

**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 18 - 0 0 2 6  
JAN 2 6 2018

**REPORT RE:**

**PROPOSED NEW RECORDS DISPOSITION SCHEDULE FOR LOS ANGELES  
POLICE DEPARTMENT, TECHNICAL INVESTIGATION DIVISION  
(Schedule PDX/72)**

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

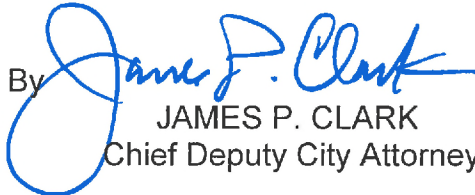
Honorable Members:

Transmitted herewith is the proposed new records disposition for the Los Angeles Police Department, Technical Investigation Division, Schedule PDX/72. 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  
TECHNICAL INVESTIGATION DIVISION (Schedule PDX/72)  
Board of Police Commissioners Report 17-0446**

Attached is a proposed new records disposition schedule for the Los Angeles Police Department's Technical Investigation Division, schedule PDX/72. 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

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POLICE COMMISSIONERS

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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

November 14, 2017

BPC #17-0446

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-72

At the regular meeting of the Board of Police Commissioners held November 14, 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

17-0496 RECEIVED 12

NOV 03 2017

November 8, 2017  
10.4

REVIEWED

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

*Richard M. Tefank* 11/8/17  
RICHARD M. TEFANK DATE  
EXECUTIVE DIRECTOR

SUBJECT: PROPOSED ADDITION TO COUNCIL-APPROVED RECORDS RETENTION SCHEDULE-PDX 72

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 Technical Investigation 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 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 Technical Investigation Division as PDX 72 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*

CHARLIE BECK  
Chief of Police

BOARD OF  
POLICE COMMISSIONERS  
Approved *November 14, 2017*  
Secretary *Maria Silva*

Attachment

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. PDX/72	Department/Bureau LOS ANGELES POLICE DEPARTMENT/DB	By: (Dept. Head) BPC Report 17-0446	Date 11/14/17
	Rev. No.	Office of (Original) Record TECHNICAL INVESTIGATION DIVISION	By: (City Clerk, Rec. Mgt. Off.) Joelle [Signature]	Date 10/10/17

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST.	CONF.	REMARKS
			OFFICE	CENTER	DESTROY				
O	ORIGINAL RECORDS								
O001	ANALYZED EVIDENCE REPORT	12.20	TO+3	TO+10		N	N	N	
O002	CORRESPONDENCE AND SUBJECT FILES		TO+5	TO+10		N	N	N	
O003	DAILY SIGN-OUT SHEET	15.19	TO+2	TO+5		N	N	N	
O004	DIVISIONAL PERSONNEL FOLDERS	1.01	TE	TE		N	N	N	
O005	FINGERPRINT LIFT CARDS - CRIMES		TO+10	PE		N	N	N	
O006	FINGERPRINT LIFT CARDS - HOMICIDES		TO+10	PE		N	N	N	
O007	CDs/DVDs - CRIMES, BOOKINGS, TRAFFIC ACCIDENTS		TO+4	PE		N	N	N	
O008	OVERTIME REPORTS	2.24	TO+2	TO+5		N	N	N	
O009	POLYGRAPH TEST INFORMATION ENVELOPE	12.36	TO+2	TO+5		N	N	N	POLICE AND FIRE CANDIDATES
O010	POLYGRAPH TEST INFORMATION ENVELOPE	12.36	TO+2	PE		N	N	N	CRIMES AND HOMICIDES
O011	POLYGRAPH TEST INFORMATION ENVELOPE	12.36	TO+2	TO+10		N	N	N	INTERNAL SCREENING
O012	REQUEST FOR FINGERPRINT COMPARISON	12.34	TO+3	TO+5		N	N	N	
O013	SOUND RECORDING MEDIA ISSUE RECEIPT A/B	12.48	TO+3	TO+20		N	N	N	
O014	VISITOR ROSTER	6.60	TO+2	TO+10		N	N	N	
O015	EMPLOYEE COMMENT SHEET	1.77	TO+2	TO+5		N	N	N	
O016	RECORDING MEDIA INVENTORY	12.40	TO+1	PE		N	N	N	