

RISK MANAGEMENT AND LEGAL AFFAIRS DIVISION

NOTICE
14.4

October 13, 2021

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Risk Management and Legal Affairs Division

SUBJECT: CANCELTION OF DOCUMENT RETENTION FOR
James Nolan vs. City of Los Angeles, Case No. CV03-2190
Roberto Alaniz vs City of Los Angeles, Case No. CV04-8592
Jay Vucinich vs. City of Los Angeles, Case No. BC 344551

The purpose of this Notice is to advise all commanding officers that the above captioned civil lawsuits have been completed and closed-out. It is no longer necessary to preserve the evidence associated with these lawsuits. Therefore, records retention can be resumed per the schedule.

Attached is the Risk Management Group Notice dated June 1, 2007 for your reference. If you have any questions regarding this Notice, please contact Sergeant Raymona Moussa, Legal/Training Unit, Risk Management and Legal Affairs Division, at (213) 978-8305.



BRYAN D. LIUM, Captain
Risk Management and Legal Affairs Division

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

RISK MANAGEMENT GROUP

NOTICE
14.4

June 1, 2007

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Risk Management Group

SUBJECT: REQUEST FOR DOCUMENT RETENTION
James Nolan vs. City of Los Angeles, Case No. CV03-2190
Roberto Alaniz vs. City of Los Angeles, Case No. CV04-8592
Jay Vucinich vs. City of Los Angeles, Case No. BC 344551

Please be advised that the City of Los Angeles is a named defendant in the above captioned civil lawsuits. In order to provide a proper defense, legal counsel representing the City in these matters has requested that the following documents, generated on or after January 1, 2001, be preserved until further notice:

- All cellular telephone assignment and billing information
- "Blackberry" generated e-mails, assignment and billing information
- Computer generated e-mails
- Sergeant and Watch Commanders Logs
- Sign in/out sheets
- Official and Unofficial Time Books
- Overtime reports
- Daily Field Activity Reports
- Online Overtime System (OLOTS) information
- Property check in/out logs
- Court sign in/out sheets
- Days off schedules
- Daily Work Sheets
- Training Evaluation and Management System (TEAMS) reports
- Deployment schedules
- Overtime budget information
- Personnel and Divisional packages
- Senior Staff meeting agendas and notes
- Fair Labor Standards Act (FLSA) audits
- Employee comment cards

All Concerned Commanding Officers

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If you have any questions regarding this matter, please contact Detective Yvette Bass at (213) 978-6596 or Detective Kevin Becker at (213) 978-4621.



STUART A. MAISLIN, Commander
Commanding Officer
Risk Management Group

APPROVED:



GERALD L. CHALEFF, Police Administrator
Commanding Officer
Consent Decree Bureau

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