



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 18 - 0027
JAN 26 2018

REPORT RE:

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR
LOS ANGELES POLICE DEPARTMENT, COMPSTAT DIVISION
(Schedule PDX/85)**

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

Honorable Members:

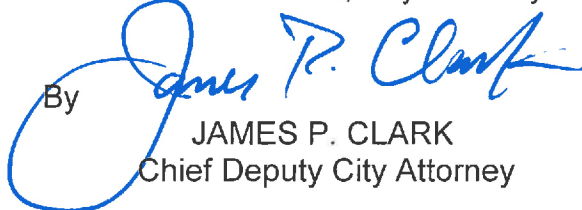
Transmitted herewith is the proposed new records disposition for the Los Angeles Police Department, Compstat Division, Schedule PDX/85. This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles 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

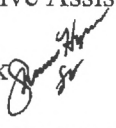
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CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 30, 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
COMPSTAT DIVISION (Schedule PDX/85)
Board of Police Commissioners Report 17-0361**

Attached is a proposed new records disposition schedule for the Los Angeles Police Department's Compstat Division, schedule PDX/85. 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 schedule 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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STEVE SOBOROFF
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DJANGO SIBLEY
ACTING 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

September 19, 2017

BPC #17-0361

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 85 FOR ORIGINAL/OFFICIAL RECORDS FOR COMPSTAT DIVISION

At the regular meeting of the Board of Police Commissioners held September 19, 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 cursive script that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

110301

25

September 13, 2017
10.4

TO: The Honorable Board of Police Commissioners

REVIEWED
RECEIVED
SEP 14 2017

FROM: Chief of Police

POLICE COMMISSIONERS
Richard M. Velank
RICHARD M. VELANK
EXECUTIVE DIRECTOR
9/13/17
DATE

SUBJECT: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION
SCHEDULE-PDX 85

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 Compstat Division.
2. That the Board TRANSMIT this report and schedule 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" form herein consists of original records for one entity of the Department, establishing Compstat Division as PDX 85 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) 486-8170.

Respectfully,


CHARLIE BECK
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *September 19, 2017*
Secretary *Nancy Su*

Attachments

Form Gen. 60 (R.10/81) RECORDS RETENTION SCHEDULE (Original/Official Records)	Sch. No. NA	Department/Bureau POLICE DEPARTMENT	By: (Dept. Head) <i>See COP memo & BPC Ltr</i>	Date <i>9/19/17</i>
	Rev. No. NA	Office of (Original) Record COMPSTAT DIVISION	By: (City Clerk, Rec. Mgt. Off.) <i>Yodel Geydowski</i>	Date <i>10/30/17</i>

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
001	CORRESPONDENCE	NA	AR+2	AR+10	AR+10	N	N	N	
002	PROJECTS	NA	AR+3	AR+10	AR+10	N	N	N	
003	APPLICANT FOLDERS	NA	TO+2	TO+5	TO+5	N	N	N	
	A- TRANSFER APPLICANT DATA SHEET	15.88	TO+2	TO+5	TO+5	N	N	N	
	B- SWORN/CIVILIAN ADVANCEMENT & OPPORTU	NA	TO+2	TO+5	TO+5	N	N	N	
004	DEPLOYMENT PLANNING SYSTEM DOCUMENTS	NA	TO+2	TO+5	TO+5	N	N	N	
	A- SIGN IN SIGN OUT SHEETS	NA	CL+2	CL+4	CL+4	N	N	N	
	B- DAILY WORKSHEETS	NA	CL+2	CL+4	CL+4	N	N	N	
	C- TIMESHEET CORRECTION	02.30.00	CL+2	CL+4	CL+4	N	N	N	
005	VACATION SCHEDULE	TEMP 70	TO+2	TO+10	TO+5	N	N	N	
006	SUBPOENA FILES	NA	CL+2	CL+10	CL+10	N	N	N	
	A- CONSOLIDATED SUBPOENA LIST	6.44.00	CL+2	CL+10	CL+10	N	N	N	
	B- DECLARATION FOR CONTINUANCE - GENERAL	15.55.00	CL+2	CL+10	CL+10	N	N	N	
	C- DECLARATION FOR CONTINUANCE - VACATION	15.55.00	CL+2	CL+10	CL+10	N	N	N	
	C- COURT LIST	NA	CL+2	CL+10	CL+10	N	N	N	
	E- EMPLOYEE SUBPOENA RECORD	15.29.00	CL+2	CL+10	CL+10	N	N	N	
	F- SUBPOENA	NA	CL+2	CL+10	CL+10	N	N	N	
007	TRAVEL ORDERS	NA	TO+2	TO+5	TO+5	N	N	N	
	A- FLYING WHILE ARMED ITINERARIES	NA	TO+2	TO+ 10 ⁵	TO+ 10 ⁵	N	N	N	
	B- REQUEST FOR TRAVEL AUTHORITY	15.72.00	TO+2	TO+5	TO+5	N	N	N	
	C- REQUEST FOR INVESTIGATIVE TRAVEL	15.70.00	TO+2	TO+5	TO+5	N	N	N	

