

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0 1 9 8
JUN 0 9 2017

REPORT RE:

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR
LOS ANGELES POLICE DEPARTMENT, OMBUDS
(Schedule PDX/84)**

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, OMBUDS, Schedule PDX/84. This Office approves the proposed news 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

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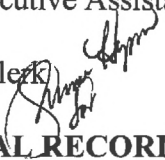
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: May 16, 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
OMBUDS (Schedule PDX/84)
Board of Police Commissioners Report 17-0159**

Attached is a proposed new records disposition schedule for the Los Angeles Police Department's OMBUDS 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

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VICE PRESIDENT

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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 2, 2017

BPC #17-0159

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 84

At the regular meeting of the Board of Police Commissioners held May 2, 2017, 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 II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

April 19, 2017
10.4

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION
SCHEDULE-PDX 84

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 OMBUDS.
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 and duplicate records for one entity of the Department, establishing OMBUDS as PDX 84 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

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. Department/Bureau
PDX 84 LAPD / OCCP / RMLAG

Rev. No. Office of (Original) Record
OMBUD

By: (Dept. Head)
Police Comm Apt 17-0159 Date *5/2/17*

By: (City Clerk, Rec. Mgt. Off.)
Madd Szaydowski Date *5/12/17*

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
0	ORIGINAL RECORD SERIES								
001	ACTIVITY REPORTS		TO + 3	TO + 5		N	N	N	
	Record Types: Historical								
002	REFERENCE MATERIAL		AR + 3	AR + 15		N	N	N	
003	NOTICES-PERSONNEL AND TRAINING		TO + 2	TO + 10		N	N	N	
	REFERENCE MATERIAL & MANUELS								
	Record Types								
004	PROJECT FILES		CL + 1	CL + 7		Y	N	N	
	Record Type: Confidential								
005	REQUEST FOR OUTSIDE EMPLOYMENT	1.47	TO + 4	TO + 10		N	N	N	
006	TIME BOOK/TIME SHEETS		CL + 2	CL + 4		N	N	N	
007	BOARD OF INQUIRY RECORDS		TO + 5	TO + 10		N	N	Y	
	A-Correspondence								
	B-Reports								
	C-Tapes								
008	OMBUD CLIENT CASE FILES		CL + 5	CL + 15		N	N	Y	
009	CORRESPONDENCE (Inter & Intra)		AR + 2	AR + 5		Y	N	N	
010	SUBJECT FILES		TO + 2	TO + 5		N	N	N	
	A-Meetings								
	B-Cost Accounting								
	C- Supply Orders								

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)

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Sch. No.	Department/Bureau	By: (Dept. Head)	Date
PDX 84	LAPD / OCCP/RMLAG		
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date
	OMBUD		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
D	DUPLICATE RECORD SERIES		TO + 3	TO + 5		N	N	N	
001	CHIEF OF POLICE NOTICES/MEMO/ORDERS		TO + 10	TO + 10		Y	Y	N	
	Office of the chief of Police / Record Types								
002	EMERGENCY PROCEDURES		SU	SU		Y	N	N	
003	INTER AND INTRA DEPARTMENTAL MANUALS & PUBLICATIONS (originating office) Record Types		SU	SU		N	N	N	
004	ORGANIZATIONAL CHART		SU	SU		N	N	N	
005	RECORD RETENTION SCHEDULES (Gen 60 &) (City Clerk, Records Management Division) Record Type		SU + 2	SU + 2		Y	N	N	
006	REQUISITIONS GS/S - 70)	15.11	TO + 2	TO + 2		N	N	N	
	Supply Division Form								
007	SPECIALIZED TRAINING REQUESTS		TO + 3	TO + 3		N	N	N	
008	TIMEKEEPING RECORDS		TO + 3	TO + 3		N	N	N	
	Fiscal Operations Division Record Type								
	A-Timesheets								
	B-Timesheet Correction Report (Gen. 2.30)								
	C-Overtime Status								
	D-Transfer and or Change in Paygrade								
009	MEDICAL REPORT (Record Types)		TO + 5	TO + 10		Y	Y	N	
	Forms Gen 1.30, 191, 193, 38 , 5020								
	Documentations								