPD 03.01								
	E- Property Report - LAPD 10.01								
	TO:								
0039	JUVENILE PACKAGES (Court Orders to Seal Arrests)		CL + 5		CL + 5	N	N	Y	
	RECORD TYPES: CONFIDENTIAL								
	A-Arrest Report-LAPD 05.02								
	B- Disposition of Arrest and Court Action - LAPD 05.09								
	C- Juvenile Petition Request - LAPD 05.03								
	D- Preliminary Investigation - LAPD 03.01								
	E- Property Report - LAPD 10.01								

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

**City of Los Angeles
Council Approved Records Retention Schedule
(Original Records)**

Records of: **LOS ANGELES POLICE DEPARTMENT/RECORDS AND IDENTIFICATION DIVISION**

PDX/76

CERTIFIED PER SECTION 12.3(E) OF LOS ANGELES ADMINISTRATIVE CODE

Sched Item NO.	Record Title (Remarks) Subtitle	Retention		Media Code	Record Type			
		Office	Total		V	H	C	L
PDX/76 0035	JUVENILE AUTOMATED INDEX NUMBERS RECORD RECORD TYPES:	TO+2	TO+5		N	N	N	
PDX/76 0036	JUVENILE CONTACT ONLY LOG (CONTACT BLOTTER LIST) RECORD TYPES:	TO+2	TO+10		N	N	N	
PDX/76 0037	JUVENILE CUSTODY REPORTS RECORD TYPES: A-DISPOSITION OF ARREST AND COURT ACTION-LAPD 05.09 B-TELETYPES	TO+1	TO+5		N	N	N	
PDX/76 0038	JUVENILE NUMBER ARREST BLOTTER (TEMP 106) (REC SERIES TO BE DELETED PER REV. 1) FORM: TEMP 106 RECORD TYPES: Confidential	CL	CL+4		N	N	Y	
PDX/76 0039	JUVENILE PACKAGE (SEALED & UNSEALED) (DESTROY WHEN PETITIONER REACHES AGE 38) RECORD TYPES: Confidential A-ARREST REPORT-LAPD 05.02 B-DISPOSITION OF ARREST AND COURT ACTION-LAPD 05.09 C-JUVENILE PETITION REQUEST-LAPD 05.03 D-PRELIMINARY INVESTIGATION-LAPD 03.01 E-PROPERTY REPORT-LAPD 10.01	AR	AR+20		N	N	Y	
PDX/76 0040	JUVENILE PACKAGE AND INDEX CARD RECORD TYPES:	CL+2	CL+10		N	N	N	
PDX/76 0041	LA NUMBER LOG BOOK RECORD TYPES:	TO+75	TO+75		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED 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 EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL I=LEGAL