HOLLY L. WOLCOTT
CITY CLERK

SHANNON HOPPES
EXECUTIVE OFFICER

City of Los Angeles
CALIFORNIA

ERIC GARCETTI
MAYOR

OFFICE OF THE
CITY CLERK

RECORDS MANAGEMENT DIVISION
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TODD GAYDOWSKI
RECORDS MANAGEMENT OFFICER

clerk.lacity.org

April 4, 2016

Honorable Members of the
Los Angeles City Council
c/o City Clerk, Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012

SUBJECT: APPROVAL OF DEPARTMENTAL RECORDS DISPOSITION SCHEDULES (Council File: 15-0616-S1)

Honorable Members:

SUMMARY

Pursuant to Los Angeles Administrative Code Section 12.3(c) the City Clerk and the City Attorney have approved the records disposition schedules of the following departments and recommend their approval by the City Council:

Aging
Airports (Including a new schedule of duplicate records for the Economic Development Services Division)
City Administrative Officer (Including the retention recommendation of the City Attorney for item O001 – Analysis of Proposed Contracts)
Ethics (Including the updated schedule of original records and two additions to the schedule of duplicate records)
Water & Power

DISCUSSION

Ordinance 183,754, effective August 11, 2015, revised the procedures for approving departmental records disposition schedules and for obtaining authority to dispose of obsolete records.

- That ordinance added the requirement that departmental disposition schedules be approved by the City Council.

- Additionally, the ordinance moved the council approval of the disposition of obsolete records from the end of the life cycle of the records to the creation of the disposition schedule.

Because the existing departmental records disposition schedules had not been approved by the City Council prior to the passing of Ordinance 183,754 all of the departmental records disposition schedules were submitted to the City Attorney for review and for the City Attorney's recommendation to the City Council. Some departments also requested updates to their disposition schedules at that time. The City Attorney's Office has recommended approval of the disposition schedules of the listed departments and any requested updates included therein and we are therefore submitting the schedules for the consideration and approval of the City Council.

RECOMMENDATION

That the City Council approve the records disposition schedules of the following departments:

Aging
Airports (Including a new schedule of duplicate records for the Economic Development Services Division)
City Administrative Officer (Including the retention recommendation of the City Attorney for item O001 – Analysis of Proposed Contracts)
Ethics (Including the updated schedule of original records and two additions to the schedule of duplicate records)
Water & Power

FISCAL IMPACT STATEMENT

There is no fiscal impact of approving these schedules. Savings could result if City departments dispose of records more promptly under the new authorization procedures created by ordinance 183,754 that they did under the prior procedures. Currently the City Records Center is holding over 78,000 boxes of records that are eligible for destruction at an annual expense to the City in commercial records storage equivalents of over $121,000.

Respectfully submitted,

Holly L. Wolcott
City Clerk

Attachments - Departmental Records Disposition Schedules

HLW/JC/TG/amm
EXE-016-16

MICHAEL N. FEUER
CITY ATTORNEY

To: Holly Wolcott, City Clerk

cc: Todd Gaydowski, Records Manager Officer

From: David Michaelson, Chief Assistant City Attorney

Re: Department Disposition Schedules

Date: March 31, 2016

The Office of the City Attorney has reviewed and approves the Disposition Schedules for the following Departments:

Aging
Airports
City Administrative Officer
Ethics
Water and Power

City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

DEPARTMENT OF AGING

Schedule Number	*Department Name*
/AGE/	DEPARTMENT OF AGING
/AGE/01/	DEPARTMENT OF AGING/AGING

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: August 17, 2015

Records of: DEPARTMENT OF AGING/AGING
/AGE/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/AGE/01/	O	ORIGINAL RECORDS							
/AGE/01/	O001.	ADMINISTRATIVE EXPENSE RECORDS RECORD TYPES: A-AUTHORITY FOR EXPENDITURES-GEN 40 B-CITY STORES INVOICE-GS/MM2 C-DEPOSIT CERTIFICATE-GEN 2 D-ENCUMBRANCE ADJUSTMENT-GEN 36 E-INTERDEPARTMENT ORDER-GEN 34 F-MILEAGE STATEMENT-2053 G-NOTICE OF SCHEDULE PAYMENT-5043 H-PURCHASE ORDER-GS/S2 I-PURCHASE ORDER CHANGE-GS/S6 J-PURCHASE REQUISITION-GS/SIA K-REMITTANCE ADVICE-5042-A L-REQUEST FOR ADJUSTMENT OF APPROPRIATE FUNDS-GEN 105 M-REQUEST FOR PAYMENT-GEN 81 N-STORES MULTIUSE FORM-GS/MMI O-TRAVEL AUTHORITY-GEN 71 P-WORKING PAPERS	AU+3	AU+3		N	N	N	
/AGE/01/	O002.	ANNUAL PROGRAM FOR THE AGING (AREA PLAN) (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-BUDGET B-CORRESPONDENCE C-WORKING PAPERS	TO+5	PE		N	Y	N	
/AGE/01/	O003.	AUDIT WORKING PAPERS (3 YEARS AFTER COMPLETION OF RESOLUTION OF QUESTIONED COSTS) RECORD TYPES: A-APPLICATION OF PROJECT GRANTS B-AUDIT REPORT C-CONTRACT AMENDMENTS D-CONTRACTS AND AGREEMENTS E-CORRESPONDENCE F-FINANCIAL STATISTICS	AU+3	AU+3		N	N	N	
/AGE/01/	O004.	CALIFORNIA DEPARTMENT OF AGING FILES RECORD TYPES: A-CORRESPONDENCE B-PROGRAM MANUAL C-PROGRAM MEMO	TO+5	TO+5		N	N	N	
/AGE/01/	O005.	CALIFORNIA SENIOR LEGISLATURE PROPOSALS (BILLS)	TO+5	TO+5		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED 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 L=LEGAL

Records of: /AGE/01/ DEPARTMENT OF AGING/AGING

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		RECORD TYPES:							
/AGE/01/	O006.	CALIFORNIA SENIOR LEGISLATURE ELECTIONS RECORD TYPES: A-BALLOTS B-CORRESPONDENCE	TO+5	TO+5		N	N	N	
/AGE/01/	O007.	CORRESPONDENCE AND SUBJECT FILES (INCLUDING COUNCIL ON AGING, INFORMATION AND REFERRAL) RECORD TYPES:	TO+5	TO+5		N	N	N	
/AGE/01/	O008.	COUNCIL ON AGING ANNUAL REPORT (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/AGE/01/	O009.	DEPOSIT CERTIFICATE (GEN 2) FORM: GEN 2 RECORD TYPES:	TO+5	TO+10		N	N	N	
/AGE/01/	O011.	PROJECT FILES (INCLUDES PLANNING UNIT MIS) RECORD TYPES: A-CONTRACTS AND AGREEMENTS B-CONTRACT AMENDMENTS C-CORRESPONDENCE D-EQUIPMENT INVENTORY E-INSURANCE F-LEASE G-REPORTS	TO+5	TO+8		N	N	N	
/AGE/01/	O012.	PROJECT FILES (FISCAL) RECORD TYPES: A-CLOSEOUT B-CONTRACT C-CONTRACT BUDGET MODIFICATION D-CORRESPONDENCE E-INVOICES F-MONTHLY REPORT OF CASH FLOW & REQUEST FOR FUNDS-CDAD-002 G-PAYROLL RECORDS H-REMITTANCE ADVICE-5042-A I-REQUEST FOR PAYMENT-GEN 81	AU+3	AU+3		N	N	N	
/AGE/01/	O013.	REQUEST FOR PROPOSAL RECORD TYPES: A-AGENCY PROPOSALS B-APPEAL DECISIONS C-CORRESPONDENCE D-MAILGRAMS E-PROPOSAL APPEALS	TO+5	TO+5		N	N	N	

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

Records of: DEPARTMENT OF AGING/AGING
/AGE/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	--Media Code	Record Type V	H	C	L
		F-PROPOSAL RECOMMENDATION G-REQUEST FOR PROPOSAL (RFP) H-SUMMARY OF RFP AWARDS							
/AGE/01/	O014.	SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM... RECORD TYPES: A-CLIENT ASSESSMENT B-CLIENT INTAKE FORM C-EMPLOYABILITY PLAN D-JOB DESCRIPTION E-LETTER OF AGREEMENT F-MEDICAL EXAMINATION G-PERSONAL ACTION H-SUPERVISOR'S EVALUATION	AU+2	AU+5		N	N	N	
/AGE/01/	O015.	TIMEKEEPING RECORDS (REQUIRED BY WORKERS' COMP.) RECORD TYPES: A-BI-WEEKLY TIME USAGE RECORD B-DAILY SIGN IN/OUT LOG	AU+2	AU+5		N	N	N	
/AGE/01/	O016.	VERBIAGE/COUNCIL ON AGING NEWSLETTER (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+5	PE		N	Y	N	
/AGE/01/	O017.	WHITE HOUSE CONFERENCE FILES RECORD TYPES: A-COMMUNITY FORUM PACKAGES B-CORRESPONDENCE C-DELEGATE BALLOTS D-FISCAL E-REGISTRATION FORMS F-REGIONAL RECOMMENDATIONS G-RESOLUTIONS H-TRANSMITTAL AND CONTRACT	TO+5	TO+5		N	N	N	
/AGE/01/	O018.	EARS CLIENT DOCUMENTS A. Participant Eligibility Forms B. Subscriber Agreement Forms C. Termination Forms	TO+3	TO+5	DO	N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /AGE/01/ DEPARTMENT OF AGING/AGING

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/AGE/01/	D	DUPLICATE RECORD SERIES						
/AGE/01/	D001.	CHRONOLOGICAL CORRESPONDENCE (RECIEVING OFFICE) RECORD TYPES:	TO+5		N	N	N	
/AGE/01/	D002.	GRANTS TRANSMITTAL (COMPLETION OF PROJECT; CITY CLERK) RECORD TYPES: A-AGENDA B-CLA REPORTS C-REPORTS	TO+8		N	N	N	
/AGE/01/	D003.	INTER & INTRA DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETI... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/AGE/01/	D004.	JOURNAL VOUCHER (CONT 19A) (CONTROLLER) FORM: CONT 19A RECORD TYPES: A-GENERAL LEDGER JOURNAL VOUCHER-CONT 19	AU+3		N	N	N	
/AGE/01/	D005.	MAYOR'S CONCURRENCE (COUNCIL ACTION) (CITY CLERK) RECORD TYPES:	TO+5		N	N	N	
/AGE/01/	D006.	PUBLICATION & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	TO+5		N	N	N	
/AGE/01/	D007.	RECORDS TRANSFER LIST (GEN 62) (CITY CLERK, RECORDS MGNT. DIVISION) FORM: GEN 62 RECORD TYPES:	TO+10		N	N	N	
/AGE/01/	D008.	REQUEST FOR PAYMENT (GEN 81) (CONTROLLER) FORM: GEN 81 RECORD TYPES: A-INTERNAL DEMAND TRANSMITTAL-GEN 58 B-REMITTANCE ADVISE-502-A	AU+3		N	N	N	

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City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

LOS ANGELES WORLD AIRPORTS

Schedule Number	*Department Name*
/DOA/	LOS ANGELES WORLD AIRPORTS
/DOA/01/	GENERAL MANAGER
/DOA/02/	DEPUTY GENERAL MANAGER
/DOA/03/	DEPUTY GENERAL MANAGER
/DOA/04/	DIRECTOR OF ADMINISTRATION
/DOA/06/	AIRPORT MANAGER
/DOA/07/	PALMDALE
/DOA/08/	BOARD OFFICE
/DOA/09/	CITY ATTORNEY
/DOA/10/	LANDSIDE OPERATIONS
/DOA/101/	LANDSIDE OPERATIONS/PARKING SERVICES
/DOA/11/	CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
/DOA/111/	CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION/INSURANCE SERVICE SECTION
/DOA/12/	BOARD LIAISON
/DOA/13/	CONTRACT ADMINISTRATION
/DOA/14/	PURCHASING
/DOA/15/	ECONOMIC DEVELOPMENT SERVICES
/DOA/20/	PUBLIC RELATIONS BUREAU
/DOA/26/	FINANCIAL MANAGEMENT SYSTEMS
/DOA/30/	PERSONNEL
/DOA/35/	DATA PROCESSING
/DOA/39/	INTERNAL AUDIT DIVISION

Schedule Number	Department Name
/DOA/40/	ACCOUNTING - MAIN OFFICE
/DOA/41/	ACCOUNTING - REVENUE
/DOA/42/	ACCOUNTING - PAYROLL
/DOA/43/	ACCOUNTING - ACCOUNTS PAYABLE
/DOA/44/	ACCOUNTING - COST & APPROPRIATION
/DOA/45/	ACCOUNTING - FINANCIAL ANALYSIS
/DOA/46/	ACCOUNTING - GENERAL
/DOA/47/	LANDSIDE OPERATIONS/PARKING AUDIT
/DOA/50/	COMMERCIAL DEVELOPMENT GROUP
/DOA/55/	FACILITIES PLANNING - ADMINISTRATION
/DOA/56/	FACILITIES PLANNING - OPERATIONS
/DOA/60/	ENGINEERING
/DOA/62/	AIRPORTS DEVELOPMENT GROUP (ADG)
/DOA/65/	ENVIRONMENTAL PLANNING
/DOA/70/	VAN NUYS AIRPORT ADMINISTRATION/PROPERTY
/DOA/71/	VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
/DOA/72/	VAN NUYS AIRPORT MAINTENANCE
/DOA/73/	VAN NUYS AIRPORT FLYAWAY TERMINAL
/DOA/74/	VAN NUYS AIRPORT OPERATIONS
/DOA/75/	ONTARIO ADMINISTRATION
/DOA/76/	ONTARIO MAINTENANCE
/DOA/77/	ONTARIO AIRPORT PUBLIC RELATIONS
/DOA/80/	AIRPORT POLICE BUREAU
/DOA/82/	AIRFIELD PERMITS
/DOA/83/	OPERATIONS - LAX
/DOA/84/	OPERATIONS - AIRFIELD - BRADLEY TERMINAL
/DOA/85/	NOISE MANAGEMENT

Schedule Number	*Department Name*
/DOA/86/	RESIDENTIAL SOUNDPROOFING
/DOA/88/	AIRFIELD OPERATIONS/OFFICE OF COMPLIANCE & STANDARDS (AIRFIELD PERMITS)
/DOA/90/	MAINTENANCE
/DOA/91/	ONTARIO AIRFIELD CLEARANCE
/DOA/92/	ONTARIO AIRFIELD OPERATIONS
/DOA/93/	ONTARIO FIRE SAFETY
/DOA/94/	ONTARIO LANDSIDE OPERATIONS
/DOA/95/	ONTARIO PARKING SERVICES/LANDSLIDE
/DOA/96/	ONTARIO POLICE SERVICES

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***GENERAL MANAGER***
/DOA/01/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/01/	O	ORIGINAL RECORDS							
/DOA/01/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/01/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/01/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/01/	O004.	MONTHLY STATUS REPORT TO THE MAYOR RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/01/	O005.	YEARLY APPOINTMENT CALENDARS RECORD TYPES:	TO+2	TO+2		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***DEPUTY GENERAL MANAGER***
/DOA/02/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/02/	O	ORIGINAL RECORDS							
/DOA/02/	O001.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATION) (DEPUTY GENERAL MANAGER - ADMINISTRATION) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/02/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/02/	O003.	CAR LOG RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/02/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/02/	O005.	CORRESPONDENCE AND SUBJECT FILES (LEGISLATIVE) (ADMINISTRATIVE ASSISTANT - AIRPORTS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/02/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***DEPUTY GENERAL MANAGER***
/DOA/03/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/03/	O	ORIGINAL RECORDS							
/DOA/03/	O001.	APPOINTMENT BOOKS RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/03/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/03/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/03/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/03/	O005.	LAX MASTER PLAN RECORD TYPES: Historical	PE	PE		N	Y	N	
/DOA/03/	O006.	MONTHLY STATUS REPORT TO THE GENERAL MANAGER RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ***DEPUTY GENERAL MANAGER***
/DOA/03/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/03/	O007.	OFFICE LOGS RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/03/	O008.	REPORTS AND STUDIES (OUTSIDE CONSULTANTS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/03/	O009.	SHORTHAND NOTES RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/03/	O010.	TELEPHONE CALLS RECORD TYPES:	CL+2	CL+2		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***DIRECTOR OF ADMINISTRATION***
/DOA/04/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/04/	O	ORIGINAL RECORDS							
/DOA/04/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/04/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/04/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/04/	O004.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/04/	O005.	Request for Proposals - Strategic Planning	EX+2	EX+10	DO	N	N	N	
/DOA/04/	O006.	Contract Files - Strategic Planning	EX+2	EX+10	DO	N	N	N	
/DOA/04/	O007.	Studies / Surveys - Strategic Planning	CO+2	CO+10	DO	N	N	N	
/DOA/04/	O008.	Subpoenas - Strategic Planning Legal Files	CL	CL+10	DO	N	N	N	
/DOA/04/	O009.	Public Records Requests Legal Files	TO	TO+10	DO	N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***AIRPORT MANAGER***
/DOA/06/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/06/	O	ORIGINAL RECORDS							
/DOA/06/	O001.	AIR CARRIER FILE RECORD TYPES: A-AFFIRMATIVE ACTION REQUIREMENTS B-BOARD OF AIRPORT COMMISSIONERS' RESOLUTIONS C-CORRESPONDENCE D-FEDERAL AVIATION ADMINISTRATION REQUIREMENTS E-INSURANCE REQUIREMENTS F-LICENSE/PERMIT/AGREEMENT G-NEWS CLIPPINGS	TE+10	TE+10		N	N	N	
/DOA/06/	O002.	APPOINTMENT BOOKS RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/06/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/06/	O005.	LAX MANAGER'S REPORT RECORD TYPES:	AR	AR+2		N	N	N	

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

Records of: /DOA/06/ **AIRPORT MANAGER**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/06/	O006.	SIGNATORY AIRLINES LIST RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O007.	STATION MANAGER'S AGENDA RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O008.	STATION MANAGER'S MAILING LIST RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O009.	STATION MANAGER'S MINUTES RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/06/	O010.	TELEPHONE LOG RECORD TYPES:	CL+2	CL+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***PALMDALE***
/DOA/07/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/07/	O	ORIGINAL RECORDS							
/DOA/07/	O001.	AGRICULTURAL STUDIES AND RECORDS RECORD TYPES: A-CORRESPONDENCE B-SURVEY REPORTS	CL+5	CL+5		N	N	N	
/DOA/07/	O002.	CHECKING ACCOUNT FILE RECORD TYPES: A-CANCELLED CHECKS B-MONTHLY STATEMENT	AR+3	AR+5		N	N	N	
/DOA/07/	O003.	CONDEMNATIONS (PROPERTY) RECORD TYPES: A-COMPLAINT IN CONDEMNATION B-DECLARATION OF POSTING C-RELATED CORRESPONDENCE	CL+5	CL+10		N	N	N	
/DOA/07/	O004.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATION) RECORD TYPES:	AR+3	AR+3		N	N	N	
/DOA/07/	O005.	DAILY APPOINTMENT BOOK RECORD TYPES:	CL+5	CL+10		N	N	N	
/DOA/07/	O006.	HOUSE DEMOLITION FILE RECORD TYPES:	CL+5	CL+10		N	N	N	

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Records of: /DOA/07/ PALMDALE LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		A-BIDS B-BOARD ORDERS C-CORRESPONDENCE D-LISTS OF DEMOLISHED HOMES BY ADDRESS, CONTRACTOR, PERMITS E-NEWSPAPER ADS F-PICTURES OF DEMOLISHED HOUSES G-STIPULATED BY SUPERIOR COURT - O.K. TO PROCEED...							
/DOA/07/	O007.	LOS ANGELES COUNTY NOTICES RECORD TYPES: A-BACTERIOLOGICAL EXAMINATION OF WATER B-CODES C-RELATED CORRESPONDENCE D-INSPECTION REPORTS - SUBSTANDARD STRUCTURES E-NOTICE TO DESTROY WEEDS, REMOVE BRUSH, RUBBISH, REFUSE...	CL+5	CL+10		N	N	N	
/DOA/07/	O008.	NEWSPAPER CLIPPINGS REGARDING THE DEVELOPMENT OF PIA (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	CL+10	PE		N	Y	N	
/DOA/07/	O009.	ORDERS FOR MATERIAL OR EQUIPMENT RECORD TYPES: A-PURCHASE ORDERS-A-11 B-SUB-PURCHASE ORDERS-AC-26 C-STORES CATALOG	TO+3	TO+3		N	N	N	
/DOA/07/	O010.	PERSONNEL FOLDERS (OFFICIAL PERSONNEL FOLDERS RETAINED BY AIRPORTS PERSONNEL) RECORD TYPES: A-JOB APPLICANTS, RESUMES, ADS B-JURY DUTY FORMS C-PESTICIDE TRAINING RECORD-74-82 D-PHYSICIANS' ORDERS E-WORK SCHEDULES	TE+2	TE+2		N	N	N	
/DOA/07/	O011.	RECEIPT BOOK (FILMING AT PIA) (AC-27) (TRANSFER TO AIRPORTS ACCOUNTING) FORM: AC-27 RECORD TYPES:	CL	CL		N	N	N	

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Records of: /DOA/07/ PALMDALE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/07/	O012.	KEY CONTROL LOG (P-13) (COPY - LAX MAINTENANCE) FORM: P-13 RECORD TYPES:	TE+1	TE+3		N	N	N	
/DOA/07/	O013.	MONTHLY FIRE SPRINKLER VALVE CHECK LIST RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/07/	O014.	RENT & WATER COLLECTIONS (TENANTS) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/07/	O015.	PROSPECTIVE AGRICULTURAL & INDUSTRIAL TENANTS LIST RECORD TYPES:	AR+5	AR+5		N	N	N	
/DOA/07/	O016.	PROSPECTIVE INVESTORS RECORD TYPES:	AR+5	AR+5		N	N	N	
/DOA/07/	O017.	WEATHER REPORTS (U. S. OF COMMERCE; L. A. CO. FLOOD CTRL DISTRICT) RECORD TYPES: A-ANNUAL SUMMARIES OF CLIMATOLOGICAL DATA FOR CALIF. B-RECORD OF CLIMATOLOGICAL OBSERVATIONS C-U. S. DEPARTMENT OF COMMERCE FORM	CL+10	CL+15		N	N	N	
/DOA/07/	O018.	WELLS - DATA AND TEST (DUPLICATE - DEL COMBS AND ROTTMAN) RECORD TYPES:	SU+5	SU+10		N	N	N	

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Records of: /DOA/07/ PALMDALE LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/07/	O019.	METER READINGS (WELLS) (SUPPORTING INFO FOR STATE OF CALIFORNIA FORM WR-502) RECORD TYPES:	TO+7	TO+12		N	N	N	
/DOA/07/	O020.	RECORDATION NOTICE (LISTING OF WELLS) (STATE OF CALIF. WATER CONTROL RES. FORM WR-502) RECORD TYPES: Vital	TO+20	TO+25		Y	N	N	
/DOA/07/	O021.	GASOLINE CREDIT SLIPS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/07/	O022.	INJUNCTIONS (PIA) RECORD TYPES:	TE+5	TE+10		N	N	N	
/DOA/07/	O023.	STUDIES AND PLANS REGARDING DEVELOPMENT OF PIA (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-REPORTS B-CORRESPONDENCE C-MAPS D-AGENDAS AND MINUTES	CL	PE		N	Y	N	
/DOA/07/	O024.	ZONING MAPS AND ORDINANCES (FROM CITY OF PALMDALE PLANNING) RECORD TYPES:	SU+2	SU+2		N	N	N	

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Records of: ***PALMDALE***
/DOA/07/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/07/	O025.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***BOARD OFFICE***
/DOA/08/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/08/	O	ORIGINAL RECORDS							
/DOA/08/	O001.	AGENDAS - BOARD OF AIRPORT COMMISSIONERS' MEETINGS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/08/	O002.	AGREEMENTS RECORD TYPES: Vital A-CONTRACTS B-LICENSE AGREEMENTS C-LEASES D-LETTER AGREEMENTS E-OPERATING AGREEMENTS	EX			Y	N	N	
/DOA/08/	O003.	BOARD MEETING ATTENDANCE REGISTERS (INCLUDES ORIGINAL ITEMS AND MINUTES) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/08/	O004.	BOARD OF AIRPORT COMMISSIONER'S PERSONAL INFORMATION RECORD TYPES: A-ADDRESS LISTS B-CONFLICT OF INTEREST C-RESUMES	TE+5	TE+5		N	N	N	
/DOA/08/	O005.	BOARD ORDERS RECORD TYPES: Historical	PE	PE		N	Y	N	
/DOA/08/	O006.	BOND RECORD/AIRPORT REVENUE FUNDS	PE	PE		N	Y	N	

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Records of: /DOA/08/ BOARD OFFICE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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		RECORD TYPES: Historical							
/DOA/08/	O007.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/08/	O008.	CASSETTE RECORDING TAPES OF BOARD MEETINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	AR	PE		N	Y	N	
/DOA/08/	O009.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/08/	O010.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/08/	O011.	EXPLANATORY NOTES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/08/	O012.	INDEX CARDS (AGREEMENTS/BOARD ACTIONS) RECORD TYPES: Historical	PE	PE		N	Y	N	

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Records of: /DOA/08/ **BOARD OFFICE**
LOS ANGELES WORLD AIRPORTS

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/DOA/08/	O013.	LEDGERS/MANUALS (AGREEMENTS) RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/08/	O014.	MINUTES - BOARD MEETINGS (BOUND BOOK) RECORD TYPES: Historical	PE	PE		N	Y	N	
/DOA/08/	O015.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/08/	O016.	RESOLUTIONS RECORD TYPES: Historical	PE	PE		N	Y	N	
/DOA/08/	O017.	SUBSCRIPTIONS LISTS (AGENDAS AND MINUTES) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/08/	O018.	PUBLICATIONS RECORD TYPES:	TO+5	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***CITY ATTORNEY***
/DOA/09/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/09/	O	ORIGINAL RECORDS							
/DOA/09/	O001.	BUDGET WORKING PAPERS	TO+2	TO+2	DO	N	N	N	
/DOA/09/	O002.	CONTRACTS (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO	N	N	N	
/DOA/09/	O003.	CORRESPONDENCE AND SUBJECT FILES	AR	AR+5	DO	N	N	N	
/DOA/09/	O004.	DAILY TIME REPORTS (CA 166) (SENT TO CITY ATTORNEY'S OFFICE PAYROLL SECTION) FORM: CA 166	CL	CL	DO	N	N	N	
/DOA/09/	O005.	INSURANCE LOGS	CL	CL	DO	N	N	N	
/DOA/09/	O006.	LEASES (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO	N	N	N	
/DOA/09/	O007.	LITIGATION CASE FILES RECORD TYPES: Legal, Confidential	CL	CL+10	DO	N	N	Y	
/DOA/09/	O008.	MONTHLY STATUS REPORTS	TO+2	TO+2	DO	N	N	N	
/DOA/09/	O009.	OPERATING AGREEMENTS (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO	N	N	N	
/DOA/09/	O010.	PERMITS (EXECUTED ORIGINALS ALSO IN BOARD OFFICE)	EX	EX	DO	N	N	N	
/DOA/09/	O011.	TIME SHEETS (ORIGINALS PRIOR TO 2011 IN ACCOUNTING)	TO+1	TO+15	DO	N	N	N	
/DOA/09/	O012.	PUBLIC RECORDS REQUESTS	TO+1	TO+2	DO	N	N	N	

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Departmental Records Disposition Schedule
Original Records

Records of: ***LANDSIDE OPERATIONS***
/DOA/10/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/10/	O	ORIGINAL RECORDS							
/DOA/10/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/10/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/10/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/10/	O004.	GENERAL MANAGER'S MONTHLY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/10/	O005.	GROUND TRANSPORTATION PASSENGER STATISTICS (4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/10/	O006.	Parking Tickets - LAX Public Parking Lots (Computer Printed)	TO+1	TO+3	CP	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***LANDSIDE OPERATIONS/PARKING SERVICES***
/DOA/101/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/101/	O	ORIGINAL RECORDS							
/DOA/101/	O001.	CPCS/Credit & Debit Receipts	TO+2	TO+2	DO				Y

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***/DOA/11/***

CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/11/	O	ORIGINAL RECORDS							
/DOA/11/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/11/	O002.	CLAIMS FILE RECORD TYPES: A-LIST OF ADJUSTERS B-CLAIMS FOR DAMAGE C-CORRESPONDENCE D-REQUEST TO INVOICE DAMAGE TO AIRPORT PROPERTY	TO+3	TO+10		N	N	N	
/DOA/11/	O003.	CLAIMS RECAP REPORTS (SUB TITLE B"" MARK AS VITAL PER RETEN SCHEDULE"") RECORD TYPES:	TO+3	TO+10		N	N	N	
/DOA/11/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	
/DOA/11/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/11/	O006.	EVIDENCE OF INSURANCE COVERAGE RECORD TYPES:	TE	PE		N	N	N	
/DOA/11/	O007.	INSURANCE BIDS AND MARKETING FILE RECORD TYPES: A-RELATED CORRESPONDENCE B-ADVERTISEMENTS C-PROPOSALS	TO+3	TO+6		N	N	N	
/DOA/11/	O008.	INSURANCE POLICIES FILE RECORD TYPES: A-RELATED CORRESPONDENCE B-POLICIES	EX+6			N	N	N	
/DOA/11/	O009.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: /DOA/111/ CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION/INSURANCE SERVICE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	--Media Code	Record Type V	H	C	L
/DOA/111/	O	ORIGINAL RECORDS							
/DOA/111/	O001.	BUDGET PAPERS	TO+2	TO+2	DO				
/DOA/111/	O002.	CORRESPONDENCE AND SUBJECT FILES	TO+2	TO+2	DO				
/DOA/111/	O003.	EVIDENCE OF INSURANCE FORM GEN. 134, 136, 137, 138, 140, 142,	TE+2	TE+10	DO				
/DOA/111/	O004.	INSURANCE BIDS (RFP'S & RFQ'S)	TO+3	TO+3	DO				

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***BOARD LIAISON***
/DOA/12/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/12/	O	ORIGINAL RECORDS							
/DOA/12/	O001.	AGENDA AND BACKGROUND REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/12/	O002.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/12/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/12/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/12/	O005.	GRANT FILES (UP TO 1982) RECORD TYPES: A-APPLICATIONS B-CORRESPONDENCE C-PROJECTS D-REPORTS	CL+10	CL+10		N	N	N	
/DOA/12/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***CONTRACT ADMINISTRATION***
/DOA/13/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/13/	O	ORIGINAL RECORDS							
/DOA/13/	O001.	AFFIRMATIVE ACTION Record Type: Added by 99-0108	TO+1	TO+3	DO				
/DOA/13/	O002.	CERTIFICATION FILES Record Type: Added by 99-0108	TO+1	TO+3					
/DOA/13/	O003.	COMPLIANCE FILES Record Type: Added by 99-0108	TO+2	TO+4					
/DOA/13/	O004.	CONCESSION CONTRACTS (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+4					
/DOA/13/	O005.	LOCKER FILES (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+4					
/DOA/13/	O006.	LUGGAGE FILES (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+4					
/DOA/13/	O007.	PRE-QUALIFICATION FILES Record Type: Added by 99-0108	TO+2	TO+4					
/DOA/13/	O008.	PROJECT FILES Record Type: Added by 99-0108	TO+2	TO+4					
/DOA/13/	O009.	PROPOSALS Record Type: Added by 99-0108	TO+2	TO+4	DO				Y
/DOA/13/	O010.	RENTAL CARS (EXPIRED) Record Type: Added by 99-0108	TO+1	TO+3	DO				
/DOA/13/	O011.	RENTAL CAR REPORTS Record Type: Added by 99-0108	TO+3	TO+3	DO				
/DOA/13/	O012.	D/W/MBE GOAL REPORT	TO+2	TO+4	DO				

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Records of: /DOA/13/ **CONTRACT ADMINISTRATION**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		Record Type: Added by 99-0108							

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

Records of: ***PURCHASING***
/DOA/14/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/14/	O	ORIGINAL RECORDS							
/DOA/14/	O001.	BIDS RECORD TYPES: A-BIDS COMPILATION SHEET B-AFFIDAVIT OF ACCOMPANY PROPOSALS OR BIDS C-CHAPTER 11 (ANTITRUST CLAIMS) D-CONTRACT E-COPY OF PURCHASE ORDER F-LOG	EX+5			N	N	N	
/DOA/14/	O002.	F-LOG BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/14/	O003.	COMMODITY CODE MASTER LIST RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/14/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/14/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	

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Records of: ***PURCHASING***
/DOA/14/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/14/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/14/	O007.	PURCHASE ORDER AND LOG RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O008.	PURCHASE ORDER REQUEST (A-11) FORM: A-11 RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O009.	SUB-PURCHASE ORDERS AND LOG (AC-26) FORM: AC-26 RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O010.	YEARLY PURCHASE ORDERS AND LOG (AC-36) FORM: AC-36 RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/14/	O011.	VENDOR BID LIST RECORD TYPES:	AR+2	AR+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ECONOMIC DEVELOPMENT SERVICES***
/DOA/15/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/15/	O	ORIGINAL RECORD SERIES							
/DOA/15/	O001.	Correspondence and Subject Files (Review for historical importance before purging)	AR+5	AR+10	DO	N	N	N	
/DOA/15/	O002.	Property Acquisitions/Parcel File (Transfer to City Archives) Records Type: Historical	TO+10	PE	DO	N	Y	N	
/DOA/15/	O003.	Land Use Studies - LOS ANGELES	CL	CL+10	DO	N	N	N	
/DOA/15/	O004.	Bids/Request for Proposals	CL	CL+10	DO	N	N	N	
/DOA/15/	O005.	Request for Qualifications	CL	CL+10	DO	N	N	N	
/DOA/15/	O006.	Photos	TO+2	TO+2	DO	N	Y	N	
/DOA/15/	O007.	Maps	CL	PE	DO	N	Y	N	
/DOA/15/	O008.	Drawings Project Plans	CL	CL+2	DO	N	N	N	
/DOA/15/	O009.	Logs (Registers, or similar records lighting permits, certificates of occupancy, issued may include inspection of building activity, daily plan, check utilizes)	CY	CY+5	DO	N	N	N	
/DOA/15/	O010.	Security Logs	CL	CL+2	DO	N	N	N	
/DOA/15/	O011.	Acquisitions/Dispositions	CL	PE	DO	N	N	N	
/DOA/15/	O012.	Abandonment	CL	PE	DO	N	N	N	
/DOA/15/	O013.	Relocation Files Record Type: Legal	CL	PE	DO	N	N	N	
/DOA/15/	O014.	Deed Promissory Notes Record Type: Legal	CL	PE	DO	N	N	N	
/DOA/15/	O015.	Los Split Cases Record Type: Legal	CL	PE	DO	N	N	N	
/DOA/15/	O016.	SUPERVISOR FILES	TO+1	TO+2	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***PUBLIC RELATIONS BUREAU***
/DOA/20/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/20/	O	ORIGINAL RECORDS							
/DOA/20/	O001.	AIRPORT PUBLICATIONS AND PRINTED MATERIALS (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O002.	BIOGRAPHIES OF BOARD OF AIRPORT COMMISSIONERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TE+2	PE		N	Y	N	
/DOA/20/	O003.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/20/	O004.	CORRESPONDENCE AND SUBJECT FILES (TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/20/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/20/	O006.	EMERGENCY CONTACT LIST RECORD TYPES: Confidential	SU+2	SU+2		N	N	Y	

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Records of: /DOA/20/ PUBLIC RELATIONS BUREAU
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/20/	O007.	EMERGENCY PROCEDURES - LAX, ONT, VYN, PIA RECORD TYPES: Confidential	SU+2	SU+2		N	N	Y	
/DOA/20/	O008.	EMPLOYEE NEW BULLETIN (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O009.	EMPLOYEE PAYROLL TIME LOG RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/20/	O010.	FACT SHEETS (SEND 4 COPIES TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O011.	FILMING PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/20/	O012.	MAILING LISTS RECORD TYPES:	SU+2	SU+2		N	N	N	

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Records of: /DOA/20/ **PUBLIC RELATIONS BUREAU**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/20/	O013.	NEWSPAPER CLIPPINGS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O014.	NOISE ABATEMENT COMPLAINT FILES RECORD TYPES: Legal A-CORRESPONDENCE B-MONTHLY NOISE REPORT SUMMARY	TO+10	TO+10		N	N	N	
/DOA/20/	O015.	PHOTOGRAPHS, SLIDES AND NEGATIVES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O016.	PRESS RELEASES FOR LOS ANGELES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O017.	PRESS RELEASES FOR PALMDALE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O018.	PRESS RELEASES FOR VAN NUYS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O019.	PUBLIC RELATIONS REPORTS	TO+10	PE		N	Y	N	

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

Records of: /DOA/20/ PUBLIC RELATIONS BUREAU
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		RECORD TYPES: Historical							
/DOA/20/	O020.	SAFETY RECORD AT LAX (AIRCRAFT) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/20/	O021.	PUBLIC RECORDS REQUESTS	TO	TO+10		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***FINANCIAL MANAGEMENT SYSTEMS***
/DOA/26/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/26/	O	Original Record Series							
/DOA/26/	O001.	Contracts - Air IT Legal Files	EX+2	EX+10	DO	N	N	N	
/DOA/26/	O002.	Aviation Statistical Reports - LAWA	TO+2	PE	DO	N	N	N	
/DOA/26/	O003.	Air Traffic Reports	TO+2	PE	DO	N	N	N	
/DOA/26/	O004.	Landing Reports	TO+2	TO+10	DO	N	N	N	
/DOA/26/	O005.	ACI Reports	TO+2	TO+10	DO	N	N	N	
/DOA/26/	O006.	Training Materials/Procedure Manuals	SU+2	SU+2	DO	N	N	N	
/DOA/26/	O007.	Cargo Data Reports	TO+2	TO+10	DO	N	N	N	
/DOA/26/	O008.	RAMS Data Validation Forms	TO+2	TO+10	DO	N	N	N	
/DOA/26/	O009.	Contract - FAMIS Legal Files	EX+2	EX+10	DO	N	N	N	
/DOA/26/	O010.	SAP Upgrade Files	TO+2	TO+10	DO	N	N	N	
/DOA/26/	O011.	Correspondence	TO+2	TO+5	DO	N	N	N	
/DOA/26/	O012.	Requests for Proposals Legal Files	EX+2	EX+10	DO	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***PERSONNEL***
/DOA/30/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/30/	O	ORIGINAL RECORDS							
/DOA/30/	O001.	ADMINISTRATIVE MANUALS	SU+2	SU+2		N	Y	N	
/DOA/30/	O002.	AFFIRMATIVE ACTION OUTLINES RECORD TYPES: TRAINING OUTLINE - SUPERVISORS	SU+2	SU+2		N	N	N	
/DOA/30/	O004.	APPLICATION FOR EMPLOYMENT FILES RECORD TYPES: Confidential A-NOTICE TO REPORT FOR JOB INTERVIEW-PDAS 27 B-APPLICATION FOR EMPLOYMENT-PDR1 C-STATEMENT OF AVAILABILITY D-CERTIFICATION INTERVIEW REPORT E-STAFF NOTES & CORRESPONDENCE	TO+2	TO+2		N	N	Y	
/DOA/30/	O008.	ATTENDANCE PROGRAMS A. ATTENDANCE CALENDARS B. ATTENDANCE DEVIATIONS C. SICK & ABSENT W/O LEAVE HOUR & INCIDENT ANALYSIS D. ATTENDANCE DEVIATION SUMMARY	TO+2	TO+10		N	N	N	
/DOA/30/	O013.	CERTIFICATION FILES RECORD TYPES: A-REQUEST FOR CERTIFICATION-PDAS 15/PC B-CERTIFICATION LIST-PDAS 4 C-REPORT OF ELIGIBLES D-CERTIFICATION INFORMATION SHEET E-CORRESPONDENCE	TO+2	TO+2		N	N	N	
/DOA/30/	O014.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR	AR+2		N	N	N	

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Records of: /DOA/30/ ***PERSONNEL***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/30/	O015.	DEPT OF AIRPORTS MINORITY BUSINESS DIRECTORY/POLICY ... (SEND 4 COPIES TO CITY ARCHIVES; REC HAS BEEN DESIGNATED AS HISTORICAL PER RET. SCHEDULE) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/30/	O019.	EMPLOYEE GRIEVANCE FILE RECORD TYPES: Confidential Legal A-GRIEVANCE INITIATION-GEN 162 B-GRIEVANCE APPEAL-GEN 164 C-EMPLOYEE GRIEVANCE FILE D-GRIEVANCE RESPONSE-GEN 163 E-SUPERVISOR'S RECORD OF INFORMAL DISCUSSION F-STAFF NOTES	CL+2	CL+5		N	N	Y	
/DOA/30/	O026.	ORGANIZATION CHARTS (SEND 4 COPIES TO CITY ARCHIVES; REC HAS BEEN DESIGNATED HISTORICAL PER RET. SCHEDULE) RECORD TYPES:	SU+5	SU+5		N	N	N	
/DOA/30/	O028.	PERSONNEL/EMPLOYEE WORK HISTORY FOLDERS (TRANSFER TO EMPLOYEES NEW DEPT. OR PER DEPT. PER CAO BULLETIN NO. 25) RECORD TYPES: Confidential A-APPLICATIONS FOR EMPLOYMENT-PDR-1 B-EMPLOYEE EVALUATION REPORT-PDAS 28 C-CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE D-IDENTIFICATION PHOTOGRAPHS AND INFORMATION SLIPS E-REQUEST FOR VERIFICATION OF EMPLOYMENT F-NOTICE OF ASSIGNMENT H-TIME OFF/COMPENSATION SLIPS-GEN 68 I-CORRESPONDENCE J-RECEIPT FOR ADMINISTRATIVE MANUAL K-INTERIM REPORT ON PROBATIONARY EMPLOYEE L-NEW EMPLOYEE - PROCESSING RECAP M-SERVICE RECORD QUESTIONNAIRE P-REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS...-GEN 16-B R-JURY DUTY CORRESPONDENCE S-APPLICATION FOR PARKING STICKER	TE	TE		N	N	Y	

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Records of: /DOA/30/ PERSONNEL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		T-WORK HISTORY CARDS U-PAYROLL/PERSONNEL CHANGE DOCUMENT-GEN 41 V-EMPLOYEE IDENTIFICATION AND EMERGENCY DATA SHEET W-MEMORANDUM REVISION DONE 11/2/99							
/DOA/30/	O029.	RECORDS STORAGE LIST (STORAGE FACILITY; BEKINS, 808 NO. LA BREA, INGLEWOOD) RECORD TYPES: A-MASTER LIST OF RECORDS IN STORAGE B-LIST BY BUREAU OF RECORDS IN STORAGE C-LIST OF PERSONS AUTHORIZED TO GAIN ACCESS TO RECORDS	SU+10	SU+10		N	N	N	
/DOA/30/	O030.	RECORDS TRANSFER LISTS (GEN 62) FORM: GEN 62 RECORD TYPES:	EX+10			N	N	N	
/DOA/30/	O032.	ROSTER OF AFFIRMATIVE ACTION ADVISORY COMMITTEE MEMBERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/30/	O033.	SPECIAL PROGRAMS B-TUITION REIMBURSEMENT C-SPECIALIZED TRAINING D-MANAGEMENT DEVELOPMENT SEMINARS REVISION ACCEPTED 11/2/99	TO+2	TO+2		N	N	N	
/DOA/30/	O034.	SPECIFICATION FOLDERS RECORD TYPES: A-POSITION DESCRIPTION-PDES 3 B-EXAMINATION BULLETINS-PDR20 C-CLASS SPECIFICATIONS D-CIVIL SERVICE COMMISSION MINUTES E-CORRESPONDENCE AND STAFF NOTES	SU+2	SU+2		N	N	N	
/DOA/30/	O035.	DISCIPLINARY FOLDERS A-DISCIPLINARY FOLDERS	TE+5	TE+10		N	N	Y	

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Records of: /DOA/30/ PERSONNEL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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		B-STAFF NOTES C-VIDEO TAPES D-PHOTOGRAPHS							
/DOA/30/	O036.	SUGGESTION PLAN COMMITTEE FILES RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/30/	O037.	TIME OFF/COMPENSATION REQUEST (GEN. 68) FORM: GEN. 68 RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/30/	O038.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***DATA PROCESSING***
/DOA/35/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/35/	O	ORIGINAL RECORDS							
/DOA/35/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/35/	O002.	COMPUTER OPERATIONS MANUALS RECORD TYPES:	SU+3	SU+3		N	N	N	
/DOA/35/	O003.	CORRESPONDENCE AND SUBJECT FILES (REVIEW FOR HISTORICAL IMPORTANCE BEFORE PURGING) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/35/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/35/	O005.	JOB ROUTING SLIPS RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/35/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ***DATA PROCESSING***
/DOA/35/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/35/	O007.	Applications/Resumes non-city employees RECORD TYPES:	TE	TE+10		N	N	Y	
/DOA/35/	O008.	Pre-Authorization Forms for Overtime RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/35/	O009.	Packing Slips (original to Accounting)	TO+2	TO+2		N	N	N	
/DOA/35/	O010.	Cost Accounting Forms for Reimbursement of Cellular Charges (original to Accounting)	TO+2	TO+2		N	N	N	
/DOA/35/	O011.	Declaration of Compliance Forms	TE	TE+8		N	N	N	
/DOA/35/	O012.	Cell Phone Issuance Forms	TE	TE		N	N	N	
/DOA/35/	O013.	Attendance Sign-In and Sign-Out Sheets	TO+2	TO+2		N	N	N	
/DOA/35/	O014.	IMTG Warehouse Inventory Report	SU+2	SU+10	DO	N	N	N	
/DOA/35/	O015.	Contract File Legal File	EX+2	EX+10		N	N	N	
/DOA/35/	O016.	Invoices-Utility (Cellular, Desk, Landline phone Bills Detail (Original Detail, Original Summary to Accounting))	TO+1	TO+15		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***INTERNAL AUDIT DIVISION***
/DOA/39/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/39/	O	Original Records							
/DOA/39/	O001.	Compliance Audits	AU	PE	DO	N	N	Y	
/DOA/39/	O002.	Financial Audits	AU	PE	DO	N	N	Y	
/DOA/39/	O003.	Performance/Organizational Audits	AU	PE	DO	N	N	Y	
/DOA/39/	O004.	Miscellaneous Audits	AU	PE	DO	N	N	Y	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ACCOUNTING - MAIN OFFICE***
/DOA/40/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/40/	O	ORIGINAL RECORDS							
/DOA/40/	O001.	AIR TRAFFIC COMPARISON REPORTS - MONTHLY RECORD TYPES:	TO+10	TO+20		N	N	N	
/DOA/40/	O002.	AIR TRAFFIC REPORTS (ATR-1) FORM: ATR-1 RECORD TYPES:	TO+5	TO+20		N	N	N	
/DOA/40/	O003.	AIR TRAFFIC REPORT - COMPUTER RUN RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O004.	AIR TRAFFIC REPORT - PASSENGERS (PAX) BY SATELLITE RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/40/	O005.	AIR TRAFFIC - TEN YEAR SUMMARY (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/40/	O006.	AIR TRAFFIC WORK SHEETS - MONTHLY RECORD TYPES:	TO+3	TO+3		N	N	N	
/DOA/40/	O007.	AIRLINE REPORT OF OPERATIONS (AC-7) FORM: AC-7 RECORD TYPES:	TO+5	TO+15		N	N	N	
/DOA/40/	O008.	AIRPORT OPERATORS COUNCIL INTERNATIONAL (AOCI) REPORTS RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O009.	AUDIT REPORTS RECORD TYPES:	TO+3	TO+10		N	N	N	
/DOA/40/	O010.	BUDGET FINAL RECORD TYPES:	TO+10	TO+20		N	N	N	
/DOA/40/	O011.	BUDGET PREPARATION - COMPUTER RUNS RECORD TYPES:	TO+3	TO+3		N	N	N	
/DOA/40/	O012.	BUDGET PROPOSED RECORD TYPES:	TO+5	TO+10		N	N	N	
/DOA/40/	O013.	BUDGET REQUESTS/WORKSHEETS RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O016.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/40/	O017.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+0/06	TO+7		N	N	N	
/DOA/40/	O018.	DEPRECIATION ANNUAL REPORT	TO+5	TO+10		N	N	N	

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Records of: /DOA/40/ ACCOUNTING - MAIN OFFICE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		RECORD TYPES:							
/DOA/40/	O021.	FINANCIAL REPORT - MONTHLY RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/40/	O022.	GASOLINE USAGE REPORTS/TAX REFUND REQUESTS RECORD TYPES:	TO+5	TO+20		N	N	N	
/DOA/40/	O023.	GENERAL LEDGER RECORD TYPES: Vital	CL+5	CL+25		Y	N	N	
/DOA/40/	O024.	INTERNATIONAL CIVIL AIRPORTS ASSOCIATION (ICAA) REPORT RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O025.	INTERNATIONAL CIVIL AIRPORTS ORGANIZATION (ICAO) REPORT RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O026.	LAND ACQUISITION (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Vital Historical	TO+5	PE		Y	Y	N	
/DOA/40/	O027.	PETTY CASH/LUNCHEON CHECK MEMOS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/40/	O028.	PROCEDURES MANUAL RECORD TYPES:	SU	SU+5		N	N	N	
/DOA/40/	O031.	RENT-A-CAR REPORTS RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O032.	REVENUE LANDINGS - COMPUTER RUN RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O033.	REVENUE LANDINGS REPORT (AC-6) FORM: AC-6 RECORD TYPES:	TO+5	TO+20		N	N	N	
/DOA/40/	O034.	TELEPHONE BILLING - COMPUTER RUN RECORD TYPES:	TO+5	TO+5		N	N	N	
/DOA/40/	O035.	TRAVEL AUTHORITY RECORD TYPES:	TO+3	TO+7		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ACCOUNTING - REVENUE***
/DOA/41/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/41/	O	ORIGINAL RECORDS							
/DOA/41/	O001.	AGED ACCOUNTS RECEIVABLE REPORT RECORD TYPES:	TO+3	TO+15		N	N	N	
/DOA/41/	O002.	AIRCRAFT/PLANE PARKING REPORT RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O003.	BANK STATEMENT AND DEPOSIT SLIPS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O004.	BILLING CARDS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O005.	BILLS COLLECTIBLE REGISTER RECORD TYPES: Vital	CL+3	CL+15		Y	N	N	
/DOA/41/	O009.	CASH RECEIPTS REGISTER RECORD TYPES:	CL+3	CL+15		N	N	N	

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Records of: /DOA/41/ ACCOUNTING - REVENUE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/41/	O010.	CASH RECEIPTS - SLIPS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O011.	CASH TRANSMITTALS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O012.	CHECK REGISTER RECORD TYPES:	CL+3	CL+15		N	N	N	
/DOA/41/	O013.	CREDIT MEMOS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O014.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/41/	O015.	DEPOSIT CERTIFICATE REGISTER RECORD TYPES: Vital	CL+3	CL+15		Y	N	N	

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Records of: /DOA/41/ ACCOUNTING - REVENUE
LOS ANGELES WORLD AIRPORTS

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/DOA/41/	O016.	JOINT USE REPORTS RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O017.	JOINT USE REPORTS - TICKETING/SATELLITE 2 RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O018.	JOINT USE REPORTS - TICKETING/SATELLITE 2 RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O019.	PAID INVOICES (AC-8A) FORM: AC-8A RECORD TYPES:	TO+3	TO+15		N	N	N	
/DOA/41/	O020.	PERMITS (AC-27) FORM: AC-27 RECORD TYPES: Vital	TO+3	TO+15		Y	N	N	
/DOA/41/	O022.	REVENUE DETAIL JOURNAL RECORD TYPES: Vital	CL+3	CL+15		Y	N	N	
/DOA/41/	O023.	TICKETING/SATELLITE #2 IMPROVEMENTS	TO+3	TO+15		Y	N	N	

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Records of: /DOA/41/ ***ACCOUNTING - REVENUE***
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		RECORD TYPES: Vital							
/DOA/41/	O024.	TRAFFIC COUNT - FEDERAL AVIATION ADMIN. - (LAX, ONT, VNY) (FAA7230) FORM: FAA7230 RECORD TYPES: Vital	TO+10	TO+15		Y	N	N	
/DOA/41/	O025.	TRUST DEPOSIT REGISTER RECORD TYPES: Vital	CL+3	CL+15		Y	N	N	
/DOA/41/	O026.	REVENUE LANDINGS - COMPUTER RUN RECORD TYPES: (Transfered from DOA/40 item 32) added by 99-0108	CL+5	CL+5		N	N	N	
/DOA/41/	O027.	RECEIPT BOOKS	TO+5	TO+15		N	N	N	
/DOA/41/	O028.	PROMISE TO PAY	TO+2	TO+10		N	N	N	
/DOA/41/	O029.	RETURNED CHECKS	TO+2	TO+10		N	N	N	
/DOA/41/	O030.	PASSENGER FACILITIES CHARGES (PFC) - QUARTERLY AUDIT STATEMENTS	TO+2	TO+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ACCOUNTING - PAYROLL***
/DOA/42/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/42/	O	ORIGINAL RECORDS							
/DOA/42/	O001.	DAILY TIME REPORTS RECORD TYPES:	TO+/05	TO+3		N	N	N	
/DOA/42/	O002.	PAYROLL - BI-WEEKLY HOURS SUMMARY RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/DOA/42/	O003.	PAYROLL DISBURSEMENT - BI-WEEKLY RECORD TYPES: Confidential Vital	TO+5	TO+15		Y	N	Y	
/DOA/42/	O004.	PAYROLL DISBURSEMENT WORKSHEET RECORD TYPES: Confidential	TO+5	TO+15		N	N	Y	
/DOA/42/	O005.	PAYROLL MASTER RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/DOA/42/	O006.	PAYROLL RECAP RECORD TYPES:	TO+2	TO+7		N	N	N	

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Records of: /DOA/42/ ACCOUNTING - PAYROLL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/42/	O007.	PAYROLL RECONCILIATIONS RECORD TYPES:	TO+2	TO+7		N	N	N	
/DOA/42/	O008.	TIME SHEET SUMMARY RECORD TYPES: Vital	TO+5	TO+15		Y	N	N	
/DOA/42/	O009.	VACATION ACCRUALS RECORD TYPES:	TO+2	TO+7		N	N	N	
/DOA/42/	O010.	VACATION/SICK TIME REPORT RECORD TYPES:	TO+5	TO+10		N	N	N	
/DOA/42/	O011.	PAYROLL DISTRIBUTION RECAP WORKSHEETS RECORD TYPES: (Transfered from DOA/44 item O018) Added by 99-0108	TO+2	TO+5		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ACCOUNTING - ACCOUNTS PAYABLE***
/DOA/43/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/43/	O	ORIGINAL RECORDS							
/DOA/43/	O001.	AUTHORITY FOR EXPENDITURE (40) FORM: 40 RECORD TYPES:	TO+2	TO+7		N	N	N	
/DOA/43/	O002.	BILLS - DWP, PUBLIC UTILITIES & TRANSPORTATION RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/43/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/43/	O004.	MILEAGE STATEMENTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/43/	O005.	PURCHASE DISCOUNTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/43/	O006.	PROPERTY TAX BILLS-LA COUNTY RECORD TYPES:	TO+5	TO+15		N	N	N	

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Records of: /DOA/43/ ACCOUNTING - ACCOUNTS PAYABLE
LOS ANGELES WORLD AIRPORTS

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		(Transfered from DOA/40 item 29) added by 99-0108							
/DOA/43/	O007.	REMITTANCE ADVICE RECORD TYPES: (Transfered from DOA/40 item 30) added by 99-0108	TO+3	TO+5		N	N	N	
/DOA/43/	O008.	Invoices (all Divisions)	TO+1	TO+20	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ACCOUNTING - COST & APPROPRIATION***
/DOA/44/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/44/	O	ORIGINAL RECORDS							
/DOA/44/	O001.	COST LEDGER - ANNUAL RECORD TYPES: Vital	PE	PE		Y	N	N	
/DOA/44/	O002.	COST LEDGER - MONTHLY RECORD TYPES: Vital	CL+2	CL+5		Y	N	N	
/DOA/44/	O003.	COST LEDGER/WORK SHEETS - MONTHLY RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O004.	COST LEDGER/WORK SHEETS - YEARLY RECORD TYPES: Vital	TO+5	TO+15		Y	N	N	
/DOA/44/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/44/	O006.	DEMAND/COST CODING SHEETS RECORD TYPES:	TO+2	TO+5		N	N	N	

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Records of: /DOA/44/ ACCOUNTING - COST & APPROPRIATION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	--Media Code	Record Type V	H	C	L
/DOA/44/	O007.	DEMAND/COST REGISTER/GENERAL RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O008.	DEMAND REGISTER RECORD TYPES:	TO+2	TO+12		N	N	N	
/DOA/44/	O009.	DEMAND REGISTER BALANCE & EDIT RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O010.	JOURNAL VOUCHERS (AC-2) FORM: AC-2 RECORD TYPES:	TO+3	TO+15		N	N	N	
/DOA/44/	O011.	LABOR COST WORK SHEETS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O012.	LINE ITEM (YTD) MONTHLY - DETAIL RECORD TYPES:	TO+5	TO+5		N	N	N	

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Records of: /DOA/44/ ACCOUNTING - COST & APPROPRIATION
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/DOA/44/	O013.	LINE ITEM (YTD) - SUMMARY RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O014.	LINE ITEM WORKSHEETS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O015.	MAINTENANCE AND OPERATION - COST RUNS RECORD TYPES: Vital	TO+6	TO+15		Y	N	N	
/DOA/44/	O016.	MAINTENANCE AND OPERATION - SQUARE FOOT SUMMARY RECORD TYPES:	TO+6	TO+15		N	N	N	
/DOA/44/	O017.	MILEAGE COST CODING RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/44/	O019.	STATEMENT OF APPROPRIATION - ANNUAL RECORD TYPES: Vital	PE	PE		Y	N	N	
/DOA/44/	O020.	STATEMENT OF APPROPRIATION - MONTHLY	TO+2	TO+2		N	N	N	

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LOS ANGELES WORLD AIRPORTS

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		RECORD TYPES:							
/DOA/44/	O021.	PASSENGER FACILITIES CHARGES (PFC) - RECEIPTS	TO+5	TO+25		N	N	N	
		RECORD TYPES:							

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: /DOA/45/ ***ACCOUNTING - FINANCIAL ANALYSIS***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/45/	O	ORIGINAL RECORDS							
/DOA/45/	O001.	FINANCIAL REPORT-ANNUAL Record Type: Historical Transfer to City Archives (Transfered from DOA/40) Added by 99-0108	TO+10	PE			Y		
/DOA/45/	O002.	BOND FUND LEDGER Record Type: Vital (Transfered from DOA/41) Added by 99-0108	TO+3	TO+15		Y			
/DOA/45/	O003.	BOND FUND STATEMENT Record Type: Vital (Transfered from Accounting, DOA/41) Added by 99-0108	TO+3	TO+15		Y			
/DOA/45/	O004.	BOND RECORD Record Type: Vital (Transfered from Accounting, DOA/41) Added by 99-0108	TO+3	TO+15		Y			

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Records of: /DOA/45/ ACCOUNTING - FINANCIAL ANALYSIS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/45/	O005.	REVENUE BOND Record Type: Vital (Transfered from DOA/41) Added by 99-0108	TO+3	PE		Y			
/DOA/45/	O006.	BOND INFORMATION	TO+5	TO+15					

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

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

Records of: ***ACCOUNTING - GENERAL***
/DOA/46/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/46/	O	ORIGINAL RECORDS							
/DOA/46/	O001.	BUILDING ACCOUNT COST ALLOCATION Record Type: Vital (Transfered from Accounting/Main) Added by 99-0108	CL+5	CL+25		Y			
/DOA/46/	O002.	EQUIPMENT INVENTORY Record Type: (Transfered from Accounting/Main) Added by 99-0108	CL+2	CL+7					
/DOA/46/	O003.	CAPITAL PROJECTS CASH RUN Record Type: (Transfered from Accounting/Main) Added by 99-0108	CL+3	CL+25					
/DOA/46/	O004.	Property Acquisition Files Parcel	PE	PE					

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: August 17, 2015

Records of: /DOA/47/ **LANDSIDE OPERATIONS/PARKING AUDIT**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/47/	O	Original Records							
/DOA/47/	O001.	AUDIT REPORTS	TO+3	TO+10	DO	N	N	N	
/DOA/47/	O002.	CREDIT & DEBIT CARD RECIPTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O003.	CASHIER'S COLLECTION REPORTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O004.	MONTHLY STAFFING SCHEDULES	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O005.	PROMISSORY NOTE (copies)	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O006.	NON-REVENUE PROMISSORY NOTES	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O007.	CASH RECEIPTS RECONCILLIATION REPORTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O008.	CREDIT & DEBIT CARD RECONCILLIATION REPORTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O009.	MONTHLY BILLING & MANAGEMENT FEE DEDUCTIONS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O010.	DAILY LANE ACTIVITY REPORT	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O011.	DAILY NON-REVENUE REPORT	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O012.	DAILY REVENUE & TICKET SUMMARY	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O013.	VAN NUYS LICENSE PLATES INVENTORY	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O014.	PARKING TICKETS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O015.	CHARGEBACKS (Visa)	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O016.	CHARGEBACKS (Mastercard)	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O017.	CHARGEBACKS (American Express)	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O018.	CHARGEBACKS (Discover)	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O019.	DAILY PROMISSORY NOTE REPORTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O020.	DAILY PROMISSORY NOTE SWAPPED TICKET ADJUSTMENTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O021.	SUMMARY OF VOUCHER SALES	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O022.	DISPUTED FEES ACTIVITY	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O023.	EXCEPTION TICKET TRANSACTION REPORTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O024.	DAILY REVENUE COMPARISON REPORTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O025.	SUMMARY OF DAILY PARKING RECEIPTS	TO+1	TO+5	DO	N	N	N	
/DOA/47/	O026.	AMERICAN EXPRESS (AMEX) DAILY BANK STATEMENTS	TO+1	TO+5	DO	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***COMMERCIAL DEVELOPMENT GROUP***
/DOA/50/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/50/	O	ORIGINAL RECORDS							
/DOA/50/	O001.	CORRESPONDENCE AND SUBJECT FILES (REVIEW FOR HISTORICAL IMPORTANCE BEFORE PURGING)	AR+5	AR+10	DO	N	N	N	
/DOA/50/	O002.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING)	CL	CL	DO	N	N	N	
/DOA/50/	O003.	LAND USE STUDIES - LOS ANGELES	CL+5	CL+10	DO	N	N	N	
/DOA/50/	O004.	PROPERTY ACQUISITIONS/PARCEL FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-RECORDED DEEDS C-APPRAISAL REPORT D-POLICY OF TITLE INSURANCE	CL+5	PE	DO	N	Y	N	
/DOA/50/	O005.	CONCESSIONS CONTRACT FILES	EX+2	EX+10	DO	N	N	N	
/DOA/50/	O006.	ACQUISITIONS/DISPOSITIONS Record Types: Vital, Legal	CL	PE	DO	Y	N	N	
/DOA/50/	O007.	ADVERTISING AGREEMENTS	TE+5	TE+10	DO	N	N	N	
/DOA/50/	O008.	BUDGET WORKING PAPERS	TO+2	TO+2	DO	N	N	N	
/DOA/50/	O009.	CONCESSION AGREEMENT FILES	TE+5	TE+10	DO	N	N	N	
/DOA/50/	O010.	CORRESPONDENCE	TO+2	TO+5	DO	N	N	N	

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

Records of: ***COMMERCIAL DEVELOPMENT GROUP***
/DOA/50/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/50/	O011.	DRAWINGS/PROJECT PLANS Can be oversized	CL	CL+2	DO	N	N	N	
/DOA/50/	O012.	LAND USE STUDIES	CL+5	CL+5	DO	N	N	N	
/DOA/50/	O013.	LEASE FILES	TE+5	TE+10	DO	N	N	N	
/DOA/50/	O014.	LOGS (Registers, Lighting Permits, Certifcates of Occupancy, Building Inspection Activities, Front Desk, Daily Plan)	CL	CL+2	DO	N	N	N	
/DOA/50/	O015.	LOT SPLIT CASES	CL	CL+10	DO	N	N	N	
/DOA/50/	O016.	MAPS	CL	CL+10	DO	N	N	N	
/DOA/50/	O017.	MONTHLY REPORTS	TO+1	TO+2	DO	N	N	N	
/DOA/50/	O018.	OPERATING AGREEMENTS/PERMITS	TE+5	TE+10	DO	N	N	N	
/DOA/50/	O019.	PHOTOS	TO+2	TO+2	PH	N	N	N	
/DOA/50/	O020.	REQUESTS FOR PROPOSALS	CL	CL+10	DO	N	N	N	
/DOA/50/	O021.	REQUESTS FOR QUALIFICATIONS	CL	CL+10	DO	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: August 17, 2015

Records of: /DOA/55/ FACILITIES PLANNING - ADMINISTRATION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/55/	O	ORIGINAL RECORDS							
/DOA/55/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/55/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: Revised by 99-0108	TO+5	TO+25		N	N	N	
/DOA/55/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/55/	O004.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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

Records of: /DOA/56/ FACILITIES PLANNING - OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/56/	O	ORIGINAL RECORDS							
/DOA/56/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/56/	O002.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/56/	O003.	PROJECT FILES RECORD TYPES: Legal A-ATTENDANCE LIST B-CONTRACT PAYMENTS C-CORRESPONDENCE D-MAILING LIST	CL+10	CL+10		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ENGINEERING***
/DOA/60/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/60/	O	ORIGINAL RECORDS							
/DOA/60/	O001.	STRUCTURAL CALCULATIONS RECORD TYPES: Vital	PE	PE		Y	N	N	
/DOA/60/	O002.	CONTRACT DOCUMENTS RECORD TYPES: Vital A-PLANS SIGNED BY AIRPORTS ENGINEER B-BID PROPOSAL APPROVED BY CITY ATTY. C-ADDENDA TO CONTRACTS D-CONTRACT CHANGE ORDERS E-NOTICE TO PROCEED F-NOTIFICATIONS OF ACCEPTANCE	PE	PE		Y	N	N	
/DOA/60/	O003.	BIDS RECEIVED LOG RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O004.	BIDS FROM UNSUCCESSFUL BIDDERS RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O005.	BIDDERS, LIST OF UNSUCCESSFUL RECORD TYPES:	CL+10	CL+10		N	N	N	

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Records of: /DOA/60/ ENGINEERING
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/60/	O006.	BIDDERS PLAN CHECK OUT LOG RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O007.	CHANGE ORDER BACKUP MATERIAL RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O008.	CORRESPONDENCE AND SUBJECT FILES (EVEN THOUGH NOT SIGNED) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/60/	O009.	RECEIPT, REGISTERED MAIL FOR ADDENDA RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/60/	O010.	TEST REPORTS RECORD TYPES: Vital A-SOILS REPORTS B-GEOTECH & HAZMAT REPORTS	PE	PE		Y	N	N	
/DOA/60/	O011.	TIME RECORDS, DAILY SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/60/	O012.	TRAFFIC COUNTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: /DOA/60/ ENGINEERING
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		A-CHARTS B-SUMMARY							
/DOA/60/	O013.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/60/	O014.	DAILY INSPECTION REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+0/06	TO+10/06	DO	N	N	N	
/DOA/60/	O015.	ENGINEERING PROJECT FILE RECORD TYPES: A. CORRESPONDENCE C. RFI'S D. TEST RESULTS E. MATERIAL TICKETS	TO+1	TO+11	DO	N	N	N	
/DOA/60/	O016.	ENGINEERING TECH. DATA RECORD TYPES: A. SHOP DRAWINGS (STRUCTURAL DETAILS)	TO+1	PE	DO	N	N	N	
/DOA/60/	O017.	CONSTRUCTION APPROVALS RECORD TYPES:	CO+1	CO+19	DO	N	N	N	
/DOA/60/	O018.	CONSTRUCTION CONTRACTS RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O019.	CONSULTANT CONTRACTS RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O020.	MISC. ENGINEERING PROJECT DOCUMENTATION RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O021.	PROJECT CHANGE ORDERS RECORD TYPES:	CO+1	PE	DO	N	N	N	
/DOA/60/	O022.	PROJECT ESTIMATES/SCHEDULES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	

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Records of: /DOA/60/ ENGINEERING
LOS ANGELES WORLD AIRPORTS

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/DOA/60/	O023.	PROJECT INVOICES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O024.	PROJECT MEETING MINUTES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O025.	PROJECT PAY REQUESTS RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O026.	PROJECT REPORTS (OTHER THAN GEOTECH/SOILS & HAZMAT) RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O027.	PROJECT SPECIFICATIONS/ADDENDA RECORD TYPES:	CO+1	PE	DO	N	N	N	
/DOA/60/	O028.	PROJECT STUDIES RECORD TYPES:	CO+1	CO+11	DO	N	N	N	
/DOA/60/	O029.	Engineering Drawings Legal Records	TO+2	PE	MC	N	Y	N	
/DOA/60/	O030.	Engineering Aerial Images Legal Records	TO+2	PE	PH	N	Y	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***AIRPORTS DEVELOPMENT GROUP (ADG)***
/DOA/62/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/62/	O	ORIGINAL RECORD SERIES							
/DOA/62/	O001.	Pre-Contract/Procurement	CO	CO+10	DO				
		Procurement Initiation (include RFA, Scope or Draft RFB, SAP Requisition)							
		Administrative Requirements Review/Legal Review							
		Charter Section 1022/Meet and Confer Documents							
		Board Report for Authority to Advertise/Advertisement Resolutions (Include Presentation, LABAVN, Green Sheet, NewsPapers)							
		RFP/RFQ/RFB Final							
		Pre-Bid/Pre-Proposal Meeting (Include sign-in sheets, presentations, agenda)							
		Pre-Bid Documents/Questions for Bidders							
		Addenda (Include Q&A's)							
		Statement of Qualifications/Proposals							
		Interview Binders							
		Selection Process							
		Notification Letters (include memo to BOAC/Non-Select/Protest Period)							
		Board Report for Award & Resolutions							
		Form C							
		Miscellaneous							
/DOA/62/	O002.	Contract Documents	CO	CO+10	DO				Y
		Contract Award Letter, Executed Documents							
		Notice to Proceed (NTP)							
		Payment Bonds & Insurance Certificates							
		Certified List of Subcontractors							
		Subcontracts/Personnel Authorizations (Prime) (Confidential Record)							
		Sub consultants/Personnel Authorizations (Prime) (Confidential Record)							
		Subcontractor Notification/Letter of Concurrence							
		Staffing Plan							
		Travel Authorizations							
		Overtime Authorizations (Confidential Record)							
		Purchase/Expense Authorizations							
		Badge & Vehicle Permits (include contract verification, BTRC, letter of intent)							
		Miscellaneous							
/DOA/62/	O003.	Task Orders/CGMP	CO	CO+10	DO				
		Task Order Log							
		Task Orders (numerical)							
		CGMP Log							
		CGMP (numerical)							
		Record of Negotiation							
		Miscellaneous							

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

Records of: /DOA/62/ **AIRPORTS DEVELOPMENT GROUP (ADG)**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/62/	O004.	Contract Deliverables Design Coordination Meeting Notes Design Deliverables/Submittals Design Review Comments Design Packages/Bulletins Deliverable Status Report Miscellaneous	CO	CO+10	DO				
/DOA/62/	O005.	Changes to Contract Contract Potential Change Notices (CNCP)/Potential change Orders (PCC) Change Order Request (COR) Change Orders (CO)/Records of Negotiations Change Directives (CD) Contract Amendments/Approved Change Orders Miscellaneous	CO	CO+10	DO				
/DOA/62/	O006.	Correspondence Incoming Correspondence Outgoing Correspondence Internal Correspondence (Interdepartment Memo) Transmittals (Interdivision) Miscellaneous Correspondence	CO	CO+10	DO				
/DOA/62/	O007.	Contract Meetings (Agenda & Meeting Notes) Weekly Construction Coordination Meetings Safety Meetings Miscellaneous	CO	CO+10	DO				
/DOA/62/	O008.	Contract Controls (Schedules/Estimates/Forecast/Trends) Master Schedule Preliminary Schedule Baseline Schedule Monthly Progress Schedule Three (3) Week Look Ahead Schedule Schedule Management Reports Cost Management Reports Estimates Forecast Trends/Exposure Work Plan Miscellaneous	CO	CO+10	DO				
/DOA/62/	O009.	Contract Accounting Contractor Payment Request	CO	CO+10	DO				Y

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LOS ANGELES WORLD AIRPORTS

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		Invoices (Include Prime and Subcontractors) Utilization Reports Interdepartmental Orders (IDO's) Certified Payrolls (Confidential Record) Schedule of Values Miscellaneous							
/DOA/62/	O010.	Reports Board Management Status Report Monthly Program Report Monthly Project Progress Report Quarterly Report Finance Report FAA Report Element Report Geotechnical Report Contract Report Site Observation Report Executive Management Cost & Schedule Report Expenditure Report CAO/CLA Reports/Council Report Decision Analysis Report Miscellaneous Report	CO	CO+10	DO				
/DOA/62/	O011.	Contract Engineering Contract Bid Packages Addendums Request for Information (RFI) Submittals/Contractors List of Submittals Daily Report (Contractor) LAWA Daily Inspection Report Field Directive Non-Compliance Notice Preliminary Notice Correction Notice Disruption Notice Permits Project Photos Inspection Request Notice Utility Shutdown Request Job Memorandum Miscellaneous	CO	CO+10	DO				

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/DOA/62/	O012.	QC/QA Quality Control/Quality Assurance		CO	CO+10	DO				
		Contractor Quality Control Program								
		QC/QA Report								
		QC/QA Non-Compliance Notices								
		Code Enforcement Inspection								
		Survey Data								
		Soils Testing/Report								
		Miscellaneous								
/DOA/62/	O013.	Environmental		CO	CO+10	DO				
		Sustainability/LEED								
		Hazmat Surveys								
		Environmental Impact Reports (EIR's)								
		Hazmat Close Out Report								
		SCAQMD Notifications								
		CBA Mitigation								
		Environmental Services Request (ESR)								
		Miscellaneous								
/DOA/62/	O014.	Safety		CO	CO+10	DO				
		Contractor Safety Program								
		Accident Reports	(Legal Record)							
		Safety Violations	(Legal Record)							
		Material Safety Data Sheets (MSCS) (superceded)								
		Owner Controlled Insurance Program (OCIP)								
		OCIP Daily Reports								
		OCIP Meetings								
		Cal OSHA Documentation								
		Misc Safety Correspondence								
		Inspection Request to Stop Work								
		Loss control Survey								
		Miscellaneous								
/DOA/62/	O015.	Special Subject Files/Legal Issues	(Legal Record)	CO	CO+10	DO				
		Claims								
		Stop Notices								
		Audits								
		Public Records Request								
		Bid Protests								
		Memorandum of Agreement (MOA)								
		Memorandum of Understanding (MOU)								
		Miscellaneous								

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/DOA/62/	O016.	Contract Close Out Letter of Substantial Completion Final Release Forms Including FAA Certifications Warranties/Spare Parts Punch Lists Records Drawings/As-Builts Notice of Completion of Public Works Construction Rorm Operation & Maintenance Manuals (O&M)/Training Temporary Certificate of Occupancy (TCO) Certification of Partial or Final Completion Final Lien Releases Certificate of Occupancy Lessons Learned Report Retention Records Miscellaneous Closeout Documents	CO	CO+10	DO				
/DOA/62/	O017.	Budget Working Papers	TO+2	TO+2	DO				
/DOA/62/	O018.	Bid Receipt Logs	CL+2	CL+10	DO				
/DOA/62/	O019.	Consultant Contract Files	CO+1	CO+10	DO				
/DOA/62/	O020.	Correspondence and Subject Files (Incoming) (Confidential Record)	AR+2	AR+2	DO				Y
/DOA/62/	O021.	Correspondence and Subject Files (Outgoing)	AR+2	AR+2	DO				
/DOA/62/	O022.	Employee Weekly Time Sheets (Confidential Record)	TO+1	TO+1	DO				Y
/DOA/62/	O023.	Pre-Authorization Forms for Overtime	TO+1	TO+2	DO				
/DOA/62/	O024.	Procedures Manual	SU+1	SU+1	DO				
/DOA/62/	O025.	Reports to BOAC	TO+2	TO+10	DO				
/DOA/62/	O026.	Reports Miscellaneous	TO+2	TO+10	DO				

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Records of: ***ENVIRONMENTAL PLANNING***
/DOA/65/ ***LOS ANGELES WORLD AIRPORTS***

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Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/65/	O	ORIGINAL RECORDS							
/DOA/65/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/65/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/65/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/65/	O004.	ENVIRONMENTAL IMPACT REPORTS RECORD TYPES: Legal	CL+10	CL+10		N	N	N	
/DOA/65/	O005.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***VAN NUYS AIRPORT ADMINISTRATION/PROPERTY***
/DOA/70/ ***LOS ANGELES WORLD AIRPORTS***

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Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/70/	O	ORIGINAL RECORDS							
/DOA/70/	O001.	AIRCRAFT INSURANCE CERTIFICATE RECORD TYPES:	EX+2			N	N	N	
/DOA/70/	O002.	AIRPORT FACILITIES RECORD RECORD TYPES:	AR+3	AR+3		N	N	N	
/DOA/70/	O003.	AIRPORT GUIDE'S LOG BOOK RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/70/	O004.	AIRPORT PERMIT RECORD TYPES:	EX+2			N	N	N	
/DOA/70/	O005.	ANSAFONE TAPE AND TRANSCRIPT RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/70/	O006.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: /DOA/70/ VAN NUYS AIRPORT ADMINISTRATION/PROPERTY
LOS ANGELES WORLD AIRPORTS

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/DOA/70/	O007.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/70/	O008.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/70/	O009.	EQUIPMENT MAINTENANCE REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/70/	O010.	GASOLINE FUEL TICKETS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/70/	O011.	VAN NUYS AIRPORT HISTORICAL DATA (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-PICTURES C-NEWSPAPER, MAGAZINE AND PUBL'CN CLIPPINGS D-AIRPORT RELATED INTERNAL MEMOS AND REPORTS	AR	PE		N	Y	N	
/DOA/70/	O012.	VAN NUYS AIRPORT OPERATIONS MANUAL RECORD TYPES:	SU+2	SU+2		N	N	N	

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/DOA/70/	O013.	VAN NUYS AIRPORT NEWS RELEASES RECORD TYPES:	SU+2	SU+2		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: August 17, 2015

Records of: /DOA/71/ VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
LOS ANGELES WORLD AIRPORTS

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/DOA/71/	O	ORIGINAL RECORDS							
/DOA/71/	O001.	AIRCRAFT CURFEW REPORT RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/71/	O002.	AIRCRAFT INCIDENT/ACCIDENT REPORT RECORD TYPES: Confidential Legal	AR+5	AR+10		N	N	Y	
/DOA/71/	O003.	AIRCRAFT NOISE COMPLAINTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/71/	O004.	ARREST REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/71/	O005.	AUTHORIZED AIRCRAFT FUEL DRIVES RECORDS RECORD TYPES:	TO+3	TO+3		N	N	N	
/DOA/71/	O006.	COMPLAINT APPLICATION REPORT RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	

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/DOA/71/	O007.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/71/	O008.	CRIME REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/71/	O009.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/71/	O010.	DISCREPANCY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/71/	O011.	DOCUMENT RELEASE REQUESTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/71/	O012.	EMERGENCY PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N	

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/DOA/71/	O013.	EMPLOYEE REPORTS RECORD TYPES:	TE+2	TE+2		N	N	N	
/DOA/71/	O014.	FIELD CITATIONS RECORD TYPES: Legal	TO+3	TO+10		N	N	N	
/DOA/71/	O015.	FIELD INTERVIEW REPORT RECORD TYPES:	TO+3	TO+10		N	N	N	
/DOA/71/	O016.	FLYAWAY PARKING COLLECTION REPORT (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+3	TO+3		N	N	N	
/DOA/71/	O017.	FUEL SPILL REPORTS RECORD TYPES: Legal	TO+5	TO+10		N	N	N	
/DOA/71/	O018.	HOLD HARMLESS REPORTS RECORD TYPES:	TO+5	TO+10		N	N	N	
/DOA/71/	O019.	IMPOUND REPORTS	TO+5	TO+10		N	N	N	

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		RECORD TYPES:							
/DOA/71/	O020.	INCIDENT REPORTS RECORD TYPES:	TO+5	TO+10		N	N	N	
/DOA/71/	O021.	INJURY REPORTS RECORD TYPES: Confidential Legal	TO+3	TO+10		N	N	Y	
/DOA/71/	O022.	LOST AND FOUND FILE RECORD TYPES: A-CONTROL FORM B-REPORTS	TO+3	TO+3		N	N	N	
/DOA/71/	O023.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/71/	O024.	MOVIE CHARGES AND WORK FORM RECORD TYPES:	TO+2	TO+4		N	N	N	
/DOA/71/	O025.	NATIONAL TRANSPORTATION SAFETY BOARD (NTSB) RELEASE RECORD TYPES:	CL+2	CL+2		N	N	N	

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/DOA/71/	O026.	NON-LETHAL CONTROL DEVICES INCIDENT REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/71/	O027.	OFFICER'S LOG BOOKS RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	
/DOA/71/	O028.	PARKING LOT INVENTORY RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/71/	O029.	LOST AND FOUND - PROPERTY DAMAGE REPORT RECORD TYPES: Confidential Legal	CL+5	CL+10		N	N	Y	
/DOA/71/	O030.	LOST AND FOUND - PROPERTY OWNER'S NOTIFICATION RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/71/	O031.	LOST AND FOUND - PROPERTY TRANSFER RECORD RECORD TYPES:	TO+10	TO+10		N	N	N	

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Records of: /DOA/71/ VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/71/	O032.	RUNWAY INSPECTION REPORTS RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/71/	O033.	SECURITY DIVISION WEEKLY REPORT RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/71/	O034.	SECURITY KEY LOG RECORD TYPES: Confidential	CL+2	CL+2		N	N	Y	
/DOA/71/	O035.	SPECIAL OFFICER WORK SCHEDULE RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/71/	O036.	TRAFFIC ACCIDENT REPORT RECORD TYPES: Confidential Legal	TO+5	TO+10		N	N	Y	
/DOA/71/	O037.	TRAFFIC CITATION BOOK RECORDS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/71/	O038.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	

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LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/71/	O039.	WORKLOAD REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ***VAN NUYS AIRPORT MAINTENANCE***
/DOA/72/ ***LOS ANGELES WORLD AIRPORTS***

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Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/72/	O	ORIGINAL RECORDS							
/DOA/72/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/72/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/72/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/72/	O004.	DISCREPANCY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/72/	O005.	EQUIPMENT MAINTENANCE RECORDS RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/72/	O006.	GAS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: /DOA/72/ VAN NUYS AIRPORT MAINTENANCE
LOS ANGELES WORLD AIRPORTS

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/DOA/72/	O007.	INJURY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/72/	O008.	KEY REQUESTS RECORD TYPES:	TE+2	TE+2		N	N	N	
/DOA/72/	O009.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/72/	O010.	SHOP REPAIR CARD RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/72/	O011.	WORK REQUESTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ***VAN NUYS AIRPORT FLYAWAY TERMINAL***
/DOA/73/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/73/	O	ORIGINAL RECORDS							
/DOA/73/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/73/	O002.	DAILY LOG OF ACTIVITIES AT THE TERMINAL RECORD TYPES:	PE	PE		N	N	N	
/DOA/73/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	

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/DOA/74/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/74/	O	Original Record Series:							
/DOA/74/	O001.	NON ADDITION RULE	TO+2	TO+8	DO	N	N	N	
/DOA/74/	O002.	CURFEW DOCUMENTATION	TO+2	TO+8	DO	N	N	N	

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Records of: ***ONTARIO ADMINISTRATION***
/DOA/75/ ***LOS ANGELES WORLD AIRPORTS***

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Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/75/	O	ORIGINAL RECORDS							
/DOA/75/	O001.	AIRLINE PASSENGER AND FREIGHT TRAFFIC FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/75/	O002.	ALTERNATE, NON-SCHEDULED AND CHARTER OPERATION REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/DOA/75/	O003.	BUDGET WORKING PAPERS RECORD TYPES:	TO+3	TO+3		N	N	N	
/DOA/75/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/75/	O005.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/75/	O006.	FEDERAL AVIATION ADMIN. MONTHLY SUMMARY RPT. (ONTARIO) RECORD TYPES:	TO+5	TO+5		N	N	N	

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Records of: ***ONTARIO ADMINISTRATION***
/DOA/75/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/75/	O007.	ONTARIO POLICIES AND PROCEDURES RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/75/	O008.	RIGHT OF WAY EASEMENTS RECORD TYPES: Vital Legal	TE+10	TE+10		Y	N	N	
/DOA/75/	O009.	STATION MANAGER AND STEERING COMMITTEE AGENDAS & MINUTES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/75/	O010.	UTILITY BILLING LOG SHEETS RECORD TYPES:	CL+5	CL+5		N	N	N	
/DOA/75/	O011.	VOLUME OF AIR TRAFFIC STATISTIC REPORTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+10	PE		N	Y	N	

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Records of: ***ONTARIO MAINTENANCE***
/DOA/76/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/76/	O	ORIGINAL RECORDS							
/DOA/76/	O001.	CONSTRUCTION PROJECTS RECORD TYPES:	CL+5	CL+5		N	N	N	
/DOA/76/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/76/	O003.	DISCREPANCY REPORTS RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/76/	O004.	EMERGENCY POWER UNITS REPORT (WEEKLY AND MONTHLY) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/76/	O005.	ENVIRONMENTAL FILES RECORD TYPES: A-HAZARDOUS WASTE MATERIAL FORMS B-HAZARDOUS WASTE MATERIAL LOCATIONS C-REPORTS	TO+10	TO+10		N	N	N	
/DOA/76/	O006.	EQUIPMENT MAINTENANCE FILES (EQUIPMENT IS SALVAGED) RECORD TYPES:	TE+2	TE+2		N	N	N	

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Records of: /DOA/76/ ***ONTARIO MAINTENANCE***
LOS ANGELES WORLD AIRPORTS

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		A-VEHICLE MAINTENANCE RECORDS B-VEHICLE OWNERSHIP RECORDS							
/DOA/76/	O007.	GASOLINE MONTHLY REPORT/TICKETS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/76/	O008.	IMPOUND LOT LOGS (COPIES ONTARIO POLICE DEPARTMENT VEHICLE REPORT) RECORD TYPES:	CL	CL+5		N	N	N	
/DOA/76/	O009.	INSPECTION FILES RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/76/	O010.	KEY APPLICATION (P-13) FORM: P-13 RECORD TYPES:	TE+2	TE+2		N	N	N	
/DOA/76/	O011.	LITIGATION CASE FILES RECORD TYPES: Legal	CL	CL+10		N	N	N	
/DOA/76/	O012.	PREVENTATIVE MAINT. CHECKLIST ON CRASH & FIRE EQUIPMENT RECORD TYPES:	TO+2	TO+2		N	N	N	

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/DOA/76/	O013.	PUBLIC/PASSENGER COMPLAINTS (MAINTENANCE RELATED) RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/76/	O014.	RUNWAY INSPECTION REPORTS (COPIES SENT TO ONTARIO AIRPORTS ADMINISTRATION & OPERATIONS) RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/76/	O015.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/76/	O016.	WORK REQUESTS (M-6) FORM: M-6 RECORD TYPES:	CL+2	CL+2		N	N	N	
/DOA/76/	O017.	WORK SCHEDULES RECORD TYPES:	SU+2	SU+2		N	N	N	

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Records of: ***ONTARIO AIRPORT PUBLIC RELATIONS***
/DOA/77/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/77/	O	ORIGINAL RECORDS							
/DOA/77/	O001.	AIRPORT RELATED ASSOCIATION FILES RECORD TYPES: A-AWARENESS COMMITTEE B-FRIENDS OF ONTARIO AIRPORT C-MANAGERS CLUB D-SALES ASSOCIATION	TE+2	TE+2		N	N	N	
/DOA/77/	O002.	AVIATION HISTORY FILES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-PICTURES B-NEWS ARTICLES C-NEWS RELEASES D-CORRESPONDENCE E-CHRONOLOGY OF ONTARIO	TO+2	PE		N	Y	N	
/DOA/77/	O003.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/77/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/77/	O005.	NEWS RELEASES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-NEWS RELEASE B-VOLUME MAILING LISTS	TO+2	PE		N	Y	N	
/DOA/77/	O006.	NEWSPAPER ARTICLES - AIRPORT RELATED	TO+2	PE		N	Y	N	

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		(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical							
/DOA/77/	O007.	NOISE ABATEMENT COMPLAINT FILES RECORD TYPES: A-COMMUNITY CORRESPONDENCE B-MONTHLY NOISE REPORT SUMMARY C-NOISE HEARING MAILING LISTS	CL+10	CL+10		N	N	N	
/DOA/77/	O008.	PHOTO FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/DOA/77/	O009.	PROJECT FILES (PUBLIC RELATIONS ACTIVITIES) RECORD TYPES: A-AGENDA B-CHRONOLOGY OF ONTARIO C-CORRESPONDENCE D-INVITATIONS E-NEWS ARTICLES/BULLETINS/RELEASES F-PICTURES/POSTERS G-TICKETS	CL+2	CL+2		N	N	N	
/DOA/77/	O010.	PROMOTIONAL ADVERTISING MATERIAL RECORD TYPES:	TO+3	TO+5		N	N	N	
/DOA/77/	O011.	PUBLIC RELATIONS REPORTS (COPIES RETAINED BY AIRPORTS PUBLIC RELATIONS) RECORD TYPES: A-WEEKLY ACTIVITY REPORTS B-MONTHLY HIGHLIGHT REPORTS C-PRESS/SPECIAL HANDLING REPORTS	TO+2	TO+2		N	N	N	
/DOA/77/	O012.	PUBLICATIONS WITH ONTARIO FEATURE STORY	TO+2	PE		N	Y	N	

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

Records of: /DOA/77/ ONTARIO AIRPORT PUBLIC RELATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		(TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical							
/DOA/77/	O013.	SPECIAL EVENTS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/DOA/77/	O014.	SPEECHES (COPIES RETAINED BY AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/77/	O015.	ONTARIO TOUR HISTORY FILE (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-CORRESPONDENCE B-DESCRIPTION OF TOUR C-NEWS RELEASES D-PHOTOGRAPHS E-STATISTICS ON ONTARIO AIRPORT	TO+2	PE		N	Y	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***AIRPORT POLICE BUREAU***
/DOA/80/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/80/	O	ORIGINAL RECORDS							
/DOA/80/	O001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES: A-ADMINISTRATION B-AIRFIELD CLEARANCE C-BOARDING SERVICES	AR+2	AR+5		N	N	N	
/DOA/80/	O002.	AIRFIELD DRIVING VIOLATION FIELD CITATIONS (RG-81) FORM: RG-81 RECORD TYPES:	TO+10	TO+10		N	N	N	
/DOA/80/	O003.	ARREST REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O004.	ATTENDANCE REPORTS - POLICE BUREAU PERSONNEL RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/DOA/80/	O005.	BACKGROUND INVESTIGATIONS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O006.	CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATION SYSTEM MESSAGES RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	

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Records of: /DOA/80/ AIRPORT POLICE BUREAU
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/80/	O007.	CITIZEN COMPLAINT REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O008.	COURT DISPOSITIONS CRIME REPORTS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O009.	DAILY FIELD ACTIVITY REPORTS (RG-6/81) FORM: RG-6/81 RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/80/	O010.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/80/	O011.	DRIVING TEST RESULTS RECORD TYPES:	TO+2	TO+5		N	N	N	
/DOA/80/	O012.	EMPLOYEE REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: /DOA/80/ **AIRPORT POLICE BUREAU**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/80/	O013.	FIELD INVESTIGATION CARDS (IDENTIFYING SUSPICIOUS PERSONS) RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O014.	FIELD TRAINING OFFICER EVALUATIONS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/DOA/80/	O015.	FUEL SPILL REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O016.	IDENTIFICATION BADGE APPLICATIONS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/DOA/80/	O017.	IMPOUND REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O018.	INCIDENT REPORTS RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/80/	O019.	INJURY REPORTS	TO+2	TO+10		N	N	Y	

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Records of: /DOA/80/ AIRPORT POLICE BUREAU
LOS ANGELES WORLD AIRPORTS

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		RECORD TYPES: Confidential Legal							
/DOA/80/	O020.	LOGS RECORD TYPES: Confidential A-BACKGROUND B-CLETS C-COMMUNICATION D-DESK E-EQUIPMENT F-IMPOUND G-LOST & FOUND H-REPORT I-SUPERVISOR J-VEHICLE RELOCATION	TO+2	TO+10		N	N	Y	
/DOA/80/	O021.	LOST AND FOUND REPORTS RECORD TYPES:	TO+2	TO+10		N	N	N	
/DOA/80/	O022.	MANUALS RECORD TYPES: Confidential A-BACKGROUNDS B-SECURITY BUREAU C-SECURITY PROGRAM	SU+2	SU+5		N	N	Y	
/DOA/80/	O023.	OVERTIME REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/80/	O024.	PERSONAL SERVICE CITATION BOOKS (VC40513B..) FORM: VC40513B.. RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	

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Records of: /DOA/80/ AIRPORT POLICE BUREAU
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/80/	O025.	PROPERTY DAMAGE REPORTS RECORD TYPES: Legal	TO	TO+8		N	N	N	
/DOA/80/	O026.	REPORT ON VEHICLES RELOCATED FROM PUBLIC PARKING LOTS RECORD TYPES: Legal	TO+2	TO+10		N	N	N	
/DOA/80/	O027.	SABOTAGE REPORTS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	
/DOA/80/	O028.	BUREAU ACTIVITY STATISTICS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/80/	O029.	TRAFFIC REPORTS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	
/DOA/80/	O030.	VEHICLE ACCIDENT REPORTS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	

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Records of: /DOA/80/ AIRPORT POLICE BUREAU
LOS ANGELES WORLD AIRPORTS

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/DOA/80/	O031.	WATCH DEPLOYMENT RECORDS RECORD TYPES: Confidential Legal	TO+2	TO+10		N	N	Y	
/DOA/80/	O033.	Internal Affairs Investigations RECORD TYPES: Confidential	TO+1	PE	DO	N	N	Y	
/DOA/80/	O034.	Officer Training Files RECORD TYPES: Confidential	TO+1	PE	DO	N	N	Y	
/DOA/80/	O035.	Officer Academy Records RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O036.	Fiscal Support Unit Forms (Purchase Request)	TO+1	TO+10	DO	N	N	N	
/DOA/80/	O037.	Court Liaison Files RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O038.	Dignitary Protection Details	TO+1	TO+3	DO	N	N	N	
/DOA/80/	O039.	V-Net Surveillance Audio Broadcast RECORD TYPES: Confidential	TO+1	TO+2	VT	N	N	Y	
/DOA/80/	O040.	Detention Logs/Holding Cell Logs RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O041.	Ride Along Applications RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O042.	Police Division Directives RECORD TYPES: Legal	TO+1	TO+10	DO	N	N	N	
/DOA/80/	O043.	GTEU Owners Responsibliity Forms	TO+1	TO+5	DO	N	N	N	
/DOA/80/	O044.	Accreditation Application RECORD TYPES: Confidential	TO+1	TO+10	DO	N	N	Y	
/DOA/80/	O045.	V-Net Surveillance Video Tapes RECORD TYPES: Confidential	TO	TO+3	VT	N	N	Y	
/DOA/80/	O046.	ACRU Records Criminal History (FBI, DOJ, Concessions, & TSA), Court Dispositions, Adjudications, Finger Print Summary Report) RECORD TYPES: Confidential, Legal	TO+4	PE	DO	N	N	Y	
/DOA/80/	O047.	Fingerprint Applications & Results	TO+2	TO+5	DO	N	N	Y	

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Records of: ***AIRPORT POLICE BUREAU***
/DOA/80/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
		RECORD TYPES: Confidential							

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***AIRFIELD PERMITS***
/DOA/82/ ***LOS ANGELES WORLD AIRPORTS/AIRFIELD OPERATIONS/OF]***

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/DOA/82/	O	Original Record Series:							
/DOA/82/	O001.	Budget Working Papers	SU+2	SU+2	DO	N	N	N	
/DOA/82/	O002.	Correspondence (originating)	TO+2	TO+2	DO	N	N	N	
/DOA/82/	O003.	Correspondence (incoming)	TO+2	TO+2	DO	N	N	N	
/DOA/82/	O004.	Air Carrier Operating Permit Files	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O005.	Fuel Delivery Permit Files	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O006.	Off-Site In-Flight Catering Permit Files	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O007.	Motor Vehicle Operating Permit Files	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O008.	Single Use Operating Permits	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O009.	Monthly Airfield Access Permits	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O010.	Non-Exclusive License Agreement Files	EX+1	EX+2	DO	N	N	N	
/DOA/82/	O011.	Surveys (Originating)	TO+2	TO+5	DO	N	N	N	
/DOA/82/	O012.	Airfield Permits Poilcy and Procedures Manual	SU	SU+1	DO	N	N	N	
/DOA/82/	O013.	Monthly Reports	SU+2	SU+2	DO	N	N	N	
/DOA/82/	O014.	Permitted Air Carrier List	SU	SU	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***OPERATIONS - LAX***
/DOA/83/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/83/	O	ORIGINAL RECORDS							
/DOA/83/	O001.	CORRESPONDENCE AND SUBJECT FILES (ADMINISTRATION) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/83/	O002.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/83/	O003.	LAX AIRPORT OPERATIONS MANUAL (SEND 4 COPIES TO CITY ARCHIVES; REC HAS BEEN DESIGNATED HISTORICAL PER RET. SCHEDULE) RECORD TYPES:	SU+10	SU+10		N	N	N	
/DOA/83/	O004.	NOTICES TO AIRMAN RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/83/	O005.	OPERATIONS LOG BOOKS (COPIES RETAINED AT OPERATIONS) RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/83/	O006.	MONTHLY STATUS REPORT	TO+2	TO+2		N	N	N	

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Records of: /DOA/83/ **OPERATIONS - LAX**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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		RECORD TYPES:							
/DOA/83/	O007.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/83/	O008.	FILM PERMIT FILES RECORD TYPES:	CL+3	CL+10	DO	N	N	Y	
/DOA/83/	O009.	FILM PERMIT RECEIPT BOOKS RECORD TYPES:	CL+3	CL+10	DO	N	N	N	
/DOA/83/	O011.	SAFE TRAINING RECORDS (verification letters)	TO+3	TO+3	DO	N	N	N	
/DOA/83/	O012.	SAFE HEARING RECORDS	TO+1	TO+10	DO	N	N	N	
/DOA/83/	O013.	AIRPORT OPERATIONS CERTIFICATION MANUAL (FAA AIRPORT CERTIFICATION)	SU	SU	DO	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Date: August 17, 2015

Records of: /DOA/84/ OPERATIONS - AIRFIELD - BRADLEY TERMINAL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/84/	O	ORIGINAL RECORDS							
/DOA/84/	O001.	BRADLEY TERMINAL OPERATIONS MANUAL (SEND 4 COPIES TO CITY ARCHIVES; MARKED HISTORICAL PER RET SCH) RECORD TYPES:	SU+10	SU+10		N	N	N	
/DOA/84/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/84/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/84/	O004.	NOTICES TO AIRMAN (COMPLETION OF PROJECT) RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/84/	O005.	OPERATIONS LOG BOOKS (COPIES RETAINED AT OPERATIONS) RECORD TYPES:	CL+10	CL+10		N	N	N	
/DOA/84/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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

Records of: /DOA/84/ OPERATIONS - AIRFIELD - BRADLEY TERMINAL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/84/	O007.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/84/	O008.	TBIT BAGGAGE CCTB TAPES RECORD TYPES:	TO+1	TO+3	VT	N	N	N	
/DOA/84/	O009.	SUPERVISOR FILES RECORD TYPES:	TO+1	TO+2	DO	N	N	N	
/DOA/84/	O010.	Safe Hearing Records Legal Files	TO+1	TO+10	DO	N	N	Y	

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Records of: ***NOISE MANAGEMENT***
/DOA/85/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/85/	O	ORIGINAL RECORDS							
/DOA/85/	O001.	AIRLINES VARIANCE PROCEEDINGS RECORD (BOUND COPIES) RECORD TYPES: A-LETTER OF TRANSMITTAL B-VARIANCE REQUEST SUMMARY C-TRANSCRIPT OF PUBLIC TESTIMONY D-ATTENDANCE RECORD (SIGN-IN SHEET)	TE+10	TE+10		N	N	N	
/DOA/85/	O002.	CORRESPONDENCE AND SUBJECT FILES (TRANSFER HISTORICAL DATA TO CITY ARCHIVES) RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/85/	O003.	DAILY NOISE LEVEL REPORT RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/85/	O004.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/85/	O005.	NOISE MONITORING QUARTERLY REPORTS RECORD TYPES: Legal	TO+10	TO+10		N	N	N	
/DOA/85/	O006.	QUARTERLY REPORT OF OPERATING AIRCRAFT LAX RECORD TYPES:	TO+10	TO+10		N	N	N	

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Records of: /DOA/85/ ***NOISE MANAGEMENT***
LOS ANGELES WORLD AIRPORTS

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/DOA/85/	O007.	STATE NOISE VARIANCE PROCEEDINGS RECORD RECORD TYPES:	TE+10	TE+10		Y	N	N	
/DOA/85/	O008.	LAND USE MITIGATION PROGRAM (LUMP) JURISDICTION CORRESPONDENCE FILES RECORD TYPES: Document files, specific to jurisdiction, containing legally-significant documents created by NMB and others, sorted and filed as appropriate by NMB A. City of Los Angeles B. County of Los Angeles C. City of Inglewood D. City of El Segundo E. City of Ontario	AR+5	AR+15	DO	Y	N	N	
/DOA/85/	O009.	LUMP JURISDICTION RECORD TYPES: Document files, specific to jurisdiction, containing legally-significant documents created by NMB and others, sorted and filed as appropriate by NMB A. City of Los Angeles B. County of Los Angeles C. City of Inglewood D. City of El Segundo E. City of Ontario	AR+5	AR+15	DO	Y	N	N	
/DOA/85/	O010.	LUMP SUBJECT MATTER FILES RECORD TYPES: Document files, containing legally-significant documents created by NMB and others, sorted and filed as appropriate by NMB A. Demonstration Projects B. Lawsuit Records C. Easement Records D. Land Acquisition Data/Statistics E. LUMP Guidelines for Jurisdictions F. LUMP Funding Resolution G. Local Ordinances H. LAWA ANMP'S	AR+5	AR+15	DO	Y	N	N	

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Records of: /DOA/85/ ***NOISE MANAGEMENT***
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/85/	O011.	NON-LAWA AIRPORT FILES RECORD TYPES: Document files, containing documents created by others, sorted and filed as appropriate by NMB	AR+5	AR+15	DO	N	N	N	
/DOA/85/	O012.	QUARTERLY NOISE MONITORING "STATE" MAPS RECORD TYPES: Oversized legally-required documents created by NMB A. LAX B. ONT C. VNY	PE+5	PE	DO	Y	N	N	
/DOA/85/	O013.	QUARTERLY NOISE MONITORING "COMMUNITY MAPS" RECORD TYPES: Oversized legally-required documents created by NMB A. LAX B. Ontario C. Van Nuys	PE+5	PE	DO	Y	N	N	
/DOA/85/	O014.	QUARTERLY NOISE MONITORING REPORTS RECORD TYPES: Oversized legally-required documents created by NMB A. LAX B. ONT C. VNY	PE+5	PE	DO	Y	N	N	
/DOA/85/	O015.	QUARTERLY CUMULATIVE NOISE LEVEL WORKBOOKS RECORD TYPES: A.K.A. Cumes Notebooks, legally-required document files created by NMB	PE+5	PE	DO	Y	N	N	
/DOA/85/	O016.	TITLE 21 VARIANCE FILES RECORD TYPES: Document files containing legally-required documents created by NMB and others, sorted and filed as appropriate by NMB	PE+15	PE	DO	Y	N	N	
/DOA/85/	O017.	LAX MASTER PLAN FILES RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB	TO+2	TO+5	DO	Y	N	N	
/DOA/85/	O018.	LAX ADVISORY COMMITTEE RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB	TO+2	TO+5	DO	Y	N	N	
/DOA/85/	O019.	VNY ADVISORY COMMITTEE	TO+2	TO+5	DO	Y	N	N	

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Records of: /DOA/85/ ***NOISE MANAGEMENT***
LOS ANGELES WORLD AIRPORTS

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		RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB							
/DOA/85/	O020.	ONT ADVISORY COMMITTEE RECORD TYPES: Document files containing documents created by NMB and others, sorted and filed as appropriate by NMB	TO+2	TO+5	DO	Y	N	N	
/DOA/85/	O021.	BOAC RESOLUTION FILE RECORD TYPES: Documents created by DOA-08 pertaining to NMB issues, sorted and filed appropriate by NMB	PE+3	PE	DO	Y	N	N	
/DOA/85/	O022.	HISTORICAL FILES RECORD TYPES: Historical documents important to NMB issues such as system development, environmental policies and special studies.	PE+5	PE	DO	N	Y	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***RESIDENTIAL SOUNDPROOFING***
/DOA/86/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/86/	O	ORIGINAL RECORD SERIES							
/DOA/86/	O001.	Bid Proposals - Non Awarded Bids	TO+2	CL+10	DO	N	N	N	
/DOA/86/	O002.	Construction Specifications Lump (Inglewood, El Segundo, Ontario,) Grants	TO+2	CL+10	DO	N	N	N	
/DOA/86/	O003.	Easements Legal Files	TO+2	PE	DO	N	N	N	
/DOA/86/	O004.	Lead Abatement Reports	TO+2	CO+10	DO	N	N	N	
/DOA/86/	O005.	Plans & Field Memos	TO+2	CO+10	DO	N	N	N	
/DOA/86/	O006.	Submittals & Building Permits	TO+2	CO+10	DO	N	N	N	
/DOA/86/	O007.	Prop Files - By Bid Group Legal Files	CL+2	PE	DO	N	N	N	
/DOA/86/	O008.	Prop Photo Records Includes Photographs and Electronic Files	TO+2	TO+5	DO	N	N	N	
/DOA/86/	O009.	Project Files Legal Files	TO+2	PE	DO	N	N	N	
/DOA/86/	O010.	ID Badge Applications (Contractors)	TO+2	TO+5	DO	N	N	Y	
/DOA/86/	O011.	Title Reports (2002 and earlier) (copies)	TO+2	PE	DO	N	N	N	
/DOA/86/	O012.	Construction Files Legal Files	CO+2	CO+10	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***MAINTENANCE***
/DOA/90/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/90/	O	ORIGINAL RECORDS							
/DOA/90/	O001.	BUDGET WORKING PAPERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPES:	AR+2	AR+2		N	N	N	
/DOA/90/	O003.	DAILY TIME REPORTS (TRANSFER TO AIRPORTS ACCOUNTING) RECORD TYPES:	CL	CL		N	N	N	
/DOA/90/	O004.	KEY APPLICATION (P-13) FORM: P-13 RECORD TYPES:	TE+2	TE+2		N	N	N	
/DOA/90/	O005.	LOGS RECORD TYPES: A-PURCHASE REQUESTS B-SERVICE AND COMPLAINTS (DAILY) C-SUB-PURCHASE ORDERS	CL+5	CL+15		N	N	N	
/DOA/90/	O006.	MONTHLY STATUS REPORTS RECORD TYPES:	TO+2	TO+2		N	N	N	

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Records of: ***MAINTENANCE***
/DOA/90/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/90/	O007.	PERMITS (SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT) RECORD TYPES:	EX+2			N	N	N	
/DOA/90/	O008.	PREVENTIVE MAINTENANCE MASTER FILE (CARDS) (COMPUTER GENERATED BY AIRPORTS DATA PROCESSING) RECORD TYPES:	SU+2	SU+2		N	N	N	
/DOA/90/	O009.	PREVENTIVE MAINTENANCE REPORTS/MASTERS (COMPUTER GENERATED BY AIRPORTS DATA PROCESSING) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O010.	PREVENTIVE MAINTENANCE SPECIAL REPORT REQUESTS (COMPUTER GENERATED BY AIRPORTS DATA PROCESSING) RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O011.	PREVENTIVE MAINTENANCE WORK ORDERS RECORD TYPES:	TO+2	TO+2		N	N	N	
/DOA/90/	O012.	PUBLIC INJURY AND PROPERTY DAMAGE REPORTS RECORD TYPES: Confidential Legal A-ESCALATOR ACCIDENTS-M-50 B-OPERATING EQUIPMENT INCIDENT-M-52 C-PROPERTY CONDITION-S-3	TO+5	TO+10		N	N	Y	

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Records of: ***MAINTENANCE***
/DOA/90/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/90/	O013.	SAFETY RECORDS RECORD TYPES: A-SAFETY MEETING REPORTS B-SLIP TESTS C-TAILGATE SAFETY MEETING REPORTS	TO+5	TO+7		N	N	N	
/DOA/90/	O014.	WORK ORDERS (M-70) FORM: M-70 RECORD TYPES: Confidential	TO+5	TO+10		N	N	Y	
/DOA/90/	O015.	WORK REPORTS RECORD TYPES: Confidential Legal	TO+5	TO+10		N	N	Y	
/DOA/90/	O016.	CUSTODIAL ATTENDANCE LOGS RECORD TYPES: added by 99-0108	TO+2	TO+2		N	N	N	
/DOA/90/	O017.	QUALITY CONTROL INSPECTION LOGS RECORD TYPES: added by 99-0108	TO+5	TO+10		N	N	N	
/DOA/90/	O018.	CONSTRUCTION & MAINTENANCE VIDEO SURVEILLANCE TAPES RECORD TYPES: a. maintenance yard b. warehouse added by 99-0108	TO	TO+2	VT	N	N	N	

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/DOA/90/	O020.	Recycling Weight Slips	CL+2	CL+2	DO				
/DOA/90/	O021.	Salvaged Equipment Records	TO+2	TO+2	DO				
/DOA/90/	O022.	LAX Shuttle Contract Invoices	AR	TO+2	DO				
/DOA/90/	O023.	Vehicle Trip Cards	TO+1	TO+1	DO				
/DOA/90/	O024.	Salvaged Vehicle Records	TO+2	TO+2	DO				
/DOA/90/	O025.	SUPERVISOR FILES	TO+2	TO+2	DO				
/DOA/90/	O026.	Packing Slips (Originals as attachments of Paid Invoices in DOA/41 item O019)	TO+3	TO+15	DO				

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Records of: /DOA/91/ ONTARIO AIRFIELD CLEARANCE
LOS ANGELES WORLD AIRPORTS

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/DOA/91/	O	ORIGINAL RECORDS							
/DOA/91/	O001.	MONTHLY BADGE VERIFICATION REPORTS Record Type: Added by 99-0108	TO+1	TO+2					
/DOA/91/	O002.	CORRESPONDENCE AND SUBJECT FILES Record Type: Added by 99-0108	TO+1	TO+2					
/DOA/91/	O003.	PHOTO IDENTIFICATION APPLICATIONS Record Type: Added by 99-0108	TO+1	TO+4					
/DOA/91/	O004.	MOTOR VEHICLE PERMIT PROGRAM Record Type: Added by 99-0108	TE	TE+2					
/DOA/91/	O005.	FIXED BASE AIRCRAFT OPERATORS Record Type: Added by 99-0108	TE	TE+2					

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Records of: ***ONTARIO AIRFIELD OPERATIONS***
/DOA/92/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/92/	O	ORIGINAL RECORDS							
/DOA/92/	O001.	AIRCRAFT ACCIDENT/INCIDENT REPORT RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O002.	ALTERNATE OPERATIONS RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O003.	DEVIATION LOGS RECORD TYPE: (RUNAWAY CLOSURES) ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O005.	NOTICE TO AIRMEN RECORD TYPE: (NOTAMS) ADDED BY 99-0108	AR	AR+2	DO	Y			

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

Records of: /DOA/92/ ONTARIO AIRFIELD OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/92/	O006.	ONT RUNWAY USAGE STATUS REPORT RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O007.	SELF INSPECTION FORMS RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O008.	FILM PROJECTS-INCLUDES INS ENDORSEMENTS FORM NUMBER:134 AG, 135GL, 136 RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				
/DOA/92/	O009.	DUTY LOGS 44/55 (LEGAL HISTORICAL RECORDS) RECORD TYPE: ADDED BY 99-0108	PE	PE	DO		Y		
/DOA/92/	O010.	FUEL AND GO LOGS RECORD TYPE: ADDED BY 99-0108	AR	AR+2	DO				

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ONTARIO FIRE SAFETY***
/DOA/93/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/93/	O	ORIGINAL RECORDS							
/DOA/93/	O001.	REPORTS REPORT TYPE: a. aircraft incident b. aircraft vs vehicle c. crime report cr-1 d. employee reports e. face sheets screening incidents f. fuel spill reports g. HAZMAT incidents h. journals i. personal injury j. property damage chp 555-03 k. sabotage threat l. traffic collision chp 555-03 m. vehicle impound chp 180 n. boarding officer time p. CFIRS reports q. lost and found ADDED BY 99-0108	AR+2	AR+10				Y	
/DOA/93/	O002.	MEMOS AND CORRESPONDENCE REPORT TYPE: ADDED BY 99-0108	AR+2	AR+10				Y	
/DOA/93/	O003.	TRAINING RECORDS REPORT TYPE: ADDED BY 99-0108	AR+2	AR+10		Y			

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: /DOA/94/ — **ONTARIO LANDSIDE OPERATIONS**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/94/	O	ORIGINAL RECORDS							
/DOA/94/	O001.	GROUND TRANSPORTATION LICENSE AGREEMENTS AND PROGRAM RECORD TYPE: ADDED BY 99-0108	TE+2	TE+2					
/DOA/94/	O002.	ABANDONED VEHICLE PROGRAM RECORD TYPE: ADDED BY 99-0108	TE	TE+2					
/DOA/94/	O003.	PARKING LOT OPERATIONS/MANAGEMENT CONTRACT RECORD TYPE: ADDED BY 99-0108	TE+2	TE+2					
/DOA/94/	O004.	AIRPORT TRAM OPERATIONS/MANAGEMENT CONTRACT RECORD TYPE: ADDED BY 99-0108	TE+2	TE+2					
/DOA/94/	O005.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: ADDED BY 99-0108	TO+1	TO+2					

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Records of: /DOA/94/ ONTARIO LANDSIDE OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/94/	O006.	EMPLOYEE LOT PAYMENT AND PROMISSORY NOTE LOGS RECORD TYPE: ADDED BY 99-0108	TO+1	TO+2					
/DOA/94/	O007.	MONTHLY CIRCUIT REPORTS RECORD TYPE: ADDED BY 99-0108	TO+2	TO+3					
/DOA/94/	O008.	GROUND TRANSPORTATION ENFORCEMENT RECORDS RECORD TYPE: ADDED BY 99-0108	TO+2	TO+10					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ONTARIO PARKING SERVICES/LANDSLIDE***
/DOA/95/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/95/	O	ORIGINAL RECORDS							
/DOA/95/	O001.	MONTH END STATISTICS RECORD TYPE: a. public parking b. employee parking c. validation log added by 99-0108	PE	PE					
/DOA/95/	O002.	DAILY REPORTS RECORD TYPE: a. ticket and deposit summary b. payroll summary c. validation log added by 99-0108	TO+1	TO+2					
/DOA/95/	O003.	CONTRACT COMPLIANCE REPORTS RECORD TYPE: added by 99-0108	TO+1	TO+2					
/DOA/95/	O004.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: added by 99-0108	TO+1	TO+2					

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Records of: /DOA/95/ ***ONTARIO PARKING SERVICES/LANDSLIDE***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/DOA/95/	O005.	COMPUTERIZED DATA/PUBLIC PARKING RECORD TYPE: added by 99-0108	TO+1	TO+2					

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City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***ONTARIO POLICE SERVICES***
/DOA/96/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*--Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/96/	O	ORIGINAL RECORDS							
/DOA/96/	O001.	AIRPORT SECURITY PROGRAM RECORD TYPE: added by 99-0108	SU	SU					
/DOA/96/	O002.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: a. police service b. communications added by 99-0108	AR+2	AR+5					
/DOA/96/	O003.	ALARM SYSTEM-VENDORS, CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+4					
/DOA/96/	O004.	BACKGROUND INVESTIGATION AND LOG RECORD TYPE: added by 99-0108	TO+2	TO+10					Y
/DOA/96/	O005.	ADA CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+4					
/DOA/96/	O006.	CONTRACTS AND BIDS RECORD TYPE: added by 99-0108	TE+2	TE+5					
/DOA/96/	O007.	CHP CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O008.	COURTESY PARKING DISCLOSURES AND LOG RECORD TYPE: added by 99-0108	TO+2	TO+10					
/DOA/96/	O009.	DAILY FIELD ACTIVITY REPORTS AND MONTHLY RECAP RECORD TYPE: added by 99-0108	TO+2	TO+10					
/DOA/96/	O010.	DEPARTMENT OF JUSTICE CORRESPONDENCE	TO+2	TO+5					

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		RECORD TYPE: added by 99-0108							
/DOA/96/	O011.	DEPARTMENT OF TRANSPORTATION CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O012.	DMV CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O013.	DIGNITARY DETAILS RECORD TYPE: added by 99-0108	TO+2	TO+2					
/DOA/96/	O014.	DIRECTIVES TO OFFICERS RECORD TYPE: added by 99-0108	SU	SU					
/DOA/96/	O015.	DISPATCH LOG BOOK INDEX RECORD TYPE: added by 99-0108	SU	SU					
/DOA/96/	O016.	EMPLOYEE REPORTS RECORD TYPE: added by 99-0108	TO+2	TO+10					
/DOA/96/	O017.	FAA QUARTERLY REPORTS, RULES, AND CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+10					
/DOA/96/	O018.	FAVORABLE COMMUNICATIONS/COMMENDATIONS RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O019.	FBI CORRESPONDENCE RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O020.	FIELD CITATIONS RECORD TYPE: added by 99-0108	TO+8	TO+10					
/DOA/96/	O021.	FIELD INVESTIGATION CARDS RECORD TYPE: (IDENTIFYING SUSPICIOUS PERSON) FORM # APB-019	TO+2	TO+10					

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		added by 99-0108							
/DOA/96/	O022.	FIELD TRAINING EVALUATIONS RECORD TYPE: added by 99-0108	TO+2	TO+10					
/DOA/96/	O023.	FINGERPRINTING-CORRESPONDENCE & INFO RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O024.	FIREARMS QUALIFICATIONS RECORDS RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O025.	LEGAL MATTERS RECORD TYPE: added by 99-0108	TO+2	TO+7					
/DOA/96/	O026.	LOGS RECORD TYPE: FORM # VARIOUS added by 99-0108 A. DISPATCH LOGBOOKS B. N-CITS (TRAFFIC CITATIONS) C. POLICE REPORTS D. SUBPOENAS E. SUPERVISION F. WATCH COMMANDERS DAILY REPORTS G. TIMEKEEPING FOR BOARDING OFFICERS	TO+2	TO+7					
/DOA/96/	O027.	LOST AND FOUND LOG AND REPORTS RECORD TYPE: added by 99-0108	TO+2	TO+3					
/DOA/96/	O028.	PARKING CITE APPEALS (CORRESPONDENCE) RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O029.	PERSONNEL MATTERS RECORD TYPE: added by 99-0108 A. INTERNAL AFFAIRS B. PERSONNEL COMPLAINTS FORMS	TO+2	TO+8					
/DOA/96/	O030.	PURCHASING ACCOUNT INFO-VENDER INFO RECORD TYPE:	TO+2	TO+5					

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
		added by 99-0108							
/DOA/96/	O031.	SUBPOENAS RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O032.	TABLETOP EXERCISE INFORMATION RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O033.	TELECOMMUNICATIONS TAPES (ERASE AND TAPE OVER AFTER AUTHORIZATION BY CI RECORD TYPE: added by 99-0108	TO+1	TO+1			Y		
/DOA/96/	O034.	TRAINING RECORD TYPE: added by 99-0108	TO+2	TO+5					
/DOA/96/	O035.	UNIFORMS AND EQUIPMENT RECORDS RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O036.	VEHICLE RECORDS & INFORMATION RECORD TYPE: added by 99-0108	TO+2	TO+8					
/DOA/96/	O037.	WEAPONS AND AMMO RECORDS RECORD TYPE: added by 99-0108	TO+2	TO+8					

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***GENERAL MANAGER***
/DOA/01/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/01/	D	DUPLICATE RECORD SERIES						
/DOA/01/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/01/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+2		N	N	N	
/DOA/01/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/01/ GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/01/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/01/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUEST - INDEXED	TO+1		N	N	N	
/DOA/01/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/01/ GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

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/DOA/01/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/01/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/01/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/01/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/01/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/01/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Records of: ***GENERAL MANAGER***
/DOA/01/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/02/ DEPUTY GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/02/	D	DUPLICATE RECORD SERIES						
/DOA/02/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/02/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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

Records of: /DOA/02/ DEPUTY GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/02/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/02/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/02/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/02/ DEPUTY GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/02/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/02/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/02/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/02/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/02/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/02/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/02/ **DEPUTY GENERAL MANAGER LOS ANGELES WORLD AIRPORTS**

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***DEPUTY GENERAL MANAGER***
/DOA/03/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/03/	D	DUPLICATE RECORD SERIES						
/DOA/03/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/03/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D005.	GENERAL MANAGERS'S MONTHLY REPORT (AIRPORTS GENERAL MANAGERS) RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/03/ DEPUTY GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/03/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/03/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-AC-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/03/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/03/ DEPUTY GENERAL MANAGER
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/03/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D013.	PUBL'CNS & REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/03/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/03/	D015.	REPORTS AND STUDIES FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/03/	D016.	SIGN CODE POLICY (AIRPORTS FACILITIES PLANNING) RECORD TYPES:	SU		N	N	N	
/DOA/03/	D017.	SPEECH MATERIAL (AIRPORT PUBLIC RELATIONS; REC SERIES HAS A VARIED MEDIA FM) RECORD TYPES: A-TRANSPARENCIES B-FILMS C-CORRESPONDENCE	AR		N	N	N	
/DOA/03/	D018.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/03/	D019.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/03/	D020.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/03/	D021.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/04/ DIRECTOR OF ADMINISTRATION
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/04/	D	DUPLICATE RECORD SERIES						
/DOA/04/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/04/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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/DOA/04/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/04/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN.40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN.34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/04/	D011.	PERSONAL EXPENSE STATEMENTS (GEN.16) (CONTROLLER) FORM: GEN.16 RECORD TYPES:	TO+1		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/04/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D013.	PUBL'CNS & REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/04/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN.61 B-ORIGINAL/OFFICIAL RECORDS-GEN.60	SU		N	N	N	
/DOA/04/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/04/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/04/	D017.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	
/DOA/04/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***DIRECTOR OF ADMINISTRATION***
/DOA/04/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: ***AIRPORT MANAGER***
/DOA/06/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/06/	D	DUPLICATE RECORD SERIES						
/DOA/06/	D001.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D002.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D003.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D004.	BULLETINS (ORIGINATING OFFICE) RECORD TYPES: A-INTER/INTRA DEPARTMENTAL BULLETINS B-MANAGEMENT BULLETINS C-SAFETY BULLETINS	SU		N	N	N	
/DOA/06/	D005.	CITY CHARTER (CITY ATTORNEY, LEGISLATIVE SERVICES) RECORD TYPES:	SU		N	N	N	
/DOA/06/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/06/ AIRPORT MANAGER
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/06/	D007.	INTER/INTRA DEPT MANUALS/NOTIFICATIONS/PUBLICATIONS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/06/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/06/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D010.	MUNICIPAL CODE (CITY ATTORNEY, LEGISLATIVE SERVICES) RECORD TYPES:	SU		N	N	N	
/DOA/06/	D011.	ORDERS FOR EQUIPMENT, MATERIALS & SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING, CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	

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Records of: /DOA/06/ AIRPORT MANAGER LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/06/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D013.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D014.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/06/	D015.	RECORDS MANAGEMENT PROCEDURES MANUAL RECORD TYPES:	SU+2		N	N	N	
/DOA/06/	D016.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/06/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/06/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/06/ **AIRPORT MANAGER**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/06/	D019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/06/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***PALMDALE***
/DOA/07/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/07/	D	DUPLICATE RECORD SERIES						
/DOA/07/	D001.	AGREEMENTS, CONTRACTS, LEASES, AND PERMITS (AIRPORTS - BOARD OF AIRPORT COMMISSIONERS) RECORD TYPES:			N	N	N	
/DOA/07/	D002.	APPRAISALS (PIA) (AIRPORTS - PROPERTY; C"" - REFERS TO COMPLETION OF PALMDALE"" INTERNATIONAL AIRPORT PROJECT) RECORD TYPES: A-BUILDINGS B-LAND C-WATER SYSTEMS	CL+2		N	N	N	
/DOA/07/	D003.	BUDGET AND FINANCIAL REPORTS (AIRPORTS - ACCOUNTING) RECORD TYPES: A-REQUESTS B-WORKSHEETS C-YEAR-TO-DATE EXPENDITURES	TO+2		N	N	N	
/DOA/07/	D004.	ENVIRONMENTAL IMPACT STATEMENTS/REPORTS (AIRPORTS - ENVIRONMENTAL PLANNING) RECORD TYPES:	CL+10		N	N	N	
/DOA/07/	D005.	EXPENSE REPORTS (CONTROLLER; AIRPORTS - ACCOUNTING) RECORD TYPES: A-APPLICATION FOR TRAVEL-015-22895 B-CASH PURCHASE MEMOS-015-22540 C-LONG DISTANCE PHONE REPORTS-015-22620 D-MILEAGE STATEMENT-2053 E-PERSONAL EXPENSE STATEMENT-GEN. 16	TO+2		N	N	N	

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Records of: ***PALMDALE***
/DOA/07/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/07/	D006.	FILMING PERMITS (AC-27) (AIRPORTS - ACCOUNTING) FORM: AC-27 RECORD TYPES:	TO+3		N	N	N	
/DOA/07/	D007.	INSURANCE FILE (A1, 2 3,) (AIRPORTS - ADMINISTRATION) FORM: A1, 2 3, RECORD TYPES: A-LESSEES-B1, 2, 3, B-VENDORS-4, AND D C-PERMITTEES			N	N	N	
/DOA/07/	D008.	INVENTORY - YEARLY LISTING (AIRPORTS - ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/07/	D009.	MAJOR CAPITAL PROJECTS FILE (AIRPORTS - FACILITIES PLANNING) RECORD TYPES: A-DESCRIPTION OF PROJECT B-DRAWINGS/MAPS C-PROJECTED COMPLETION DATE D-BUDGET ALLOCATIONS	SU		N	N	N	
/DOA/07/	D010.	MAPS (AIRPORTS - ENGINEERING) RECORD TYPES:	SU		N	N	N	
/DOA/07/	D011.	ORDERS FOR MATERIAL, EQUIPMENT, OR SERVICES (AIRPORTS - PURCHASING; AIRPORTS PALMDALE; ORIGINATING OFFICE) RECORD TYPES: A-A. F. E.'S-GEN. 40 B-PURCHASE ORDERS-AC-36 C-PURCHASE REQUISITIONS-A-11 D-STOREROOM REQUISITIONS-A-201 E-SUB-PURCHASE ORDERS-AC-26	TO+2		N	N	N	
/DOA/07/	D012.	INTER/INTRA DEPT MANUALS, NOTICES, BULLETINS & PUBL'CNS	SU		N	N	N	

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Records of: /DOA/07/ PALMDALE LOS ANGELES WORLD AIRPORTS

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		(ORIGINATING OFFICE) RECORD TYPES:						
/DOA/07/	D013.	REF. MATERIAL & PUBL'CNS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/07/	D014.	TIME OFF/COMPENSATION REPORTS (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/07/	D015.	VENDOR LIST (AIRPORTS PURCHASING) RECORD TYPES:	SU		N	N	N	
/DOA/07/	D016.	WORK ORDER REQUESTS (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+2		N	N	N	

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Records of: ***BOARD OFFICE***
/DOA/08/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/08/	D	DUPLICATE RECORD SERIES						
/DOA/08/	D001.	ADMINISTRATIVE AND MUNICIPAL CODES (CITY ATTORNEY) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D002.	AGENDAS (AIRPORTS BOARD OFFICE; EXTRA COPIES) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D003.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D004.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D005.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/08/ BOARD OFFICE
LOS ANGELES WORLD AIRPORTS

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/DOA/08/	D007.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTICES/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D010.	MINUTES (BOARD MEETINGS) (AIRPORTS BOARD OFFICE; EXTRA COPIES) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D011.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	

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/DOA/08/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D013.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/08/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/08/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/08/	D017.	TIME OFF/COMPENSATION REQUEST (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/08/	D018.	WEEKLY CREW TIME SHEETS (5054) (CONTROLLER) FORM: 5054 RECORD TYPES:	TO+2		N	N	N	

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Records of: /DOA/08/ BOARD OFFICE
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/08/	D019.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***CITY ATTORNEY***
/DOA/09/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/09/	D	DUPLICATE RECORD SERIES						
/DOA/09/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/09/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/09/ CITY ATTORNEY
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/09/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/09/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/09/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Records of: /DOA/09/ CITY ATTORNEY
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/09/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D013.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/09/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/09/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/09/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/09/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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

Records of: /DOA/09/ **CITY ATTORNEY**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/09/	D019.	WORK REQUESTS	TO+1	DO	N	N	N	
/DOA/09/	D020.	Application for Travel (Airport Accounting) 015-22395	TO+1	DO	N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***LANDSIDE OPERATIONS***
/DOA/10/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/10/	D	DUPLICATE RECORD SERIES						
/DOA/10/	D001.	GROUND TRANSPORTATION CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES: A-RELATED CORRESPONDENCE			N	N	N	
/DOA/10/	D002.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/10/	D003.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/10/	D004.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N	N	N	
/DOA/10/	D005.	PERSONAL EXPENSE STATEMENTS (GEN-16) (CONTROLLER) FORM: GEN-16 RECORD TYPES:	TO+1		N	N	N	
/DOA/10/	D006.	PUBLICATIONS - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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

Records of: /DOA/10/ LANDSIDE OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/10/	D007.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN-61 B-ORIGINAL/OFFICIAL RECORDS-GEN-60	SU		N	N	N	
/DOA/10/	D008.	REFERENCE MATERIAL - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/10/	D009.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/10/	D010.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/10/	D011.	TIME OFF/COMPENSATION REQUEST (GEN-68) (AIRPORTS PERSONNEL) FORM: GEN-68 RECORD TYPES:	TO+1		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***LANDSIDE OPERATIONS/PARKING SERVICES***
/DOA/101/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V H C L*
/DOA/101/	D	DUPLICATE RECORD SERIES			

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/11/ CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/11/	D	DUPLICATE RECORD SERIES						
/DOA/11/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D005.	CONSTRUCTION PROJECT FILE (AIRPORTS ENGINEERING) RECORD TYPES: A-CORRESPONDENCE B-SPECIFICATIONS C-SUBCONTRACTORS' LIST	CL+2		N	N	N	
/DOA/11/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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

Records of: /DOA/11/ CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/11/	D007.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/11/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/11/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D010.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D011.	OFFICIAL STATEMENTS - ALL AIRPORT REVENUE BOND ISSUES (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/11/	D012.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N	N	N	

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Records of: /DOA/11/ CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
		D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED						
/DOA/11/	D013.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D014.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D015.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES RECORD TYPES:	AR		N	N	N	
/DOA/11/	D016.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N	N	N	
/DOA/11/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/11/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/11/ CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/11/	D019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/11/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/111/ CONTRACT SERVICES BUREAU/RISK MANAGEMENT DIVISION/INSURANCE SERVICE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V H C L
/DOA/111/	D	DUPLICATE RECORD SERIES			
/DOA/111/	D001.	AGENDAS	TE+1	DO	
/DOA/111/	D002.	BUDGET REQUESTS	TE+1	DO	
/DOA/111/	D003.	CORRESPONDENCE	TE+1	DO	
/DOA/111/	D004.	INTRA/INTER DEPARTMENT BULLETINS/MANUALS	TE+1	DO	
/DOA/111/	D005.	SAFETY ISSUES	TE+1	DO	
/DOA/111/	D006.	TRAVEL AUTHORITY FORM GEN. 73	TE+1	DO	
/DOA/111/	D007.	TRAINING REQUESTS	TE+1	DO	
/DOA/111/	D008.	QTRLY. REPORTS	TE+1	DO	
/DOA/111/	D009.	WEEKLY TIMESHEETS	TE+1	DO	
/DOA/111/	D010.	WORKERS' COMPENSATION ISSUES	TE+1	DO	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***BOARD LIAISON***
/DOA/12/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/12/	D	DUPLICATE RECORD SERIES						
/DOA/12/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/12/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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

Records of: /DOA/12/ BOARD LIAISON
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/12/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/12/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/12/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Records of: /DOA/12/ BOARD LIAISON
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/12/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D013.	PUBLICATIONS & REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/12/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/12/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/12/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/12/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/12/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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

Records of: ***BOARD LIAISON***
/DOA/12/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***CONTRACT ADMINISTRATION***
/DOA/13/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V H C L*
/DOA/13/	D	DUPLICATE RECORDS			
/DOA/13/	D001.	BOARD AGENDA Record Type: DOA/08 Added by 99-0108	TO+1		
/DOA/13/	D002.	BOARD REPORT Record Type: DOA/08 Added by 99-0108	TO+2		
/DOA/13/	D003.	BOARD RESOLUTION Record Type: DOA/08 Added by 99-0108	TO+2		
/DOA/13/	D004.	AUTHORITY FOR EXPENDITURE Record Type: DOA/43 Added by 99-0108	TO+4		
/DOA/13/	D005.	CHRONOLOGICAL FILES Record Type: DOA/ Added by 99-0108	TO+4		
/DOA/13/	D006.	ONGOING STATUS CHANGE Record Type: DOA/09 Added by 99-0108	TO+4		
/DOA/13/	D007.	PROPOSALS Record Type: DOA/13 Added by 99-0108	TO+4		

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***PURCHASING***
/DOA/14/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/14/	D	DUPLICATE RECORD SERIES						
/DOA/14/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D004.	AUTHORITY FOR EXPENDITURE (AFE) AND LOG (GEN. 40) (CONTROLLER) FORM: GEN. 40 RECORD TYPES:	TO+5		N	N	N	
/DOA/14/	D005.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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

Records of: /DOA/14/ PURCHASING
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/14/	D007.	INTER-DEPARTMENTAL ORDER (IDO) AND LOG (GEN. 34) (CONTROLLER) FORM: GEN. 34 RECORD TYPES:	TO+5		N	N	N	
/DOA/14/	D008.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/14/	D009.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/14/	D010.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D011.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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

Records of: /DOA/14/ PURCHASING
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/14/	D013.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D014.	PUBL'CNS & REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/14/	D015.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/14/	D016.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/14/	D017.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/14/	D018.	TIMEOFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/14/	D019.	TRANSMITTAL SHEETS	TO+2		N	N	N	

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Records of: ***PURCHASING***
/DOA/14/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
		(AIRPORTS ACCOUNTING) RECORD TYPES:						
/DOA/14/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***PUBLIC RELATIONS BUREAU***
/DOA/20/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/20/	D	DUPLICATE RECORD SERIES						
/DOA/20/	D001.	AIRLINE STATISTICAL REPORT (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/20/	D002.	APPLICATION FOR TRAVEL (015-22895) (CONTROLLER) FORM: 015-22895 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D003.	ATTENDANCE DEVIATION SUMMARY (PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/20/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/20/	D005.	DEPARTMENTAL MANUALS, NOTICES AND BULLETINS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/20/	D006.	GENERAL MANAGERS MONTHLY REPORT (GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/20/ ***PUBLIC RELATIONS BUREAU***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/20/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D008.	KEY APPLICATIONS (P-13) (MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/20/	D009.	MILEAGE STATEMENTS (2053) FORM: 2053 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D010.	ONTARIO PRESS RELEASE (ONTARIO PUBLIC RELATIONS OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/20/	D011.	ORDERS FOR EQUIPMENT, MATERIAL AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS-AC-36 E-PURCHASE-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	

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Records of: /DOA/20/ PUBLIC RELATIONS BUREAU
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/20/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D013.	PETTY CASH RECORDS/LUNCHEON CHECK MEMOS (015-22540) (CONTROLLER) FORM: 015-22540 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D014.	REFERENCE MATERIAL AND PUBLICATIONS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/20/	D015.	STORES STOCK CATALOG (PURCHASING) RECORD TYPES:	SU		N	N	N	
/DOA/20/	D016.	SURPLUS PUBLICATIONS AND PRINTED MATERIALS (PUBLIC RELATIONS OFFICE MATERIALS) RECORD TYPES:	AR		N	N	N	
/DOA/20/	D017.	TELEPHONE BILL (015-22620) (ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+2		N	N	N	
/DOA/20/	D018.	TIME OFF/COMPENSATION REQUESTS (GEN. 68) (PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/20/ PUBLIC RELATIONS BUREAU
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/20/	D019.	WORK REQUEST (M-6) (MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+2		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/26/ FINANCIAL MANAGEMENT SYSTEMS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/26/	D	Duplicate Record Series						
/DOA/26/	D001.	Supervisor Personnel Files	TE					
/DOA/26/	D002.	FPG Policy	SU+2					
/DOA/26/	D003.	LAWA Policies	SU					
/DOA/26/	D004.	Correspondence	TO+2					
/DOA/26/	D005.	Budget Documents	SU+2					

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***PERSONNEL***
/DOA/30/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/30/	D	DUPLICATE RECORD SERIES						
/DOA/30/	D001.	ADMINISTRATIVE REPORTS (ORIGINAL TO MAYOR'S OFFICE) RECORD TYPES: A-QUARTERLY RPTS TO THE MAYOR'S SMALL BUSINESS ASSIST. OFFICE B-MINORITY & WOMEN BUSINESS ENTERPRISE PRGM APPROVAL FROM FAA	AR		N	N	N	
/DOA/30/	D002.	BUDGET REQUESTS (ORIGINAL TO AIRPORTS ACCOUNTING) RECORD TYPES:	SU+2		N	N	N	
/DOA/30/	D003.	CIVIL SERVICE COMMISSION MINUTES (PERSONNEL DEPT., CIVIL SVC. COMM. BOARD OFFICE) RECORD TYPES:	TO+3		N	N	N	
/DOA/30/	D004.	INJURY/ACCIDENT REPORT FILES (ORIGINATING OFFICE) RECORD TYPES: A-LAPD TRAFFIC ACCIDENT REPORT B-DEPARTMENT OF AIRPORTS VEHICLE ACCIDENT REPORT C-DRIVERS REPORT OF VEHICLE ACCIDENT &/OR PROPERTY DAMAGE	TO+10		N	N	N	
/DOA/30/	D005.	INVOICES (AIRPORTS ACCOUNTING, ACCOUNTS PAYABLE) RECORD TYPES: A-BEKINGS (RECORDS STORAGE FACILITY) B-RAYTHEON (WORD PROCESSING EQUIPMENT) C-IBM (WORD PROCESSING EQUIPMENT)	AR		N	N	N	
/DOA/30/	D006.	INTER/INTRA DEPT'L BULLETINS & NOTICES, MANUALS... (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: ***PERSONNEL***
/DOA/30/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/30/	D007.	MEMORANDUM OF UNDERSTANDING (CITY ADMINISTRATIVE OFFICER) RECORD TYPES:	SU		N	N	N	
/DOA/30/	D008.	NATIONAL SAFETY COUNCIL REPORTS (NON-RECORD MATERIAL RECEIVED FROM OUTSIDE SOURCES) RECORD TYPES: A-CONGRESS MEETING REPORTS B-DATA SHEETS	SU		N	N	N	
/DOA/30/	D009.	OCCUPATIONAL SAFETY REPORT (NON-RECORD MATERIAL RECEIVED FROM OUTSIDE SOURCES) RECORD TYPES:	TO+5		N	N	N	
/DOA/30/	D010.	ORDERS FOR EQUIPMENT, SUPPLIES, MATERIALS (AIRPORTS PURCHASING; CONTROLLER; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE REQUEST-A-11 B-SUB-PURCHASE ORDERS-A-26 C-YEARLY PURCHASE ORDERS-A-36 D-STOREROOM REQUISITION-A-201 E-PACKING SLIPS F-WORK REQUEST-M-6 G-KEY REQUEST	TO+1		N	N	N	
/DOA/30/	D011.	F-WORK REQUEST-M-6 PAYROLL RECORDS (AIRPORTS ACCOUNTING, PAYROLL) RECORD TYPES: A-BI-WEEKLY SUMMARY OF HOURS B-PAYROLL MASTER	TO+1		N	N	N	

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

Records of: /DOA/30/ ***PERSONNEL***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/30/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/30/	D013.	PUBL'CNS & REF MATERIALS RECEIVED FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/30/	D014.	RECORDS DESTRUCTION PROGRAM (GEN 48) (CITY CLERK, MAIN OFFICE; ORIGINAL RETAINED IN COUNCIL FILE) FORM: GEN 48 A-REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS B-CONSOLIDATED REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECS-GEN. 48A	TO+10		N	N	N	
/DOA/30/	D015.	RECORDS RETENTION SCHEDULE (GEN 60/GEN) (CITY CLERK, REC. MGMT. OFFICE) FORM: GEN 60/GEN RECORD TYPES:	SU		N	N	N	
/DOA/30/	D016.	RESULTS OF MEDICAL EXAMS (PERSONNEL, MEDICAL SERVICES) RECORD TYPES:	TO+5		N	N	N	
/DOA/30/	D017.	WORKERS COMPENSATION COST SURVEY (PERSONNEL, WORKERS COMPENSATION) RECORD TYPES:	TO+5		N	N	N	

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City of Los Angeles
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Duplicate Records

Records of: ***DATA PROCESSING***
/DOA/35/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/35/	D	DUPLICATE RECORD SERIES						
/DOA/35/	D001.	AGENDAS (AIRPROTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/35/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D006.	INTER/INTRA DEPT. BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/35/ DATA PROCESSING
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/35/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/35/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN.40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN.34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/35/	D011.	PERSONAL EXPENSE STATEMENTS (GEN.16) (CONTROLLER) FORM: GEN.16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/35/ ***DATA PROCESSING***
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/35/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D013.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/35/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN.61 B-ORIGINAL/OFFICIAL RECORDS-GEN.60	SU		N	N	N	
/DOA/35/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/35/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/35/	D017.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	
/DOA/35/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/35/ DATA PROCESSING
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/35/	D019.	Budget Books	TO+2	BK	N	N	N	
/DOA/35/	D020.	DA Contracts	EX+1	DO	N	N	N	
/DOA/35/	D021.	Cell Phone Invoice	TO+2	DO	N	N	N	
/DOA/35/	D022.	Correspondence (originating)	TO+2	DO	N	N	N	
/DOA/35/	D023.	Correspondence	TO+2	DO	N	N	N	
/DOA/35/	D024.	Hiring Selection Packages	TO+2	DO	N	N	N	
/DOA/35/	D025.	Organization Charts	SU	DO	N	N	N	
/DOA/35/	D026.	Overtime Sheets	TO+2	DO	N	N	N	
/DOA/35/	D027.	Payroll Adjustments	TO+2	DO	N	N	N	
/DOA/35/	D028.	Position Control Form (SAP)	SU	DO	N	N	N	
/DOA/35/	D029.	Time Sheets	TO+2	DO	N	N	N	
/DOA/35/	D030.	Records Transfer Lists	PE	DO	N	N	N	
/DOA/35/	D031.	Supervisor Files A-Applications/Resumes B-Notice of assignments C-Customs Application D-Security Badge Applications E-FLSA Form F-Annual Evaluations G-Training Certificates	TE	DO	N	N	N	
/DOA/35/	D032.	Position Descriptions	SU	DO	N	N	N	
/DOA/35/	D033.	Subject Files	TO+2	DO	N	N	N	

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City of Los Angeles
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Duplicate Records

Records of: ***ACCOUNTING - MAIN OFFICE***
/DOA/40/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/40/	D	DUPLICATE RECORD SERIES						
/DOA/40/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/40/	D002.	AIRFIELD PASSENGER BUS REPORTS (AIRPORTS MAINTENANCE) RECORD TYPES:	TO+10		N	N	N	
/DOA/40/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/40/	D004.	AUTOMOBILE TRAFFIC REPORT (AIRPORTS ENGINEERING) RECORD TYPES:	TO+2		N	N	N	
/DOA/40/	D005.	BOARD RESOLUTIONS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+5		N	N	N	
/DOA/40/	D006.	FLYAWAY BUS PASSENGER REPORT (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+5		N	N	N	

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Records of: /DOA/40/ ACCOUNTING - MAIN OFFICE
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/40/	D007.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	SU		N	N	N	
/DOA/40/	D008.	IMPERIAL TERMINAL OPERATIONS REPORT (AC7A) (AIRPORTS OPERATIONS) FORM: AC7A RECORD TYPES:	CL+3		N	N	N	
/DOA/40/	D009.	INTER/INTRA DEPT'L BULLETINS, MANUALS, PUBL'CNS, NOTIFI'NS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/40/	D010.	KEY APPLICATIONS (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/40/	D011.	LEASES, OPERATING AGREEMENTS, LICENSE AGREEMENTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N	N	N	
/DOA/40/	D012.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-PACKING SLIPS AND DELIVERY MEMOS B-PURCHASE ORDERS (P. O.)-AC-36 C-PURCHASE ORDER CHANGES-DS6A	TO+1		N	N	N	

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Records of: /DOA/40/ ACCOUNTING - MAIN OFFICE
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
		D-SUB-PURCHASE ORDERS-AC-26 E-STOREROOM REQUISITIONS-A-201 F-YEARLY PURCHASE ORDERS-AC-36 G-YEARLY REQUEST - INDEXED						
/DOA/40/	D013.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N	N	N	
/DOA/40/	D014.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/40/	D015.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/40/	D016.	SIGNATORY AIRLINES LIST (AIRPORTS - LAX MANAGER) RECORD TYPES:	SU+2		N	N	N	
/DOA/40/	D017.	TIME/OFF COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/40/	D018.	TRAIN REPORT - ONTARIO AIRPORT (AIRPORTS - ONTARIO) RECORD TYPES:	TO+2		N	N	N	

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Records of: /DOA/40/ ACCOUNTING - MAIN OFFICE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/40/	D019.	VEHICLE IMPOUND REPORTS (AIRPORTS SECURITY) RECORD TYPES:	TO+10		N	N	N	
/DOA/40/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/41/ ***ACCOUNTING - REVENUE***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/41/	D	DUPLICATE RECORD SERIES						
/DOA/41/	D001.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/41/	D002.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N	N	N	
/DOA/41/	D003.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
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Records of: /DOA/42/ **ACCOUNTING - PAYROLL**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/42/	D	DUPLICATE RECORD SERIES						
/DOA/42/	D001.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFI'CNS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/42/	D002.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N	N	N	
/DOA/42/	D003.	PUBLICATIONS & REFERENCE MATERIAL FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/43/ ACCOUNTING - ACCOUNTS PAYABLE
LOS ANGELES WORLD AIRPORTS

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/DOA/43/	D	DUPLICATE RECORD SERIES						
/DOA/43/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/43/	D002.	CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N	N	N	
/DOA/43/	D003.	DEMANDS (81) (CONTROLLER) FORM: 81 RECORD TYPES:	TO+20		N	N	N	
/DOA/43/	D004.	DEMANDS - INTERNAL (1-C) (CONTROLLER) FORM: 1-C RECORD TYPES:	TO+20		N	N	N	
/DOA/43/	D005.	ENCUMBRANCE ADJUSTMENTS (36) (CONTROLLER) FORM: 36 RECORD TYPES:	TO+5		N	N	N	
/DOA/43/	D006.	INTER-DEPARTMENTAL ORDERS (CONTROLLER) RECORD TYPES:	TO+8		N	N	N	

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

Records of: ***ACCOUNTING - ACCOUNTS PAYABLE***
/DOA/43/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/43/	D007.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/43/	D008.	LEASES, OPERATING AGREEMENTS AND LICENSE AGREEMENTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N	N	N	
/DOA/43/	D009.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N	N	N	
/DOA/43/	D010.	PERSONAL EXPENSE STATEMENTS (CONTROLLER) RECORD TYPES:	TO+5		N	N	N	
/DOA/43/	D011.	PUBL'CNS AND REF MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/43/	D012.	TRAVEL AUTHORITIES (71) (CONTROLLER) FORM: 71 RECORD TYPES:	TO+7		N	N	N	

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Records of: /DOA/43/ ACCOUNTING - ACCOUNTS PAYABLE
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***ACCOUNTING - COST & APPROPRIATION***
/DOA/44/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/44/	D	DUPLICATE RECORD SERIES						
/DOA/44/	D001.	BOARD RESOLUTIONS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+5		N	N	N	
/DOA/44/	D002.	FLYAWAY BUS PASSENGER REPORT (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+5		N	N	N	
/DOA/44/	D003.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/44/	D004.	ORGANIZATION CHARTS (AIRPORTS PERSONNEL) RECORD TYPES:	SU		N	N	N	
/DOA/44/	D005.	PUBL'CNS & REF. MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***ACCOUNTING - FINANCIAL ANALYSIS***
/DOA/45/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/45/	D	DUPLICATE RECORD SERIES						

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***ACCOUNTING - GENERAL***
/DOA/46/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/46/	D	DUPLICATE RECORD SERIES						

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/50/ COMMERCIAL DEVELOPMENT GROUP
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/50/	D	DUPLICATE RECORD SERIES						
/DOA/50/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D005.	CHRONOLOGICAL FILES (AIRPORTS PROPERTIES) RECORD TYPES:	AR+10		N	N	N	
/DOA/50/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/50/ COMMERCIAL DEVELOPMENT GROUP
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/50/	D007.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/50/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/50/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D010.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D011.	ORDERS FOR EQUIPMENT, MATERIALS, AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEALRY REQUESTS - INDEXED	TO+1		N	N	N	

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Records of: /DOA/50/ COMMERCIAL DEVELOPMENT GROUP
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/50/	D012.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D013.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D014.	PUBL'CNS & REF. MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/50/	D015.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N	N	N	
/DOA/50/	D016.	RELOCATION ASSISTANCE FILES (PUBLIC WORKS) RECORD TYPES: A-CORRESPONDENCE	AR+10		N	N	N	
/DOA/50/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/50/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/50/ COMMERCIAL DEVELOPMENT GROUP
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/50/	D019.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D020.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	
/DOA/50/	D021.	REQUEST FOR PROPOSAL (RFP) - CONCESSION	TO+2		N	N	N	
/DOA/50/	D022.	APPLICATION FOR TRAVEL	TO+1	DO	N	N	N	
/DOA/50/	D023.	BUDGET REQUESTS	TO+2	DO	N	N	N	
/DOA/50/	D024.	CHRONOLOGICAL FILES	AR+10	DO	N	N	N	
/DOA/50/	D025.	CORRESPONDENCE	CL+10	DO	N	N	N	
/DOA/50/	D026.	MILEAGE STATEMENTS	TO+1	DO	N	N	N	
/DOA/50/	D027.	ORDERS FOR EQUIPMENT	TO+1	DO	N	N	N	
/DOA/50/	D028.	PERSONAL EXPENSE ACCOUNT	TO+1	DO	N	N	N	
/DOA/50/	D029.	PETTY CASH	TO+1	DO	N	N	N	
/DOA/50/	D030.	PUBLICATION/REFERENCE MANUALS (FROM OUTSIDE SOURCES)	AR	DO	N	N	N	
/DOA/50/	D031.	TIME OFF/COMPENSATION REQUESTS	TO+1	DO	N	N	N	
/DOA/50/	D032.	WORK REQUESTS	TO+1	DO	N	N	N	
/DOA/50/	D033.	TIMESHEETS	CL+4	DO	N	N	N	
/DOA/50/	D034.	DRAWINGS & SPECIFICATIONS	CL+4	DO	N	N	N	
/DOA/50/	D035.	INVOICING AND PAYMENTS	TO+2	DO	N	N	N	
/DOA/50/	D036.	REQUEST FOR BIDS	CL+10	DO	N	N	N	

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

Records of: /DOA/50/ ***COMMERCIAL DEVELOPMENT GROUP***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/50/	D037.	REQUEST FOR PROPOSALS	CL+10	DO	N	N	N	
/DOA/50/	D038.	REQUEST FOR QUALIFICATIONS	CL+10	DO	N	N	N	
/DOA/50/	D039.	REQUEST FOR SPECIALIZED TRAINING	TO+1	DO	N	N	N	
/DOA/50/	D040.	RECORDS RETENTION TRANSFER LISTS	SU	DO	N	N	N	
/DOA/50/	D041.	RECORDS RETENTION SCHEDULES	SU	DO	N	N	N	

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

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Departmental Records Disposition Schedule
Duplicate Records

Records of: ***FACILITIES PLANNING - ADMINISTRATION***
/DOA/55/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/55/	D	DUPLICATE RECORD SERIES						
/DOA/55/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/55/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D006.	INTER/INTRA DEPT BULLETINS, MANUALS, NOTIFI'NS, PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/55/ FACILITIES PLANNING - ADMINISTRATION
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/55/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/55/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS INDEXED F-STOREROOM REQUISITIONS-A-201	TO+1		N	N	N	
/DOA/55/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/55/ FACILITIES PLANNING - ADMINISTRATION
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/55/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/55/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/55/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/55/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/55/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***FACILITIES PLANNING - OPERATIONS***
/DOA/56/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/56/	D	DUPLICATE RECORD SERIES						
/DOA/56/	D001.	BOARD OF AIRPORT COMMISSIONER'S AGENDAS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/56/	D002.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	AR+2		N	N	N	
/DOA/56/	D003.	CONTRACT PAYMENT RECORDS (AIRPORTS ACCOUNTING) RECORD TYPES: A-CORRESPONDENCE B-REQUESTS FOR PAYMENTS C-CHANGE ORDERS	CL		N	N	N	
/DOA/56/	D004.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFI'CNS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/56/	D005.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/56/	D006.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/56/ FACILITIES PLANNING - OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
		A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-AC-11 C-SUB-PURCHASE ORDER-AC-26 D-WORK ORDER-M-6						
/DOA/56/	D007.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/56/	D008.	PUBLICATIONS - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/56/	D009.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N	N	N	
/DOA/56/	D010.	REFERENCE MATERIAL - OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/56/	D011.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/56/	D012.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/56/ FACILITIES PLANNING - OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/56/	D013.	TERMINAL ONE DRAWINGS AND SPECIFICATIONS (AIRPORTS ENGINEERING) RECORD TYPES: A-BLUEPRINTS B-CONSTRUCTION PROGRESS REPORTS C-SPECIFICATIONS	CL		N	N	N	
/DOA/56/	D014.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***ENGINEERING***
/DOA/60/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/60/	D	DUPLICATE RECORD SERIES						
/DOA/60/	D001.	ANNUAL REPORT (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D004.	BOARD OF AIRPORT COMMISSIONERS MEETINGS (AIRPORTS BOARD OFFICE) RECORD TYPES: A-MEETING AGENDA B-MEETING MINUTES C-RESOLUTIONS	SU		N	N	N	
/DOA/60/	D005.	BUDGET (AIRPORTS ACCOUNTING) RECORD TYPES: A-BUDGET REQUESTS B-PRELIMINARY BUDGET C-FINAL BUDGET	TO+2		N	N	N	
/DOA/60/	D006.	CITY COUNCIL RESOLUTIONS (CITY CLERK) RECORD TYPES:	AR+2		N	N	N	

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Records of: /DOA/60/ ENGINEERING
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/60/	D007.	COMPUTER PROGRAMS (DATA SERVICES BUREAU COMPUTER SYSTEM; WATER & POWER COMPUTER SYSTEM) RECORD TYPES: A-ATMS WORD PROCESSING B-CPS DATA PROCESSING C-TSO DATA PROCESSING	SU		N	N	N	
/DOA/60/	D008.	GENERAL MANAGERS'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D009.	INTER/INTRA DEPT. BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/60/	D010.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/60/	D011.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D012.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/60/ ENGINEERING
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/60/	D013.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/60/	D014.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D015.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D016.	PUBL'CNS AND REF. MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/60/	D017.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/60/	D018.	RECORDS TRANSFER LISTS (GEN. 62) (CITY CLERK, RECORDS MANAGEMENT) FORM: GEN. 62 RECORD TYPES:	CL		N	N	N	

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LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/60/	D019.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/60/	D020.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/60/	D021.	TENANT CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES: A-EXECUTED LEASES B-EXECUTED AGREEMENTS C-EXECUTED CONTRACTS	EX+2		N	N	N	
/DOA/60/	D022.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/60/	D023.	VITAL RECORDS INFORMATION SHEET (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES:	SU		N	N	N	
/DOA/60/	D024.	WORK REQUEST (M-6) (AIRPORTS, MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***ENGINEERING***
/DOA/60/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/60/	D025.	PROJECT OPERATIONS & MAINTENANCE MANUALS RECORD TYPES:	CO+11	DO	N	N	N	

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City of Los Angeles
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Records of: ***AIRPORTS DEVELOPMENT GROUP (ADG)***
/DOA/62/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/62/	D	DUPLICATE RECORD SERIES						
/DOA/62/	D001.	Annual Report	TO+1	DO		Y		
/DOA/62/	D002.	Applications for Travel	TO+1	DO				
/DOA/62/	D003.	Board of Airport Commissioners Meetings a) Meeting Agendas b) Meeting Minutes c) Board Resolutions/Orders	SU	DO				
/DOA/62/	D004.	Budget a) Budget b) Preliminary Budget c) Final Approved Budget	TO+2	DO				
/DOA/62/	D005.	City Council Resolutions/Ordinances	AR+2	DO				
/DOA/62/	D006.	Computer Program Information	SU	DO				
/DOA/62/	D007.	Correspondence	TO+2	DO				
/DOA/62/	D008.	Inter/Intra Department Bulletins/Notifications/Publications	SU	DO				
/DOA/62/	D009.	Key Application (C&M) Form P-13	TO+2	DO				
/DOA/62/	D010.	Mileage Statement Form 2053	TO+1	DO				
/DOA/62/	D011.	Orders for Equipment, Materials, and Supplies a) Authority for Expenditure (AFE) b) Inter-Departmental Orders (IDO) c) Purchase Orders (PO) d) Packing Slips and Delivery Memos e) Purchase Requests f) Yearly Purchase Orders g) Stores Requisitions	TO+1	DO				
/DOA/62/	D012.	Personal Expense Statement Form Gen 16	TO+1	DO				
/DOA/62/	D013.	Petty Cash/Luncheon Check memos Form 015-22620	TO+1	DO				
/DOA/62/	D014.	Project Operations & Maintenance Manuals	CO+10	DO				
/DOA/62/	D015.	Publication & Reference Materials From Outside Sources	AR	DO				

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Records of: /DOA/62/ AIRPORTS DEVELOPMENT GROUP (ADG)
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/DOA/62/	D016.	Records Retention Schedules	SU	DO	
/DOA/62/	D017.	Supervisor Files a) Applications/Resumes b) Notice of assignment c) Customs Applications d) Security Badge Applications e) FLSA Form f) Annual Evaluation g) Training Certifications	TE	DO	
/DOA/62/	D018.	Records Transfer Lists Form Gen 62	CL	DO	
/DOA/62/	D019.	Telephone Bills	SU	DO	
/DOA/62/	D020.	Tenant Contracts a) Executed Leases b) Executed Agreements c) Executed Contracts	EX+2	DO	
/DOA/62/	D021.	Time Off/compensation Request Form Gen 68	TO+1	DO	
/DOA/62/	D022.	Vital Record Information Sheet	SU	DO	
/DOA/62/	D023.	Work Request Form M-6	TO+1	DO	

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Records of: /DOA/65/ ***ENVIRONMENTAL PLANNING***
LOS ANGELES WORLD AIRPORTS

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/DOA/65/	D	DUPLICATE RECORD SERIES						
/DOA/65/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/65/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D006.	INTER/INTRA DEPT BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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/DOA/65/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/65/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/65/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/65/ ENVIRONMENTAL PLANNING
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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/DOA/65/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/65/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/65/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/65/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/65/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/65/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/70/	D	DUPLICATE RECORD SERIES						
/DOA/70/	D001.	AIRPORT LEASES (AIRPORTS BOARD OFFICE) RECORD TYPES:			N	N	N	
/DOA/70/	D002.	ATTENDANCE DEVIATION REPORTS (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/70/	D003.	BACKGROUND INVESTIGATIONS (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/70/	D004.	FEDERAL AVIATION ADMINISTRATION TRAFFIC RECORDS (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/70/	D005.	GASOLINE RECONCILIATION (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/70/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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/DOA/70/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/70/	D008.	MAPS AND CHARTS (AIRPORTS ENGINEERING) RECORD TYPES:	SU		N	N	N	
/DOA/70/	D009.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N	N	N	
/DOA/70/	D010.	PAYROLL MASTER AND TIME LOG (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/70/	D011.	PERSONAL EXPENSE STATEMENTS (FG-16) (CONTROLLER) FORM: FG-16 RECORD TYPES:	TO+1		N	N	N	
/DOA/70/	D012.	PHOTOGRAPHS AND SLIDES (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	AR		N	N	N	

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/DOA/70/	D013.	PUBLICATIONS - OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/70/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-FG-61 B-ORIGINAL/OFFICIAL RECORDS-FG-60	SU		N	N	N	
/DOA/70/	D015.	REFERENCE MATERIAL - OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/70/	D016.	REQUEST TO INVOICE DAMAGE TO AIRPORT PROPERTY (AIRPORTS RISK MANAGEMENT) RECORD TYPES:	TO+2		N	N	N	
/DOA/70/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/70/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/70/	D019.	TIME OFF/COMPENSATION REQUEST (FG-68)	TO+1		N	N	N	

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		(AIRPORTS PERSONNEL) FORM: FG-68 RECORD TYPES:						

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/DOA/71/	D	DUPLICATE RECORD SERIES						
/DOA/71/	D001.	AIRPORT COMMISSION RESOLUTIONS (AIRPORTS BOARD OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/71/	D002.	BACKGROUND INVESTIGATION (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/71/	D003.	INTER/INTRA DEPT. BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/71/	D004.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/71/	D005.	KEY APPLICATION (AIRPORTS MAINTENANCE) RECORD TYPES:	TO+1		N	N	N	
/DOA/71/	D006.	KEY ISSUANCE FORM (AIRPORTS MAINTENANCE) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/71/ VAN NUYS AIRPORT OPERATIONS/AIRPORT POLICE
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/DOA/71/	D007.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASE; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N	N	N	
/DOA/71/	D008.	PERSONAL EXPENSE STATEMENTS (FG-16) (CONTROLLER) FORM: FG-16 RECORD TYPES:	TO+1		N	N	N	
/DOA/71/	D009.	PUBL'CNS & REF MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/71/	D010.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N	N	N	
/DOA/71/	D011.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/71/	D012.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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/DOA/71/	D013.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***VAN NUYS AIRPORT MAINTENANCE***
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/DOA/72/	D	DUPLICATE RECORD SERIES						
/DOA/72/	D001.	GAS REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/72/	D002.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/72/	D003.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/72/	D004.	ORDERS FOR MATERIALS AND SUPPLIES (CONTROLLER; AIRPORTS PURCHASING; AIRPORTS MAINTENANCE) RECORD TYPES: A-PURCHASE ORDER (YEARLY)-AC-36 B-PURCHASE REQUEST-A-11 C-SUB PURCHASE ORDER-AC-26 D-WORK ORDER-M-6	TO+1		N	N	N	
/DOA/72/	D005.	PERSONAL EXPENSE STATEMENTS (FG-16) (CONTROLLER) FORM: FG-16 RECORD TYPES:	TO+1		N	N	N	
/DOA/72/	D006.	PERSONNEL RECORDS (AIRPORTS PERSONNEL) RECORD TYPES:	TE+2		N	N	N	

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/DOA/72/	D007.	PETTY CASH/LUNCHEON CHECK MEMOS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/72/	D008.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/72/	D009.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS B-ORIGINAL/OFFICIAL RECORDS	SU		N	N	N	
/DOA/72/	D010.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/72/	D011.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/72/	D012.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***VAN NUYS AIRPORT FLYAWAY TERMINAL***
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/DOA/73/	D	DUPLICATE RECORD SERIES						
/DOA/73/	D001.	BANK DEPOSIT SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D002.	DAILY CASH COLLECTION REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES: A-FLYAWAY PARKING LOT REVENUE B-FLYAWAY TICKET SALES	TO+2		N	N	N	
/DOA/73/	D003.	DAILY PASSENGER STATISTICS (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D004.	DISTRIBUTION OF DEPOSIT SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D005.	DRIVERS SIGN-IN SHEET (AIRPORTS LANDSIDE OPERATIONS) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D006.	EMPLOYEE PASSBOOK SIGN-UP SHEET (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	

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Records of: /DOA/73/ VAN NUYS AIRPORT FLYAWAY TERMINAL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/73/	D007.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/73/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/73/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/73/	D010.	MONEY COUNT SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	CL		N	N	N	
/DOA/73/	D011.	MONEY DROP SLIPS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D012.	ORDERS FOR MATERIAL, EQUIPMENT AND SUPPLIES (AIRPORTS ACCOUNTING) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS	TO+1		N	N	N	

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		D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED						
/DOA/73/	D013.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/73/	D014.	RECEIPT FOR UNVERIFIED DEPOSIT (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D015.	SALES SUMMARY - VAN NUYS/LOS ANGELES FLYAWAY BUS SERVICE (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D016.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/73/	D017.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/73/	D018.	TICKET COUNT (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	

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LOS ANGELES WORLD AIRPORTS

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/DOA/73/	D019.	TICKET SALES RECEIPT BOOK (AC-1) (AIRPORTS ACCOUNTING) FORM: AC-1 RECORD TYPES:	TO+2		N	N	N	
/DOA/73/	D020.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/73/	D021.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***ONTARIO ADMINISTRATION***
/DOA/75/ ***LOS ANGELES WORLD AIRPORTS***

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Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/75/	D	DUPLICATE RECORD SERIES						
/DOA/75/	D001.	AGED ACCOUNTS RECEIVABLE REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D002.	AGREEMENTS (AIRPORTS BOARD OFFICE) RECORD TYPES:			N	N	N	
/DOA/75/	D003.	ATTENDANCE DEVIATION REPORTS (AIRPORTS PERSONNEL/DATA PROCESSING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D004.	BOARD OF AIRPORT COMMISSIONERS' AGENDAS AND MINUTES (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/75/	D005.	BOARD OF AIRPORT COMMISSIONERS' CORRESPONDENCE (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+1		N	N	N	
/DOA/75/	D006.	BUDGETARY LINE ITEM REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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LOS ANGELES WORLD AIRPORTS

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/DOA/75/	D007.	COMPUTER PRINTOUT OF PAYROLL MASTERS (AIRPORTS PAYROLL/DATA PROCESSING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D008.	CONTRACTS (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N	N	N	
/DOA/75/	D009.	CURRENT FISCAL YEAR BUDGET (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D010.	EMPLOYEE JOB DESCRIPTIONS (PERSONNEL DEPARTMENT) RECORD TYPES:	SU+2		N	N	N	
/DOA/75/	D011.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D012.	INDICATOR OF WORKLOAD REPORTS (ONTARIO) (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	

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Records of: /DOA/75/ ONTARIO ADMINISTRATION
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/DOA/75/	D013.	INTER/INTRA DEPT'AL MANUALS, NOTICES, BULLETINS & PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/75/	D014.	LABOR AND MATERIAL COST REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D015.	LEASES (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N	N	N	
/DOA/75/	D016.	LOGGING OF COMMUTER FLIGHTS TO LAX BY DEPT AIRPORT EMPLOYEES (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D017.	MONTHLY ONTARIO STATUS REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D018.	PARKING PERMIT RECEIPTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D019.	PASSENGER TRAFFIC COMPARISON REPORTS	TO+2		N	N	N	

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Records of: /DOA/75/ ONTARIO ADMINISTRATION
LOS ANGELES WORLD AIRPORTS

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		(AIRPORTS ACCOUNTING) RECORD TYPES:						
/DOA/75/	D020.	PERMITS (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N	N	N	
/DOA/75/	D021.	PERSONAL EXPENSE STATEMENTS (GEN.16) (AIRPORTS ACCOUNTING) FORM: GEN.16 RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D022.	PERSONAL INJURY REPORTS (AIRPORTS PERSONNEL/SAFETY) RECORD TYPES:	TO+5		N	N	N	
/DOA/75/	D023.	PERSONAL TELEPHONE BILLING LOGS AND MEMORANDUMS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D024.	PERSONNEL/EMPLOYEE FOLDERS (PERSONNEL DEPARTMENT) RECORD TYPES:	TE+2		N	N	N	
/DOA/75/	D025.	PERSONNEL REQUESTS FOR CERTIFICATION (AIRPORTS PERSONNEL) RECORD TYPES:	TO+2		N	N	N	

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Records of: /DOA/75/ ***ONTARIO ADMINISTRATION***
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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/75/	D026.	PETTY CASH LOGS/LUNCHEON CHECK MEMOS (15-22540) (AIRPORTS ACCOUNTING) FORM: 15-22540 RECORD TYPES:	CL+2		N	N	N	
/DOA/75/	D027.	PUBL'CNS & REF & MATERIAL REC'D FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/75/	D028.	RIGHT OF WAY LICENSES (AIRPORTS BOARD OFFICE) RECORD TYPES:	EX+5		N	N	N	
/DOA/75/	D029.	RUNWAY INSPECTION REPORTS (AIRPORTS MAINTENANCE - ONTARIO) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D030.	SUB-PURCHASE ORDERS (A-11 AC-26) (AIRPORTS PURCHASING) FORM: A-11 AC-26 RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D031.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	

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/DOA/75/	D032.	VEHICLE PARKING AND GROUND ACCESS REPORTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/75/	D033.	WORK ORDERS (M-6) (AIRPORTS ACCOUNTING) FORM: M-6 RECORD TYPES:	CL+2		N	N	N	

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Records of: ***ONTARIO MAINTENANCE***
/DOA/76/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/76/	D	DUPLICATE RECORD SERIES						
/DOA/76/	D001.	ACCIDENT AND DAMAGE REPORTS (ONTARIO AIRPORT OPERATIONS) RECORD TYPES:	TO+2		N	N	N	
/DOA/76/	D002.	AIRLINE GATE ASSIGNMENTS (ONTARIO AIRPORT OPERATIONS) RECORD TYPES:	SU		N	N	N	
/DOA/76/	D003.	ALPHA AND NUMERIC YEARLY ORDER RUN (AIRPORTS DATA PROCESSING) RECORD TYPES:	SU		N	N	N	
/DOA/76/	D004.	BUDGET FILES (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+2		N	N	N	
/DOA/76/	D005.	CAPITAL IMPROVEMENT PROJECTS RECORD TYPES: A-BIDS SUBMITTED B-WORK ORDER NUMBER REQUESTS	CL+5		N	N	N	
/DOA/76/	D006.	EQUIPMENT INVENTORY (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	

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/DOA/76/	D007.	FEDERAL AVIATION ADMINISTRATION CIRCULAR MANUAL (NON-RECORD) RECORD TYPES:	SU		N	N	N	
/DOA/76/	D008.	INTER/INTRA DEPT'AL MANUALS, PUBL'CNS, BULLETINS & NOTICES (ORGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/76/	D009.	ORDERS FOR MATERIAL OR EQUIPMENT RECORD TYPES: A-INVOICES, PACKING SLIPS AND DELIVERY MEMORANDUMS B-PURCHASE ORDERS-AC-36 C-PURCHASE REQUISITIONS-A-116 D-SUB-PURCHASE ORDERS-AC-26	TO+2		N	N	N	
/DOA/76/	D010.	PUBL'CNS REF. MATERIALS REC'VD FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/76/	D011.	TENANT LEASE FILES (AIRPORTS BOARD OFFICE) RECORD TYPES: A-CORRESPONDENCE B-LEASES			N	N	N	
/DOA/76/	D012.	TIME OFF/COMPENSATION REQUEST (AIRPORTS PERSONNEL) RECORD TYPES:	TO+2		N	N	N	

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/DOA/76/	D013.	TUITION REIMBURSEMENT AND SPECIAL TRAINING (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/76/	D014.	VENDOR LIST (AIRPORTS PURCHASING) RECORD TYPES:	SU		N	N	N	

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Records of: ***ONTARIO AIRPORT PUBLIC RELATIONS***
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/DOA/77/	D	DUPLICATE RECORD SERIES						
/DOA/77/	D001.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D002.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D003.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D004.	EMERGENCY PRESS PROCEDURES - ONTARIO (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D005.	FILMING PROCEDURES (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D006.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	

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

Records of: ***ONTARIO AIRPORT PUBLIC RELATIONS***
/DOA/77/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/77/	D007.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D008.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D009.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D010.	LOS ANGELES INTERNATIONAL AIRPORT FACT FILE (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D011.	NEWS RELEASES - LOS ANGELES INTERNATIONAL AIRPORT (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D012.	NOISE MONITORING SYSTEM READ-OUTS/REPORTS (AIRPORTS NOISE ABATEMENT) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/77/ ONTARIO AIRPORT PUBLIC RELATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/77/	D013.	NOISE LAW SUITS (AIRPORTS CITY ATTORNEY) RECORD TYPES:	CL		N	N	N	
/DOA/77/	D014.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/77/	D015.	PALMDALE AIRPORT FACT FILE (AIRPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D016.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D017.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D018.	PUBLIC RELATION REPORTS: LUNCHEON MEMOS (015-22640) (AIRPORTS ACCOUNTING) FORM: 015-22640 RECORD TYPES:	AR+1		N	N	N	

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Records of: /DOA/77/ ONTARIO AIRPORT PUBLIC RELATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/77/	D019.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/77/	D020.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/77/	D021.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D022.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/77/	D023.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/77/	D024.	VAN NUYS AIRPORT FACT FILE (AIRAPORTS PUBLIC RELATIONS) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/77/ ***ONTARIO AIRPORT PUBLIC RELATIONS***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/77/	D025.	VOLUME OF AIR TRAFFIC REPORT - ONTARIO (ONTARIO AIRPORT ADMINISTRATION) RECORD TYPES:	TO+2		N	N	N	
/DOA/77/	D026.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***AIRPORT POLICE BUREAU***
/DOA/80/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/80/	D	DUPLICATE RECORD SERIES						
/DOA/80/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/80/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D006.	INTER/INTRA DEPT'AL BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/80/ AIRPORT POLICE BUREAU
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/80/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/80/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D009.	ORDERS FOR EQUIPMENT, MATERIALS & SUPPLIES (AIRPORTS ACCOUNTING; PURCHASING; CONTROLLER; AND MAINTENANCE) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN.40 B-INTER-DEPARTMENTAL ORDERS (IOD)-GEN.34 C-PACKING SLIPS & DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUEST-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-SUB PURCHASE ORDERS ON YEARLY P.O.S-AC-26 I-WORK ORDER-M-6 J-YEARLY PURCHASE ORDERS-AC-36 K-YEARLY REQUEST - INDEXED	TO+1		N	N	N	
/DOA/80/	D010.	PERSONAL EXPENSE STATEMENTS (GEN.16) (CONTROLLER) FORM: GEN.16 RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D011.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/80/ AIRPORT POLICE BUREAU
LOS ANGELES WORLD AIRPORTS

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/DOA/80/	D012.	PUBLICATIONS & REFERENCE MATERIALS FROM OUTSIDE SOURCES RECORD TYPES:	AR		N	N	N	
/DOA/80/	D013.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN.61 B-ORIGINAL/OFFICIAL RECORDS-GEN.60	SU		N	N	N	
/DOA/80/	D014.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/80/	D015.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/80/	D016.	TIME OFF/COMPENSATION REQUEST (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	
/DOA/80/	D017.	Grievance Forms FORM: 163/164	TO+5	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***AIRFIELD PERMITS***
/DOA/82/ ***LOS ANGELES WORLD AIRPORTS/AIRFIELD OPERATIONS/OF]***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/82/	D	Duplicate Record Series:						
/DOA/82/	D001.	Board Agendas	TO+2	DO	N	N	N	
/DOA/82/	D002.	Board Reports	TO+2	DO	N	N	N	
/DOA/82/	D003.	Board Resolution	TO+2	DO	N	N	N	
/DOA/82/	D004.	Correspondence	TO+2	DO	N	N	N	
/DOA/82/	D005.	Weekly Time Sheets	TO+2	DO	N	N	N	
/DOA/82/	D006.	Invoices	TO+2	DO	N	N	N	
/DOA/82/	D007.	Budget	TO+2	DO	N	N	N	
/DOA/82/	D008.	Budget Working Papers	TO+2	DO	N	N	N	
/DOA/82/	D009.	Requisitions - Stores	TO+2	DO	N	N	N	
/DOA/82/	D010.	Requisitions - Office Supplies	TO+2	DO	N	N	N	
/DOA/82/	D011.	Records Retention Schedules	SU+1	DO	N	N	N	
/DOA/82/	D012.	Records Retention Transfer Lists	TO+2	DO	N	N	N	
/DOA/82/	D013.	Personnel Files	TE+1	DO	N	N	N	
/DOA/82/	D014.	Work Requests	CO+2	DO	N	N	N	
/DOA/82/	D015.	Requests for Training	CO+2	DO	N	N	N	
/DOA/82/	D016.	Tuition Reimbursement	CO+2	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /DOA/83/ **OPERATIONS - LAX**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/83/	D	DUPLICATE RECORD SERIES						
/DOA/83/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/83/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D006.	INTER/INTRA DEPT'L BULLETINS/ MANUALS/ NOTIFI'CNS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/83/ OPERATIONS - LAX
LOS ANGELES WORLD AIRPORTS

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/DOA/83/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/83/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING; AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDERS (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P. O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB-PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/83/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/83/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D013.	PUBL'CNS & REF. MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/83/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/83/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/83/	D016.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/83/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/83/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: ***OPERATIONS - LAX***
/DOA/83/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/83/	D019.	AIRPORT CERTIFICATION MANUAL - DRAFTS (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	SU		N	N	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***OPERATIONS - AIRFIELD - BRADLEY TERMINAL***
/DOA/84/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/84/	D	DUPLICATE RECORD SERIES						
/DOA/84/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/84/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D003.	ATTENDANCE DEVIATION REPORT (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D004.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D005.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D006.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/84/ OPERATIONS - AIRFIELD - BRADLEY TERMINAL
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/84/	D007.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/84/	D008.	KEY APPLICATION (P-13) (AIRPORTS MAINTENANCE) FORM: P-13 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D009.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D010.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES (AIRPORTS ACCOUNTING: AIRPORTS PURCHASING; CONTROLLER) RECORD TYPES: A-AUTHORITY FOR EXPENDITURE (AFE)-GEN. 40 B-INTER-DEPARTMENTAL ORDER (IDO)-GEN. 34 C-PACKING SLIPS AND DELIVERY MEMOS D-PURCHASE ORDERS (P.O.)-AC-36 E-PURCHASE REQUESTS-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB PURCHASE ORDERS-AC-26 H-YEARLY PURCHASE ORDERS-AC-36 I-YEARLY REQUESTS - INDEXED	TO+1		N	N	N	
/DOA/84/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/84/ OPERATIONS - AIRFIELD - BRADLEY TERMINAL
LOS ANGELES WORLD AIRPORTS

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/84/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D013.	PUBL'CNS & REF MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/84/	D014.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/84/	D015.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/84/	D016.	TELEPHONE BILL (AIRPORT ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/84/	D017.	TIME OFF/COMPENSATION REQUEST (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/84/	D018.	WORK REQUEST (M-6) (AIRPORTS MAINTENANCE) FORM: M-6 RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/84/ OPERATIONS - AIRFIELD - BRADLEY TERMINAL
LOS ANGELES WORLD AIRPORTS

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Records of: ***NOISE MANAGEMENT***
/DOA/85/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/85/	D	DUPLICATE RECORD SERIES						
/DOA/85/	D001.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+0/03		N	N	N	
/DOA/85/	D002.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D003.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D004.	INTER/INTRA DEPT'L MANUALS, BULLETINS, & NOTICES (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/85/	D005.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D006.	ORDERS FOR EQUIPMENT, SUPPLIES, MATERIAL (AIRPORTS ACCOUNTING; ACCTG (COMPUTER PRINTOUT); MAINTENANCE; PURCHASING; CONTROLLER)	TO+1		N	N	N	

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Records of: /DOA/85/ NOISE MANAGEMENT
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

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		RECORD TYPES: A-AUTHORITY FOR EXPENDITURE-GEN. 40 B-INVENTORY LIST OF EQUIPMENT C-KEY APPLICATION-P-13 D-PURCHASE ORDER-AC-36 E-PURCHASE REQUEST-A-11 F-STOREROOM REQUISITIONS-A-201 G-SUB-PURCHASE ORDER-AC-26 H-WORK REQUEST-M-6						
/DOA/85/	D007.	PERSONAL EXPENSE STATEMENT (GEN-16) (CONTROLLER) FORM: GEN-16 RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D008.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22540) (AIRPORTS ACCOUNTING) FORM: 015-22540 RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D009.	PUBL'CNS & OFFICE MATERIAL FROM OUTSIDE SOURCES (ORIGINATING OFFICE; NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/85/	D010.	RECORDS RETENTION SCHEDULES (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/85/	D011.	STORES STOCK CATALOG (AIRPORTS PURCHASING) RECORD TYPES:	SU		N	N	N	

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Records of: /DOA/85/ **NOISE MANAGEMENT**
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/85/	D012.	TELEPHONE BILL (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	
/DOA/85/	D013.	TIME OFF/COMPENSATION REQUESTS (GEN.68) (AIRPORTS PERSONNEL) FORM: GEN.68 RECORD TYPES:	TO+1		N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: ***AIRFIELD OPERATIONS/OFFICE OF COMPLIANCE & STANDARDS (AIRFIELD PERMITS)***

/DOA/88/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V H C L*
/DOA/88/	D	DUPLICATE RECORD SERIES			
/DOA/88/	D001.	Purchase Orders Authority for Expenditures, Invoices, Stores Requisitions	TO+2	DO	
/DOA/88/	D002.	Publications & Reference Materials from Outside Sources	TO+2	DO	
/DOA/88/	D003.	Records Transfer Lists	PE	DO	
/DOA/88/	D004.	Work Request	TO+2	DO	
/DOA/88/	D005.	Time Sheets	TO+1	DO	
/DOA/88/	D006.	Payroll Adjustments	TO+1	DO	
/DOA/88/	D007.	Time Off/Compensation Request Form Gen 68	SU	DO	
/DOA/88/	D008.	Records Retention Schedules Form Gen 60/61	SU	DO	
/DOA/88/	D009.	Agendas (BOAC)	TO+1	DO	
/DOA/88/	D010.	Surveys (outside sources)	TO+2	DO	
/DOA/88/	D011.	Reference Materials & Publications Received from Outside Sources	TO+2	DO	
/DOA/88/	D012.	Supervisor Files (Personnel)	TE	DO	
/DOA/88/	D013.	Budget	TO+2	DO	
/DOA/88/	D014.	BOAC Reports	TO+1	DO	
/DOA/88/	D015.	BOAC Resolutions	SU	DO	
/DOA/88/	D016.	Correspondence	TO+2	DO	
/DOA/88/	D017.	Requests for Specialized Training	TO+2	DO	
/DOA/88/	D018.	Tuition Reimbursement	TO+2	DO	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: ***MAINTENANCE***
/DOA/90/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/90/	D	DUPLICATE RECORD SERIES						
/DOA/90/	D001.	ACQUISITION AREA FILES (AIRPORTS PROPERTY) RECORD TYPES: A-DEMOLITION AND BID FILES B-INSPECTION APPLICATIONS AND REPORTS C-PERMITS, RELEASES AND AGREEMENTS	TO+10		N	N	N	
/DOA/90/	D002.	AGENDAS (AIRPORTS BOARD OFFICE) RECORD TYPES:	TO+2		N	N	N	
/DOA/90/	D003.	APPLICATION FOR TRAVEL (015-22395) (AIRPORTS ACCOUNTING) FORM: 015-22395 RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D004.	ATTENDANCE DEVIATION REPORTS (AIRPORTS PERSONNEL) RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D005.	BRITISH THERMAL UNITS MONTHLY REPORTS (M-62) (AIRPORTS ACCOUNTING) FORM: M-62 RECORD TYPES:	TO+15		N	N	N	
/DOA/90/	D006.	BUDGET REQUESTS (AIRPORTS ACCOUNTING) RECORD TYPES:	TO+1		N	N	N	

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Records of: /DOA/90/ MAINTENANCE
LOS ANGELES WORLD AIRPORTS

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/DOA/90/	D007.	GENERAL MANAGER'S MONTHLY REPORT (AIRPORTS GENERAL MANAGER) RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D008.	INTER/INTRA DEPT'L BULLETINS/MANUALS/NOTIFICATIONS/PUBL'CNS (ORIGINATING OFFICE) RECORD TYPES:	SU		N	N	N	
/DOA/90/	D009.	INVENTORY LIST (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/90/	D010.	MILEAGE STATEMENT (2053) (AIRPORTS ACCOUNTING) FORM: 2053 RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D011.	PERSONAL EXPENSE STATEMENTS (GEN. 16) (CONTROLLER) FORM: GEN. 16 RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D012.	PETTY CASH/LUNCHEON CHECK MEMOS (015-22620) (AIRPORTS ACCOUNTING) FORM: 015-22620 RECORD TYPES:	TO+1		N	N	N	

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/DOA/90/	D013.	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/DOA/90/	D014.	RECORDS RETENTION SCHEDULE (CITY CLERK, RECORDS MANAGEMENT) RECORD TYPES: A-DUPLICATE RECORDS-GEN. 61 B-ORIGINAL/OFFICIAL RECORDS-GEN. 60	SU		N	N	N	
/DOA/90/	D015.	REPORTS OF INDUSTRIAL FUEL BURNED (MONTHLY) (AIRPORTS CENTRAL UTILITY PLANT) RECORD TYPES:	TO+10		N	N	N	
/DOA/90/	D016.	REQUESTS TO INVOICE (WORK DONE FOR OTHERS) (M-42) (AIRPORTS ACCOUNTING) FORM: M-42 RECORD TYPES:	TO+5		N	N	N	
/DOA/90/	D017.	STORES STOCK CATALOG (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/90/	D018.	TELEPHONE BILL (AIRPORTS ACCOUNTING) RECORD TYPES:	SU		N	N	N	
/DOA/90/	D019.	THEFT AND ACCIDENT RECORDS (MAINTENANCE)	TO+10		N	N	N	

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Records of: /DOA/90/ ***MAINTENANCE LOS ANGELES WORLD AIRPORTS***

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		(AIRPORTS SECURITY) RECORD TYPES: A-AUTOMOBILE ACCIDENT REPORTS-GEN. 88 B-LOSS OR THEFT OF AIRPORT PROPERTY-S-1 C-VEHICLE ACCIDENT REPORTS						
/DOA/90/	D020.	TIME OFF/COMPENSATION REQUESTS (GEN. 68) (AIRPORTS PERSONNEL) FORM: GEN. 68 RECORD TYPES:	TO+1		N	N	N	
/DOA/90/	D021.	ORDERS FOR EQUIPMENT, MATERIALS, AND SUPPLIES RECORD TYPES: (DOA/90) Airports Accounting, Airports Purchasing, Controller a. Authority for Expenditure (AEF) GEN. 40 b. Inter-Departmental Orders (IDO) GEN. 34 c. Packing Slips & Delivery Memos d. Purchase Orders AC-36 e. Purchase Requests A-11 f. Storeroom Requisitions A-201 g. Sub-Purchase Orders AC-26 h. Yearly Purchase Orders AC-26 i. Yearly Requests - Indexed Added by 99-0108	TO+1		N	N	N	
/DOA/90/	D022.	BID SPECIFICATIONS RECORD TYPES: DOA/90 Added by 98-1207	TO+1		N	N	N	
/DOA/90/	D023.	OVERTIME SUMMARY RECORD TYPES: DOA/90 Added by 98-1207	TO+1		N	N	N	

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Departmental Records Disposition Schedule
Duplicate Records

Records of: ***ONTARIO AIRFIELD CLEARANCE***
/DOA/91/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/DOA/91/	D	DUPLICATE RECORD SERIES						

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
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RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

Records of: /DOA/92/ ***ONTARIO AIRFIELD OPERATIONS LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V H C L*
/DOA/92/	D	DUPLICATE RECORD SERIES			
/DOA/92/	D001.	APPLICATION FOR TRAVEL FORM NUMBER: GEN.73 RECORD TYPE: (DOA-ACT) Added by: 99-0108	TO+2		
/DOA/92/	D002.	ATTENDANCE DEVIATION REPORT RECORD TYPE: (DOA-PER) Added by: 99-0108	TO+2		
/DOA/92/	D003.	BUDGET REQUESTS FORM NUMBER: AB-2, 4-7, PER-1 RECORD TYPE: (DOA-ACT) Added by: 99-0108	TO+2		
/DOA/92/	D004.	INTER/INTRA DEPARTMENT MANUALS RECORD TYPE: (DOA-OO) Added by: 99-0108	SU+0		
/DOA/92/	D005.	MILEAGE STATEMENT	TO+2		

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Records of: /DOA/92/ ONTARIO AIRFIELD OPERATIONS LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
		RECORD TYPE: (DOA-ACT) Added by: 99-0108						
/DOA/92/	D006.	ORDERS FOR EQUIPMENT, MATERIALS AND SUPPLIES RECORD TYPE: (DOA-ACT) Added by: 99-0108 A. AUTHORITY FOR EXPENDITURE (AFE) B. INTER DEPARTMENT ORDERS C. PACKING SLIPS AND DELIVERY MEMOS D. PURCHASE REQUEST F. STOREROOM REQUEST G. SUB PURCHASE ORDERS H. YEARLY PURCHASE ORDERS I. YEARLY REQUISITIONS	TO+2					
/DOA/92/	D007.	PERSONAL EXPENSE STATEMENTS RECORD TYPE: (DOA-CTR) Added by: 99-0108	TO+2					
/DOA/92/	D008.	RECORDS RETENTION SCHEDULES RECORD TYPE: (DOA-CLK) Added by: 99-0108	SU					
/DOA/92/	D009.	ACTIVE CONSTRUCTION PROJECTS RECORD TYPE: (DOA-ENG) Added by: 99-0108	TE+2					

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Records of: /DOA/92/ ONTARIO AIRFIELD OPERATIONS LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/92/	D010.	OPERATING AGREEMENTS AND GENERAL INFORMATION RECORD TYPE: (DOA-OO) Added by: 99-0108	TE+2					
/DOA/92/	D011.	LANDING FEES RECORD TYPE: (DOA-ACT) Added by: 99-0108	TO+2					
/DOA/92/	D012.	COMPLETED DISCREPANCY REPORTS (DR'S) RECORD TYPE: (DOA-OO) Added by: 99-0108	TO+2					

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Records of: /DOA/93/ ***ONTARIO FIRE SAFETY***
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V H C L*
/DOA/93/	D	DUPLICATE RECORD SERIES			
/DOA/93/	D001.	EQUIPMENT, MATERIALS, SUPPLIES RECORD TYPE: (DOA-ACT) a. authority for expenditure GEN-32 b. purchase requests A-11 c. budget request d. sub purchase 015-22950 e. proximity clothing/safety boot added by 99-0108	TO+2		
/DOA/93/	D002.	INVENTORY RECORD TYPE: DOA-ACT a. fire station b. apparatus (fire) c. radios/beepers/telephones d. airport I.D. check list e. office equipment added by 99-0108	TO+2		

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: /DOA/94/ ONTARIO LANDSIDE OPERATIONS
LOS ANGELES WORLD AIRPORTS

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/DOA/94/	D	DUPLICATE RECORD SERIES						
/DOA/94/	D001.	ORDERS FOR EQUIPMENT, MATERIALS, AND SUPPLIES RECORD TYPE: DOA/PUR a. purchase order (yearly) AC-36 b. purchase request A-11 added by 99-0108	TO+2					
/DOA/94/	D002.	BUDGET REQUEST RECORD TYPE: DOA/ added by 99-0108	TO+2					
/DOA/94/	D003.	DISCREPENCY REPORT RECORD TYPE: DOA/MAT added by 99-0108	TO+1					
/DOA/94/	D004.	PERSONAL EXPENSE STATEMENTS FORM NO. GEN-16 RECORD TYPE: DOA/CTR added by 99-0108	TO+2					
/DOA/94/	D005.	RECORDS RETENTION SCHEDULES RECORD TYPE: DOA/ADM a. duplicate records GEN-61 b. original records GEN-60 added by 99-0108	SU					
/DOA/94/	D006.	PERSONNEL DOCUMENTS RECORD TYPE: DOA/ACT added by 99-0108	CL					
/DOA/94/	D007.	BRINKS/DEPOSIT SLIPS RECORD TYPE: DOA/ACT added by 99-0108	TO+2					

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Records of: ***ONTARIO PARKING SERVICES/LANDSLIDE***
/DOA/95/ ***LOS ANGELES WORLD AIRPORTS***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V H C L*
/DOA/95/	D	DUPLICATE RECORD SERIES			
/DOA/95/	D001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D002.	LAX/PARKING MEETING MINUTES RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D003.	LAX/PARKING AND GROUND ACCESS REPORTS RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D004.	REFUND LETTERS RECORD TYPE: DOA/ added by 99-0108	TO+1		
/DOA/95/	D005.	LAX PUBLIC PARKING MGMT FEES MONTHLY REPORT	TO+1		

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Records of: /DOA/95/ ONTARIO PARKING SERVICES/LANDSLIDE
LOS ANGELES WORLD AIRPORTS

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		RECORD TYPE: DOA/ added by 99-0108						
/DOA/95/	D006.	PROMISSORY NOTES RECORD TYPE: DOA/ added by 99-0108	TO+1					
/DOA/95/	D008.	ORDERS FOR EQUIPMENT, MATERIALS SUPPLIES RECORD TYPE: (DOA-OO) added by 99-0108 A. AUTHORITY FOR EXPENDITURE (AFE) B. PACKING SLIPS AND DELIVERY MEMOS C. PURCHASE ORDERS D. PURCHASE REQUEST E. SUB PURCHASE ORDERS F. YEARLY PURCHASE ORDERS G. YEARLY REQUISITIONS H. PURCHASE RECORDS	TO+2					
/DOA/95/	D009.	DISCREPANCY REPORTS/MAINTENANCE REQUEST RECORD TYPE: (DOA-OO) added by 99-0108	TO+1					

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Records of: ***ONTARIO POLICE SERVICES***
/DOA/96/ ***LOS ANGELES WORLD AIRPORTS***

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/DOA/96/	D	DUPLICATE RECORD SERIES			
/DOA/96/	D001.	CORRESPONDENCE AND SUBJECT FILES RECORD TYPE: DOA/ a. police services b. communications added by 99-0108	TO+2		
/DOA/96/	D002.	AIRPORT CERTIFICATION MANUAL RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D003.	ACAMS RECORD TYPE: DOA/ONT added by 99-0108	TE+7		
/DOA/96/	D004.	AIRFIELD CLEARANCE CORRESPONDENCE FORM NO. PERS-86 RECORD TYPE: DOA/PER added by 99-0108	TO+10		

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
LOS ANGELES WORLD AIRPORTS

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/DOA/96/	D005.	AIREX INFORMATION RECORD TYPE: DOA/ONT added by 99-0108	TO+7					
/DOA/96/	D006.	ATTENDANCE DEVIATIONS RECORD TYPE: DOA/PER added by 99-0108	TO+2					
/DOA/96/	D007.	BLOOD BANK CORRESPONDENCE RECORD TYPE: DOA/ONT added by 99-0108	TO+2					
/DOA/96/	D008.	BOARD AGENDA ITEMS RECORD TYPE: DOA/ATY added by 99-0108	TO+4					
/DOA/96/	D009.	BUDGET REQUESTS RECORD TYPE: DOA/ACT added by 99-0108	TO+2					

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/DOA/96/	D010.	BUSINESS TASK FORCE COMMITTEE FILES RECORD TYPE: DOA/ONT added by 99-0108	TO+4					
/DOA/96/	D011.	CHARTERS - AIRPORT INFO RECORD TYPE: DOA/ONT added by 99-0108	TO+7					
/DOA/96/	D012.	DISASTER PREPAREDNESS INFORMATION RECORD TYPE: DOA/ONT added by 99-0108	TO+2					
/DOA/96/	D013.	DISCREPANCY REPORT RECORD TYPE: DOA/ONT added by 99-0108	TO+2					
/DOA/96/	D014.	DOCUMENT RELEASE REQUESTS RECORD TYPE: DOA/ATY added by 99-0108	TO+2					

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
LOS ANGELES WORLD AIRPORTS

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/DOA/96/	D015.	DOA TRAFFIC COLLISION REPORTS RECORD TYPE: DOA/RM added by 99-0108	TO+2					
/DOA/96/	D016.	GROUND TRANSPORTATION RECORD TYPE: DOA/ONT added by 99-0108	TO+10					
/DOA/96/	D017.	INVENTORY RECORD TYPE: DOA/ACT added by 99-0108 A. EQUIPMENT B. FURNITURE C. VEHICLES D. WEAPONS/AMMUNITION (FORM #APB013)	TO+2					
/DOA/96/	D018.	KEYS - INFORMATION RECORD TYPE: DOA/ONT added by 99-0108	TO+10					
/DOA/96/	D019.	MAINT & CONSTRUCTION RECORD TYPE: DOA/ENG added by 99-0108	TO+4					

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
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/DOA/96/	D020.	NOTICE TO AIRMEN (NOTAHS) RECORD TYPE: DOA/ONT added by 99-0108	TO+2		
/DOA/96/	D021.	ORDERS FOR MATERIALS, EQUIPMENT & SUPPLIES RECORD TYPE: DOA/ACT VARIOUS FORM # added by 99-0108 A. AUTHORTY FOR EXPENDITURE GEN 32) B. DELIVERY MEMOS C. MATERIALS REQUISITIONS (FORM # 015-2000) D. PACKING SLIPS E. PURCHASE RECORDS (015-22812) F. PURCHASE REQUESTS (A-11) G. SUB-PURCHASE ORDERS H. YEARLY AUTHORITIES FOR EXPENDITURES I. YEARLY SUB-PURCHASE ORDERS J. YEARLY PURCHASE REQUESTS (GEN 32)	TO+2		
/DOA/96/	D022.	PAYROLL (INFORMATION & CORRESPONDENCE) RECORD TYPE: DOA/ACT added by 99-0108	TO+2		
/DOA/96/	D023.	PERSONNEL RECORD TYPE: FORM NO. PB-16 DOA/PER A. AFFIRMATIVE ACTION B. CERTIFICATION INTERVIEWS	TO+2		

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
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		C. GRIEVANCES D. TRAINING added by 99-0108						
/DOA/96/	D024.	RECORDS RETENTION SCHEDULES RECORD TYPE: DOA/ADN added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	SU					
/DOA/96/	D025.	RISK MANAGEMENT CORRESPONDENCE & INFO RECORD TYPE: DOA/RM added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+10					
/DOA/96/	D026.	REQUESTS FOR KEYS/GATE OPENERS/PAGERS RECORD TYPE: DOA/ONT added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2					
/DOA/96/	D027.	SUPERVISOR'S WORK FILES RECORD TYPE: DOA/DO added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2					

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Records of: /DOA/96/ ONTARIO POLICE SERVICES
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/DOA/96/	D028.	TELECOMMUNICATION PROJECTS RECORD TYPE: DOA/TEL A. COMPUTER AIDED DISPATCH SYSTEM B. CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM C. 800 NHZ D. RADIO REPAIR REQUESTS E. RADIOS F. TELEPHONES added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2					
/DOA/96/	D029.	TELEPHONE BILLS RECORD TYPE: DOA/ONT added by 99-0108 A. AFFIRMATIVE ACTION (PB-16) B. CERTIFICATION INTERVIEWS C. GRIEVANCES D. TRAINING	TO+2					

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CITY CLERK - *City of Los Angeles*	Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 1
Form Gen. 60 (Rev. 01/07)	LAWA /15	Los Angeles World Airports	By: (Dept. Head) Pamela V. Tulert	Date 12-14-07
	Rev. No.	Division		
RECORDS RETENTION SCHEDULE ***(Duplicate Records)***		Economic Development Services	By: (City Clerk, Rec. Mgt. Off.) Todd Glazdowski	Date 12-20-07

SCHED. ITEM NO.	**RECORD SERIES TITLE** (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	VITAL	HIST	CONF	LEGAL
			OFFICE	CENTER	DESTROY					
D000	Duplicate Record Series									
D001	Agendas (Airport Board Office)		TO+1	TO+1			N	N	N	
D002	Application for Travel (Airports Accounting)		TO+1	TO+1			N	N	N	
D003	Attendance Deviation Report (Airports Personnel)		TO+1	TO+1			N	N	N	
D004	Budget Request (Airports Accounting)		TO+1	TO+1			N	N	N	
D005	Chronological Files		AR+5	AR+5			N	N	N	
D006	Inter/Intra Departmental Bulletins/Manuals/Notifications/Publications (Originating Office)		SU	SU			N	N	N	
D007	Key Applications		TO+1	TO+1			N	N	N	
D008	Orders for Equipment, Materials, and Supplies (Airports Accounting; Airports Purchasing; Controller) A-Authority for Expenditures (AFE0 Gen. 40) B-Inter-Departmental Orders (IDO) Gen.34 C-Packing Slips for and Delivery Memos D-Purchase Orders (P.O.)-AC-36 E-Purchase Request- A-11 F-Storeroom Requisitions-A-201 G-Sub Purchase Orders-AC-36 H-Yearly Purchase Orders-AC-36 I-Yearly Requests-Indexed		TO+1	TO+1			N	N	N	

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superceded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

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CITY CLERK			Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 2
City of Los Angeles	Sch. No.	Department/Bureau	By: (Dept. Head)	Date
Form Gen. 60 (Rev. 11/03)	LAXA/15		Patricia V. Seibert	12-14-07
RECORDS RETENTION SCHEDULE	Rev. No.	Division	By: (City Clerk, Rec. Mgt. Off.)	Date
(Duplicate Records)			Matt Szydlowski	12-20-07

SCHED. ITEM NO.	RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...)	FORM NO.	RETENTION (YEARS)			MEDIA CODE	VITAL	HIST	CONF	LEGAL
			OFFICE	CENTER	DESTROY					
D009	Petty Cash/Lunch Check Memos (Airports Accounting)		TO+1	TO+1			N	N	N	
D010	Publications & Reference Material from Outside Sources		AR	AR			N	N	N	
D011	Records Retention Schedules (City Clerk, Records Management) A-Duplicate Records B-Original/Official Records		SU	SU			N	N	N	
D012	Relocation Assistance Files (Residential Acquistions) A-Correspondence		AR+10	AR+10			N	N	N	
D013	Time Off/Compensation Request (Airports Personnel) Gen. 68		TO+1	TO+1			N	N	N	
D014	Work Request (M-6) Airports Maintenance		TO+1	TO+1			N	N	N	
D015	Timesheet (Airports Payroll)		TO+1	TO+1			N	N	N	
D016	Acquisition Files		AR+2	TE			N	N	N	
			TO+1	TO+1			N	N	N	

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City of Los Angeles

March 14, 2016

Department Records Disposition Schedules

CITY ADMINISTRATIVE OFFICER

Schedule Number	*Department Name*
/CAO/	CITY ADMINISTRATIVE OFFICER
/CAO/01/	CITY ADMINISTRATIVE OFFICER/ADMINISTRATION
/CAO/02/	CITY ADMINISTRATIVE OFFICER/RISK MANAGEMENT

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: /CAO/01/ CITY ADMINISTRATIVE OFFICER/ADMINISTRATION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/CAO/01/	O	ORIGINAL RECORDS							
/CAO/01/	O001.	EMPLOYEE PERSONNEL FOLDERS (TRANSFER TO EMPLOYEE'S NEW DEPARTMENT OR TO PERSONNEL DEPT. (CAO RULE NO. 10)) RECORD TYPES: Confidential A-EMPLOYEE EVALUATION REPORT-PDAS-28 B-CORRESPONDENCE	TE	TE		N	N	Y	
/CAO/01/	O002.	FORMATION OF AD HOC COMMITTEE ON PRODUCTIVITY; ... (TRANSFER TO CITY ARCHIVES PROD'TY ADV COMMITTEE & COMMISSION INCLUDED) RECORD TYPES: Historical A-CORRESPONDENCE B-AGENDAS/MINUTES C-STAFF REPORTS	TO+2	PE		N	Y	N	
/CAO/01/	O003.	PRODUCTIVITY ADVISORY COMMITTEE & COMM'N AGENDA & MINUTES (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	O004.	DEPARTMENTAL PRODUCTIVITY IMPROVEMENT PLANS 1987-88 ON ... (CAO 126A-1) FORM: CAO 126A-1 RECORD TYPES:	TO+2	TO+5		N	N	N	
/CAO/01/	O005.	PRODUCTIVITY INTERNSHIP PROGRAM RECORD TYPES: A-PROJECT PROPOSALS B-ANALYSIS OF PROJECTS	TO+2	TO+5		N	N	N	

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Records of: /CAO/01/ ***CITY ADMINISTRATIVE OFFICER/ADMINISTRATION***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Total	Media Code	Record Type V	H	C	L
/CAO/01/	O006.	MANAGEMENT AUDIT - TRANSMITTALS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	O007.	MANAGEMENT AUDIT - WORKING PAPERS RECORD TYPES:	SU	SU+5		N	N	N	
/CAO/01/	O008.	CITY WASTE HOTLINE - FORMATION RECORD TYPES: Historical	PE	PE		N	Y	N	
/CAO/01/	O009.	CITY WASTE HOTLINE RECORD TYPES: Confidential A-COMPLAINT TRANSCRIPTS B-CORRESPONDENCE/RESPONSES	PE	PE		N	N	Y	
/CAO/01/	O010.	EMERGENCY OPERATIONS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-MINUTES/AGENDAS/CORRESPONDENCE... B-DISASTERS, REPORTS, TRAINING AND TRAINING EXERCISES C-EMERGENCY PLANS	TO+5	PE		N	Y	N	
/CAO/01/	O011.	SOUTH AFRICA RECORD TYPES: Historical A-STATEMENT REGARDING SOUTH AFRICA BUSINESS CONNECTIONS-FG15 B-REPORT OF AWARDING AUTHORITY-CAO15	PE	PE		N	Y	N	
/CAO/01/	O012.	MEMORANDA OF UNDERSTANDING (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+20	PE		N	Y	N	

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Records of: /CAO/01/ ***CITY ADMINISTRATIVE OFFICER/ADMINISTRATION***

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/CAO/01/	O013.	CAO ANNUAL REPORT (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	O014.	1984 SUMMER OLYMPICS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical A-WORKING PAPERS/BID B-CORRESPONDENCE C-DEPARTMENT SUBMITTALS REGARDING OLYMPIC COSTS	TO+5	PE		N	Y	N	
/CAO/01/	O015.	LOS ANGELES CITY CHARTER COMMISSION 1969-70 WORKING PAPERS (TRANSFER TO CITY ARCHIVES) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/CAO/01/	O016.	RAIDERS VS. NFL LAWSUIT WORKING PAPERS RECORD TYPES:	TO+2	TO+10		N	N	N	
/CAO/01/	O017.	RISK MANAGEMENT - CITY PURCHASED INSURANCE POLICIES ... RECORD TYPES:	EX+10			N	N	N	
/CAO/01/	O019.	ARBITRAGE CALCULATION REPORTS	TO+5	TO+30	DO	N	N	N	

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City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: March 14, 2016

Records of: /CAO/01/ CITY ADMINISTRATIVE OFFICER/ADMINISTRATION

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/CAO/01/	D	DUPLICATE RECORD SERIES						
/CAO/01/	D001.	ANALYSIS OF PROPOSED CONTRACTS (PSC'S, SALE OF CITY PROP.) (CAO661) FORM: CAO661 RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D002.	AUTHORITY FOR EXPENDITURE (FG32) (CONTROLLER) FORM: FG32 RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D003.	BUDGET REQUESTS (CITY CLERK) RECORD TYPES:	TO+5		N	N	N	
/CAO/01/	D004.	BUILDING SERVICES REQUEST (FG113) (GENERAL SERVICES) FORM: FG113 RECORD TYPES:	CL		N	N	N	
/CAO/01/	D005.	COMMUNICATION SERVICES REQUESTS (GS/C-7) (GENERAL SERVICES-COMMUNICATIONS) FORM: GS/C-7 RECORD TYPES:	CL		N	N	N	
/CAO/01/	D006.	CORRESPONDENCE (VARIES) RECORD TYPES:	AR+2		N	N	N	

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Records of: /CAO/01/ CITY ADMINISTRATIVE OFFICER/ADMINISTRATION

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/CAO/01/	D007.	DEPARTMENTAL FOLDERS (VARIES) RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D008.	DUPLICATE REPORT COPIES (VARIES) RECORD TYPES:	AR		N	N	N	
/CAO/01/	D009.	EQUIPMENT TRANSFER ADVICE (FG116) (VARIES) FORM: FG116 RECORD TYPES:	AR		N	N	N	
/CAO/01/	D010.	GRANT REPORTS/CORRESPONDENCE (EXPIRATION REFERS TO EXPIRATION OF LEASE, AUDIT OF GRANT OR TO ANY EXTENSIONS MADE...) RECORD TYPES:	AR		N	N	N	
/CAO/01/	D011.	INTER AND INTRADEPARTMENTAL MANUALS, PUBLICATIONS,... (NON-RECORD MATERIAL) RECORD TYPES:	SU		N	N	N	
/CAO/01/	D012.	INVOICES (CONTROLLER) RECORD TYPES:	AR+2		N	N	N	

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Records of: /CAO/01/ ***CITY ADMINISTRATIVE OFFICER/ADMINISTRATION***

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Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/CAO/01/	D013.	JOURNAL VOUCHERS/REQUEST FOR PAYMENT (FG54) (CONTROLLER) FORM: FG54 RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D014.	ORDER FOR SUPPLIES OR SERVICES RECORD TYPES: A-PURCHASE REQUISITIONS-GS/S1A B-PACKING SLIPS C-PURCHASE ORDERS-GS/S2 D-SMUF'S-GS/MM1	AR+2		N	N	N	
/CAO/01/	D015.	POSITION DESCRIPTION (PDES 3) (PERSONNEL) FORM: PDES 3 RECORD TYPES:	SU		N	N	N	
/CAO/01/	D016.	PUBLICATIONS/REFERENCE MATERIALS REC. FROM OUTSIDE SOURCES (NON-RECORD MATERIAL) RECORD TYPES:	AR		N	N	N	
/CAO/01/	D017.	REQUEST FOR SALE (GS/S-8) (GENERAL SERVICES-SALVAGE) FORM: GS/S-8 RECORD TYPES:	AR		N	N	N	
/CAO/01/	D018.	RISK MANAGEMENT - CORRESPONDENCE (VARIES) RECORD TYPES:	AR+2		N	N	N	

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Records of: /CAO/01/ ***CITY ADMINISTRATIVE OFFICER/ADMINISTRATION***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/CAO/01/	D019.	RISK MANAGEMENT - HOLD HARMLESS LETTERS (VARIES) RECORD TYPES:	AR+10		N	N	N	
/CAO/01/	D020.	RISK MANAGEMENT - SUBJECT FOLDERS (VARIES) RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D021.	STATEMENT OF ECONOMIC INTEREST (730) (ELSE RECORDS WILL BE RETAINED UNTIL TERMINATION PER RETEN SCHED) FORM: 730 RECORD TYPES:	TO+10		N	N	N	
/CAO/01/	D022.	SUBJECT FOLDERS (SUBTITLE H, FOUR COPIES TO BE SENT TO RECORDS RETENTION CENTER.) RECORD TYPES: A-ALTERATION AND IMPROVEMENTS-CAO42 B-BUDGET ADJUSTMENT DOCUMENTS (TRANSFERS APPROPRIATIONS,...)-FG104 C-BUDGET ADOPTION-CORRESPONDENCE D-FEE REPORTS E-FORMS F-FRINGE BENEFIT DEVELOPMENT G-GENERAL CITY PURPOSES/REPORTS H-MANAGEMENT AUDITS I-MISCELLANEOUS REPORTS TO MAYOR/COUNCIL GENERAL POLICY J-ORGANIZATIONAL /ADMINISTRATIVE STUDIES & SURVEYS K-PHYSICAL PLANT/CIEP L-REVIEW OF LEGISLATION M-RULE 11 DEVIATIONS-FG112 N-RULE 13 REQUESTS O-SALARY ADJUSTMENTS P-SPACE REQUESTS Q-SUBSTITUTE POSITION/IN-LIEU REQUESTS AND REPORTS-CA0616 R-SYSTEMS/ADP REPORTS S-TRAINING SURVEYS	AR+2		N	N	N	

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/CAO/01/	D023.	CAO PAYROLL CHANGES (FG41) (CONTROLLER) FORM: FG41 RECORD TYPES:	TE+10		N	N	N	
/CAO/01/	D024.	WEEKLY CREW TIME SHEET (FG5054) (CITY ADMINISTRATIVE OFFICER/CONTROL) FORM: FG5054 RECORD TYPES:	AR+2		N	N	N	
/CAO/01/	D025.	1984 SUMMER OLYMPICS (SUBTITLE C, ONE COPY TO BE KEPT PERMANENTLY BY RECORDS RETENTION CENTER.) RECORD TYPES: A-REPORTS TO CITY COUNCIL PURSUANT TO CHARTER B-REPORTS TO CITY COUNCIL ON COST C-FINAL REPORT OF OLYMPIC COMMITTEE	AR+2		N	N	N	

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City of Los Angeles

August 17, 2015

Department Records Disposition Schedules

CITY ETHICS COMMISSION

Schedule Number	*Department Name*
/ETH/	CITY ETHICS COMMISSION
/ETH/01/	CITY ETHICS COMMISSION/CITY ETHICS COMMISSION

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 17, 2015

Records of: /ETH/01/ ***CITY ETHICS COMMISSION/CITY ETHICS COMMISSION***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/ETH/01/	D	DUPLICATE RECORD SERIES						
/ETH/01/	D001.	TRAVEL AUTHORTY (GEN 73) (CITY CONTROLLER) FORM: GEN 73 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D002.	INTER-DEPARTMENTAL ORDERS (GEN 33) (CITY CONTROLLER) FORM: GEN 33 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D003.	REMITTANCE ADVICE (CITY CONTROLLER) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D004.	PAYMENT VOUCHERS OVER $200.00 (GEN 54) (CITY CONTROLLER) FORM: GEN 54 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D005.	JOURNAL VOUCHERS (CONT F20) FORM: CONT F20 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D006.	INTERNAL VOUCHERS (GEN 1) (CITY CONTROLLER) FORM: GEN 1 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D007.	PETTY CASH (GEN 17) FORM: GEN 17 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D008.	AUTHORITY FOR EXPENDITURE (GEN 32) FORM: GEN 32 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D009.	GENERAL ENCUMBRANCE FORM (GEN 108) FORM: GEN 108 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D010.	PURCHASE ORDERS (GEN 9) (CITY CONTROLLER) FORM: GEN 9 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D011.	ADJUSTMENT OF APPROPRIATIONS (GEN 104) (CITY CONTROLLER) FORM: GEN 104 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D012.	SMUF (STORES & PRINT SHOP) (GS/MM1) (GENERAL SERVICES) FORM: GS/MM1 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D013.	BI-WEEKLY VACATION ROSTER (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D014.	BI-WEEKLY SICK LEAVE ROSTER (City Controller) RECORD TYPES:	TO+5		N	N	N	

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

Records of: /ETH/01/ CITY ETHICS COMMISSION/CITY ETHICS COMMISSION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/ETH/01/	D015.	COMMISSIONER ATTENDANCE-REPORT (NARRATIVE) (City Clerk) FORM: NARRATIVE RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D016.	AFFIDAVIT & AGREEMENT (LOST CHECK) (CONTR 128) (City Controller) FORM: CONTR 128 RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D017.	EMERGENCY CHECK REQUEST (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D018.	ON-LINE WORKSHEET (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D019.	PAYROLL/REIMBURSEMENT & ADJUSTMENT (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D020.	PAYROLL/REIMBURSEMENT CERTIFICATION (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D021.	PAYROLL/REIMBURSEMENT REGISTER (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D022.	PAYROLL SUPPLEMENTAL WORKSHEET (City Controller) RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D023.	REQUEST TO CANCEL PAYROLL CHECK (FORM PAY) (City Controller) FORM: FORM PAY RECORD TYPES:	TO+5		N	N	N	
/ETH/01/	D024.	STOP PAYMENT REQUEST (SPR 0015C) (City Controller) FORM: SPR 0015C RECORD TYPES:	TO+5		N	N	N	

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: ***CITY ETHICS COMMISSION/CITY ETHICS COMMISSION***

/ETH/01/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/ETH/01/	P	PROPOSED NEW ORIGINAL RECORD SERIES:							
/ETH/01/	P001.	CAMPAIGN DOCUMENTS FOR SUCCESSFUL CANDIDATES RECORD TYPES: Historical	TO+10	PE		N	Y	N	
/ETH/01/	P002.	CAMPAIGN DOCUMENTS FOR UNSUCCESSFUL CANDIDATES	TO+2	TO+7		N	N	N	
/ETH/01/	P003.	CAMPAIGN DOCUMENTS FOR NON-CANDIDATES	TO+2	TO+7		N	N	N	
/ETH/01/	P004.	FINANCIAL DISCLOSURE DOCUMENTS (NON-ELECTED OFFICIALS)	TO+2	TO+7		N	N	N	
/ETH/01/	P008.	LOBBYING DOCUMENTS	TO+2	TO+5		N	N	N	
/ETH/01/	P009.	INVESTIGATING DOCUMENTS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/ETH/01/	P010.	WHISTLE-BLOWER COMPLAINT DOCUMENTS	TO+2	TO+5		N	N	N	
/ETH/01/	P015.	PUBLIC MATCHING FUNDS DOCUMENTS	TO+2	TO+5		N	N	N	
/ETH/01/	P016.	AUDIT DOCUMENTS RECORD TYPES: Confidential	TO+2	TO+5		N	N	Y	
/ETH/01/	P017.	AUDIT REPORTS RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/ETH/01/	P018.	COMMISSION MEETING DOCUMENTS RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/ETH/01/	P019.	TIME OFF/COMPENSATION REQUESTS (GEN. 68-A) FORM: GEN. 68-A	TO+2	TO+5		N	N	N	
/ETH/01/	P020.	PAYMENT VOUCHERS UNDER $200.00 (SENT TO CITY CONTROLLER AFTER 3 YEARS)	TO+3	TO+3		N	N	N	
/ETH/01/	P021.	RECEIPT BOOK (GEN. 30) FORM: GEN. 30	TO+2	TO+5		N	N	N	
/ETH/01/	P023.	FINANCIAL DISCLOSURE DOCUMENTS (ELECTED OFFICIALS) RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/ETH/01/	P026.	RECUSAL DOCUMENTS	TO+2	TO+7		N	N	N	
/ETH/01/	P028.	COI CODE DOCUMENTS	TO+2	TO+7		N	N	N	
/ETH/01/	P029.	FORMAL ADVICE DOCUMENTS	TO+2	TO+7		N	N	N	
/ETH/01/	P030.	FORMAL ADVICE LETTERS RECORD TYPES: Historical	TO+2	PE		N	Y	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: /ETH/01/ ***CITY ETHICS COMMISSION/CITY ETHICS COMMISSION***

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	*Sched. Item No.*	*Record Title (Description / Sub Categories / Remarks)*	*-- Retention (YEARS) -- Office*	*Total*	*Media Code*	*Record Type V*	*H*	*C*	*L*
/ETH/01/	P031.	COMMISSION OPINION DOCUMENTS	TO+2	TO+7		N	N	N	
/ETH/01/	P032.	COMMISSION OPINIONS RECORD TYPES: Historical	TO+2	PE		N	Y	N	
/ETH/01/	P033.	PUBLIC RECORDS ACT REQUESTS	TO+2	TO+2		N	N	N	
/ETH/01/	P034.	CONTRACTS	EX+2	EX+7		N	N	N	
/ETH/01/	P035.	ENFORCEMENT MATTER DOCUMENTS RECORD TYPES: Confidential	TO+7	TO+7		N	N	Y	
/ETH/01/	P036.	ENFORCEMENT MATTER ORDERS RECORD TYPES: Historical	TO+7	PE		N	Y	N	

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

City of Los Angeles
Departmental Records Disposition Schedule
Duplicate Records

Date: August 13, 2015

Records of: /ETH/01/ CITY ETHICS COMMISSION/CITY ETHICS COMMISSION

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) -- Office	Media Code	Record Type V	H	C	L
/ETH/01/	S	PROPOSED NEW DUPLICATE RECORD SERIES:						
/ETH/01/	S025.	BIDDER/CONTRACTOR FILINGS (Awarding Agency) A - PROHIBITED CONTRIBUTORS (BIDDERS) CEC 56 B - PROHIBITED CONTRIBUTORS (UNDERWRITERS) CEC 56	TO+5		N	N	N	
/ETH/01/	S026.	TICKET DISTRIBUTION DISCLOSURE FORMS (Distributing Agency) CAL 802	TO+5		N	N	N	

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

Department of Water & Power – Records Disposition Schedules - 2015

RRS NO	DIVISION/OFFIC	LAST APPROVED RRS DATE	DATE CITY COUCNIL APPROVED RRS	PENDING RRS DATES	APPROVAL LOCATION (1-5)*	DATE TO LOCATION	COMMENTS
WP-01	Board of Commissioners	4/4/90	2/4/92				91-0791-s3
WP-02	Legal	8/28/90	2/4/92				91-0791-s3
WP-04	General Manager's Office	Orig 6/19/91 Dup 6/26/91	9/2/92 9/2/92				91-0791 91-0791
WP-05	Public Affairs	7/12/90	2/4/92				91-0791-s3
WP-06	Real Estate	Orig 4/5/90 Dup 4/6/90	2/4/92 2/4/92				91-0791-s3 91-0791-s3
WP-08	Information Services	8/28/90	6/26/91				
WP-11	Accounting	7/19/90	2/4/92				91-0791-s3
WP-12	Customer Service	1/10/90	2/26/92				91-0791-s4
WP-13	Internal Auditing	1/10/90	2/26/92				91-0791-s4
WP-14	Water Executive	9/12/90	2/4/92				91-0791-s3
WP-15	Water Engineering Technical Services	1/16/90	2/26/92				91-0791-s4
WP-16	Water Operating	Orig 5/13/91 Dup 6/20/91	2/4/92 2/4/92				91-0791 91-0791
WP-17	Water Quality	Orig 1/16/90 Dup 1/15/90	2/26/92 2/26/92				91-0791-s4 91-0791-s4
WP-19	Aqueduct	1/6/84		1/17/90	3	7/1/92	
WP-21	Commercial Development	1/5/90	2/26/92				91-0791-s4
WP-24	Power Design & Construction	Orig 2/9/90 Dup 3/21/90	2/26/92 2/26/92				91-0791-s4 91-0791-s4
WP-25	Power Distribution	Orig 1/15/90 Dup 1/16/90	2/26/92 2/26/92				91-0791-s4 91-0791-s4
WP-26	Finance	9/21/90	2/26/92				91-0791-s4
WP-28	Power Executive	Orig 2/14/90 Dup 2/12/90	2/26/92 2/26/92				91-0791-s4 91-0791-s4
WP-31	Stores	3/13/91	2/4/92				91-0791-s2
WP-32	Purchasing	3/12/91	2/4/92				91-0791-s2

CITY CLERK Date: APRIL 4, 1990 Sch. No. Department/Bureau 91 0705 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 01 of 10
City of Los Angeles WP-01 Department of Water and Power By: (Dept. Head) Date APR 13 1990
Form Gen. 60 ( ) Rev. No. 1 Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Board of Water and Power Commissioners

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	BOARD RESOLUTIONS		10	P	--				ORIGINAL, FULLY SIGNED COPY
	a. BID RECORDS								
	b. BUDGET RECORDS - PROJECTED								
	b1. MAJOR ORGANIZATION BUDGET AMENDMENT	.00060							
	c. CONTRACT ADMINISTRATION RECORDS								
	c1. NOTICE OF AWARD	.02846							
	d. INVOICES/PAYMENTS								
	e. JUDGEMENTS								
	e1. RESOLUTION (VITAL)					V			
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT								
	g. MEMORANDA								
	g1. MEMORANDUM	.01145							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. TRANSMITTAL	.00028							
2	COMMITTEE MEETINGS, MINUTES		10	P	--				MINUTES OF COMMITTEE MEETINGS INCLUDING THE
	a. MEETING MINUTES								SAFETY AND PERSONNEL COMMITTEE
3	COMMITTEE MEETINGS, SOUND RECORDINGS		5	--	5				RECORDINGS OF MEETING PROCEEDINGS OF ALL
	a. MEETING MINUTES								COMMITTEES EXCEPT THE SAFETY AND PERSONNEL COMMITTEE
4	DECENNIAL MANAGEMENT AUDITS		AR	P	--				DOCUMENTS OF THE REQUIRED DECENNIAL
	a. EMPLOYMENT RECORDS								MANAGEMENT AUDITS OF THE DEPARTMENT
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	.01455							
	c. INVOICES/PAYMENTS								
	c1. VOUCHER CONTROL FORM	.01218							
	d. LETTERS								
	e. MANAGEMENT REPORTS								
	f. MEMORANDA								
	f1. MEMORANDUM	.01145							
	f2. MEMORANDUM	.01147							
	g. OPERATING AND MAINTENANCE SCHEDULES								
	h. PROPOSALS								
	h1. PROPOSAL								
	i. PUBLIC RELATIONS COMMUNICATIONS								
	j. REQUISITIONS								
	k. TELEX/TWX/TELECOPY COMMUNICATIONS								

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

CITY CLERK — Date: APRIL 4, 1990 — Sch. No. — Department/Bureau — Certified per Sec. 12.3(e) of L.A. Admin. Code: — Page: 02 of 10

City of Los ...les — WP-01 — Department of Water and ... 91 00705 F — By: (Dept. Head) — Date: APR 13 1990

Form Gen. 60 ...1) — Rev. No. — Office of (Original) Record: Board of Water and Power Commissioners — By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	1. TRANSMITTALS/ACKNOWLEDGEMENTS								
	11. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	m. WATER QUALITY STUDIES								
5	EMPLOYEE PERSONNEL RECORDS		T	80	T+80				COMMISSION OFFICE EMPLOYEES ONLY
	a. ANNOUNCEMENTS/BULLETINS								
	b. CLAIMS								
	b1. ACCIDENT ANALYSIS	,02747							
	c. DEPARTMENT AWARDS RECORDS								
	d. EDUCATION/TRAINING RECORDS								
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	e1. DISABILITY AND DEATH BENEFITS WHILE ON LEAVE WITHOUT PAY	RP0128							
	e2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	e3. EMPLOYEE - EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	e4. EMPLOYEE CERTIFICATE OF DISABILITY	2864							
	e5. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	e6. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	e7. REPORT OF PERSONAL INJURIES	,00032							
	f. EMPLOYMENT RECORDS								
	f1. APPLICATION FOR EMPLOYMENT	PDR-1							
	f2. CERTIFICATION LIST	PDAS 4							
	f3. EMPLOYEE PERSONNEL JACKET	2759,02759							
	f4. EMPLOYEES RECORD	2757,16592							
	f5. INTERVIEW AND APPOINTMENT NOTICE	,00403							
	f6. INTERVIEW DATA SHEET	3381							
	f7. NOTICE OF COMMENDATION	GEN. 79							
	f8. NOTICE OF TERMINATION OF EMPLOYMENT	723							
	f9. REPORT OF APPOINTMENT	2762,16597							
	f10. REPORT OF APPOINTMENT	,02762							
	f11. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	f12. REQUEST FOR CERTIFICATION	PDAS 15/PC							
	f13. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	f14. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							

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CITY CLERK Date: APRIL 4, 1990 | Sch. No. | Department/Bureau 31 00 5 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 03 of 10

City of Los es | WP-01 | Department of Water and Power | (By: Dept. Head)

Form Gen. 60 ( ) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date APR 13 1990

RECORDS RETENTION SCHEDULE (Original/Official Records)

Board of Water and Power Commissioners

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f15. REQUEST FOR TRANSFER, VOLUNTARY REVISION OR	GEN. 16-B							
	CLASS CHANGE UNDER CHARTER SECTION 108								
	f16. REQUEST TO FILL POSITION	424,00424							
	f17. RESUME								
	f18. TELEPHONE INFORMATION RECORD REPORT	,02069							
	f19. TERMINATION OF EMPLOYMENT	,00723							
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. LETTERS								
	i. MANAGEMENT REPORTS								
	i1. TELEPHONE INFORMATION RECORD REPORT	2069,02069							
	i2. TELEPHONE INFORMATION RECORD REPORT	,02069							
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
	j2. MEMORANDUM	,01146							
	j3. MEMORANDUM	,01147							
	j4. MEMORANDUM	,01335							
	k. POSITION DESCRIPTIONS								
	k1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,16169							
	PERMANENT								
	k2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	2346,02346							
	k3. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	l. TIMEKEEPING RECORDS								
	l1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S	2485,02485							
	RETURN TO PAYROLL FROM LEAVE OF ABSENCE								
	l2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	l3. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	l4. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	l5. NOTICE OF TRANSFER TIME ROLL DATA	2531,16356							
	l6. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	l7. TIME ROLL CORRECTION AUTHORITY	2734,02734							
	l8. TIME ROLL CORRECTION AUTHORITY	2734							
	l9. TIME ROLL CORRECTION AUTHORITY.	,02734							
	l10. VACATION FORM	1113,01113							
	l11. VACATION FORM	1113,14824							
	l12. VACATION FORM	,01113							

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CITY CLERK — Date: APRIL 4, 1990
City of Los les
Form Gen. 60 t)

Sch. No. WP-01
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau
Department of Water and Power

91 0705 FJ

Office of (Original) Record
Board of Water and Power Commissioners

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

By: (City Clerk, Rec. Mgt. Off.)

Date APR 13 1990

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
6	HISTORICAL DOCUMENTS		AR	P	--				ARCHIVAL COPY OF SELECTED DOCUMENTS JUDGED TO HAVE HISTORICAL VALUE BY THE ARCHIVIST
	a. BID RECORDS								
	b. CONTRACT ADMINISTRATION RECORDS								
	c. DEPARTMENT REAL ESTATE RECORDS								
	d. DETAIL PHOTOGRAPHS								
	e. ENGINEERING STUDIES								
	f. FOREIGN MAPS								
	f1. TRACT MAP								
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LEGAL APPLICATIONS								
	h1. AGREEMENT								
	i. LEGAL NOTIFICATIONS								
	j. LEGAL ORDERS/FILINGS								
	j1. ORDINANCE								
	k. LETTERS								
	l. LITIGATION RECORDS								
	m. LOGS/INDICES								
	n. MANAGEMENT REPORTS								
	o. MANAGEMENT SCHEDULES								
	p. MEETING ATTENDANCE RECORDS								
	q. MEETING MINUTES								
	r. MEMORANDA								
	r1. MEMORANDUM								
	s. OPERATING AND MAINTENANCE SCHEDULES								
	t. OPERATIONAL REPORTS								
	u. PARTICIPANT CONTRACTS								
	v. PERMITS								
	w. PROCUREMENT/SALES CONTRACTS								
	w1. CONTRACT								
	x. PROPOSALS								
	y. PUBLIC RELATIONS COMMUNICATIONS								
	z. SPECIFICATIONS								
	z1. SPECIFICATION	724-A-1M							
	aa. SURVEYS/QUESTIONNAIRES								

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CITY CLERK Date: APRIL 4, 1990 Sch. No. Department/Bureau 91 0705 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code. Page: 05 of 10
City of Los es WP-01 Department of Water and Pow... By: (Dept. Head) APR 13 1990
Form Gen. 60 ( ) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Board of Water and Power Commissioners

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
7	INDEX TO SUBJECT AND CORRESPONDENCE FILES		P	--	--				CARD FILE TERMINATED IN 1986, CONTINUED BY
	a. LOGS/INDICES								COMPUTER INDEX
8	MEETING AGENDAS		AR	P	--				MEETING AGENDAS SUPPLEMENTED TO SHOW
	a. AGENDA								DISPOSITION OF ITEMS
	a1. MEETING AGENDA								
9	MEETINGS OF THE BOARD, SOUND RECORDINGS		P	--	--				SOUND RECORDINGS OF THE PROCEEDINGS OF BOARD
	a. LOGS/INDICES								MEETINGS
	b. MEETING MINUTES								
10	MINUTES OF THE BOARD		P	--	--				FULLY SIGNED, BOUND COPY ONLY
	a. JUDGEMENTS								
	a1. RESOLUTION								
	b. LOGS/INDICES								
	c. MEETING MINUTES								
	c1. MEETING MINUTES (VITAL)					V			
11	PERSONNEL ADMINISTRATIVE FILES		AR+2	--	AR+2				FILES FOR COMMISSION OFFICE POSITIONS ONLY.
12	RECORDS MANAGEMENT FILES		S+2	--	S+2				
	a. DESTRUCTION RECORDS								
	a1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	b. LOGS/INDICES								
	b1. RECORDS CENTER STORAGE SPACE	MS883							
	b2. RECORDS CENTER STORAGE SPACE	MS884							
	c. RECORD TRANSMITTALS								
	c1. RECORDS TRANSFER CONTROL	,02673							
	d. RECORDS RETENTION AUTHORIZATIONS								
	d1. RECORDS RETENTION AUTHORIZATION	,02317							
	e. RETENTION SCHEDULES								
	e1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	e2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							

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CITY CLERK — Date: APRIL 4, 1990 | Sch. No. | Department/Bureau 91 0705 F | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 06 of 10

City of Los les | WP-01 | Department of Water and Po... | By: (Dept. Head) | Date APR 13 1990

Form Gen. 60 1) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Board of Water and Power Commissioners

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
13	SAFETY AND PERSONNEL COMMITTEE MEETINGS, SOUND RECORDINGS		T+80	--	T+80				
	a. MEETING MINUTES								
14	SAFETY AND PERSONNEL COMMITTEE MINUTES		P	--	--				THIS ITEM NUMBER NOT USED AFTER JANUARY 2, 1990.
15	SUBJECT AND CORRESPONDENCE FILES		AR	P	--				DOCUMENTS ADDRESSED TO, CREATED BY, OR
	a. AFFIRMATIVE ACTION/EEO RECORDS								CREATED FOR THE BOARD OR ITS ADMINISTRATIVE
	a1. CHARGE OF DISCRIMINATION	EEOC 5							AND CLERICAL SUPPORT SYSTEM. INCLUDES
	a2. DISCRIMINATION COMPLAINT APPEAL	EEO-003							DOCUMENTATION FOR MATTERS BROUGHT TO THE
	a3. DISCRIMINATION COMPLAINT INITIATION	EEO-001							ATTENTION OF THE FULL BOARD OR A COMMITTEE
	a4. DISCRIMINATION COMPLAINT RESPONSE	EEO-002							FOR ACTION OR CONSIDERATION. INCLUDES
	a5. GRIEVANCE INITIATION	LR-001							OFFICIAL MINUTES OF COMMITTEE MEETINGS.
	a6. NOTICE OF DISCHARGE OR SUSPENSION	GEN. 77							
	a7. SUPPLEMENTAL SHEET: DISCRIMINATION COMPLAINT APPEAL	EEO-004							
	a8. SUPPLEMENTAL SHEET: DISCRIMINATION COMPLAINT INITIATION	EEO-005							
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID NOTICE	,03214							
	e. BUDGET RECORDS - ACTUAL								
	e1. OPERATION AND MAINTENANCE PROGRAM	2598,16434							
	f. BUDGET RECORDS - PROJECTED								
	f1. CAPITAL ITEM DETAIL	2748,02748							
	f2. CAPITAL ITEM DETAIL	,02748							
	f3. CAPITAL PROGRAM SUMMARY	2754,02754							
	f4. DETAIL OF ESTIMATED COSTS	2753,02753							
	f5. EXPENDITURE ITEM DETAIL	2750,02750							
	f6. EXPENSE ITEM DETAIL	2750,02750							
	g. CLAIMS								
	g1. CITY OF LOS ANGELES CLAIM FOR REFUND OVER $5000	GEN. 65							
	g2. CLAIM FOR DAMAGES	CONT. 100-A							
	g3. CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A							
	g4. CLAIM FOR DAMAGES TO PERSON OR PROPERTY	CONT. 100-A							
	h. CONTRACT ADMINISTRATION RECORDS								
	i. CONTRACT AMENDMENTS								
	j. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								

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

CITY CLERK Date: APRIL 4, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-01
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0705 FJ
Department of Water and Power
Office of (Original) Record
Board of Water and Power Commissioners

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)

Date APR 13 1990
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	k. DEPARTMENT REAL ESTATE RECORDS								
	k1. APPRAISAL REPORT								
	k2. ESTIMATE OF REPAIRS								
	k3. LEASE								
	l. DESTRUCTION RECORDS								
	l1. OBSOLETE RECORDS RECOMMENDED FOR DESTRUCTION	3140,03140							
	l2. RECORDS RECOMMENDED FOR DESTRUCTION	3129,03129							
	l3. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	3139,03139							
	m. DETAIL PHOTOGRAPHS								
	n. DWP INSPECTION RECORDS								
	o. DWP MAPS								
	p. EMPLOYEE ACCOUNTS RECORDS								
	p1. AUTHORITY TO OBTAIN TRANSPORTATION	280,00280							
	p2. AUTHORIZED RELOCATION ORDER	66-155							
	p3. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	p4. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,03045							
	p5. STATEMENT OF ACCOUNT	,00010							
	q. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	r. EMPLOYMENT RECORDS								
	r1. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	s. ENGINEERING STUDIES								
	t. FINANCIAL REPORTS								
	t1. ANALYTICAL INCOME STATEMENT WATER SYSTEM	2551,16377							
	t2. CAPITAL PROGRAM	2599,16453							
	t3. EXPENDITURE REPORT	,15253							
	u. INTERDEPARTMENTAL COMMUNICATIONS								
	u1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	v. INTRADEPARTMENTAL COMMUNICATIONS								
	v1. INTRA-DEPARTMENTAL	1455,01455							
	v2. INTRA-DEPARTMENTAL	1455,15184							
	v3. INTRA-DEPARTMENTAL	1455,15185							
	v4. INTRA-DEPARTMENTAL	1455							
	v5. INTRA-DEPARTMENTAL	1456,01456							
	v6. INTRA-DEPARTMENTAL	87-69-074							
	v7. INTRA-DEPARTMENTAL	,01455							
	v8. INTRA-DEPARTMENTAL	,01456							
	w. INVOICES/PAYMENTS								
	w1. CASH MEMORANDUM RECEIPT	982,00982							

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CITY CLERK Date: APRIL 4, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-01
Rev. No.

Department/Bureau 91 705 FJ
Department of Water and Power
Office of (Original) Record
Board of Water and Power Commissioners

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)

Page: 08 of 10
Date APR 13 1990
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	w2. CASH MEMORANDUM RECEIPT	,00982							
	w3. DELIVERY RECEIPT	817,00817							
	w4. DELIVERY RECEIPT	817,14580							
	w5. DELIVERY RECEIPT	,00817							
	w6. DEPARTMENT TRANSFER WATER REVENUE FUND	3109,03109							
	w7. GENERAL RECEIPT	,03196							
	w8. INVOICE								
	w9. INVOICE COLLECTIBLE	861,00861							
	w10. PETTY CASH VOUCHER	,00724							
	w11. STATEMENT OF SETTLEMENT	,02122							
	w12. VOUCHER CONTROL FORM	,01218							
	x. JOB SCHEDULES								
	y. JUDGEMENTS								
	y1. RESOLUTION								
	z. LEGAL APPLICATIONS								
	z1. AGREEMENT								
	aa. LEGAL NOTIFICATIONS								
	aa1. SUMMONS								
	ab. LEGAL ORDERS/FILINGS								
	ab1. ORDINANCE								
	ac. LETTERS								
	ad. LITIGATION RECORDS								
	ae. LOGS/INDICES								
	af. MANAGEMENT PROCEDURES								
	ag. MANAGEMENT REPORTS								
	ag1. ORGANIZATION CHART								
	ag2. REPORT FROM CITY ADMINISTRATIVE OFFICER CONTINUATION SHEET	CAO 649A							
	ag3. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	ag4. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 661							
	ah. MANAGEMENT SCHEDULES								
	ai. MEETING MINUTE ITEMS								
	aj. MEETING MINUTES								
	ak. MEMORANDA								
	ak1. MEMORANDUM	1146,01146							
	ak2. MEMORANDUM	1146,14857							
	ak3. MEMORANDUM	1146,14858							
	ak4. MEMORANDUM	1147,01147							
	ak5. MEMORANDUM	1334,15047							

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CITY CLERK — Date: APRIL 4, 1990 — Sch. No. — Department/Bureau 91 1705 FJ — Certified per Sec. 12.3(e) of L.A. Admin. Code: — Page: 09 of 10
City of Los les — WP-01 — Department of Water and Power — By: (Dept. Head) — APR 13 1990
Form Gen. 60 t) — Rev. No. — Office of (Original) Record — By: (City Clerk, Rec. Mgt. Off.) — Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Board of Water and Power Commissioners

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	Vital	Hist	Cont	REMARKS
	ak6. MEMORANDUM	1335,01335							
	ak7. MEMORANDUM	1344,15047							
	ak8. MEMORANDUM	,01145							
	ak9. MEMORANDUM	,01146							
	ak10. MEMORANDUM	,01147							
	ak11. MEMORANDUM	,01334							
	ak12. MEMORANDUM	,01335							
	ak13. MEMORANDUM								
	ak14. OFFICE MEMORANDUM	140							
	ak15. OFFICE MEMORANDUM	GEN. 53							
	al. OPERATIONAL REPORTS								
	al1. T&C EQUIPMENT ASSIGNMENT FORM	,00690							
	am. PARTICIPANT CONTRACTS								
	an. PERMITS								
	an1. NOTICE OF DETERMINATION	GEN. 156							
	ao. PERSONNEL CONTRACTS								
	ap. POSITION DESCRIPTIONS								
	ap1. POSITION DESCRIPTION	PDES 3							
	aq. PROCUREMENT/SALES CONTRACTS								
	aq1. CONTRACT								
	ar. PROPOSALS								
	ar1. PROPOSAL								
	as. PUBLIC RELATIONS COMMUNICATIONS								
	as1. IMPORTANT NOTICE ABOUT YOUR ELECTRIC SERVICE	PD-089							
	as2. NEWSLETTER								
	as3. PUBLICATION								
	at. PURCHASE ORDERS								
	at1. PURCHASE ORDER	3,00003							
	at2. PURCHASE ORDER	,00001							
	at3. PURCHASE ORDER	,00002							
	at4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	au. REQUISITIONS								
	au1. EQUIPMENT TRANSFER	1217,14930							
	au2. EQUIPMENT TRANSFER	,01217							
	au3. INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE	,03247							
	au4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	av. ROUTING SLIPS								
	av1. REFERENCE SLIP	185							
	aw. SPACE/EQUIPMENT ALLOCATION RECORDS								

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CITY CLERK
City of Los
orm Gen. 60 (

Date: APRIL 4, 1990

Sch. No. WP-01

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 1705 FJ

Department of Water and Powe

Office of (Original) Record

Board of Water and Power Commissioners

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

By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Div.)

Date: 13 1990

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	REC.	COPY	REMARKS
	aw1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT ASSIGNMENT FORM	.00690							
	ax. STATUS REPORTS								
	ax1. AFFIRMATIVE ACTION STATUS REPORT								
	ay. TELEX/TWX/TELECOPY COMMUNICATIONS								
	az. TIMEKEEPING RECORDS								
	az1. ATTENDANCE AUTHORITY	2329,02329							
	ba. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ba1. AUDIT TRANSMITTAL	1111,01111							
	ba2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	3384							
	ba3. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
	ba4. TRANSMITTAL	28,14027							
	ba5. TRANSMITTAL	28							
	ba6. TRANSMITTAL	AT-010							
	ba7. TRANSMITTAL	CAO 6490							
	ba8. TRANSMITTAL	.00028							
	ba9. TRANSMITTAL SLIP	3014,03014							
	bb. WAGE/SALARY STRUCTURE RECORDS								
16	TIMEKEEPING FILES		2	--	2				SOURCE TIMEKEEPING DOCUMENTS FOR COMMISSION OFFICE EMPLOYEES. THIS ITEM NUMBER NOT USED AFTER JANUARY 2, 1990.
17	MICROFILM OF ITEMS #1 - 16 ABOVE (EXCEPT #3, 9 & 13)		--	199	199				
18	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

02/07/96 11:29 DWP ITS ADMIN. → 78912 NO.046 001

CITY CLERK Date: APRIL 4, 1990
City of Los les
Form Gen. 61 ( )

Sch. No. WP-01
Rev. No. 1

Department/Bureau 91 706 FJ
Department of Water and Pow... 91 000706 FJ
Division
Board of Water and Power Commissioners

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date APR 13 1990

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	COMMISSIONER AND EMPLOYEE TRAVEL AND EXPENSE FILES		AR	--	AR		ACCOUNTING
	a. EDUCATION/TRAINING RECORDS						
	a1. TUITION REIMBURSEMENT APPLICATION	IR269					
	b. EMPLOYEE ACCOUNTS RECORDS						
	b1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280					
	b2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	b3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	c. FINANCIAL REPORTS						
	d. INTERDEPARTMENTAL COMMUNICATIONS						
	e. INVOICES/PAYMENTS						
	e1. PETTY CASH VOUCHER	,00724					
	e2. VOUCHER CONTROL FORM						
	f. PURCHASE ORDERS						
	f1. PURCHASE ORDER	,00003					
	g. TIMEKEEPING RECORDS						
	g1. ATTENDANCE AUTHORITY	,02329					
2	INTER- AND INTRA-DEPARTMENTAL BULLETINS, MANUALS, AND PROCEDURES		S	--	S		ISSUING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. JOB SCHEDULES						
	c. LEGAL NOTIFICATIONS						
	d. LETTERS						
	e. MANAGEMENT PROCEDURES						
	e1. PROCEDURE INSTRUCTIONS	2643,14383					
	e2. PROCEDURE INSTRUCTIONS CONTINUATION	2644,14381					
	f. MANAGEMENT REPORTS						
	g. MEMORANDA						
	g1. MEMORANDUM						
	h. PUBLIC RELATIONS COMMUNICATIONS						
	i. REQUISITIONS						

NOTES:

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CITY CLEF Date: APRIL 4, 1990 Sch. No. Department/Bureau 91 ,706 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 2 of 3
City of Lo eles WP-01 Department of Water and Power By: (Dept. Head) Date APR 13 1990
Form Gen. 61 -81) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	i1. PRINTING REQUISITION	,03068					
3	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
	a. MANAGEMENT REPORTS						
	b. OPERATIONAL REPORTS						
	c. STANDARDS						
4	PURCHASE ORDER, CONTRACT, AND REQUISITION FILES		C+1	--	C+1		ACCOUNTING
	a. BUDGET RECORDS - ACTUAL						
	a1. GENERAL LEDGER SHEET	,03368					
	a2. GENERAL LEDGER SHEET - WATER	,14183					
	b. FINANCIAL REPORTS						
	b1. ANALYTICAL INCOME STATEMENT POWER SYSTEM	2554,16332					
	b2. ANALYTICAL INCOME STATEMENT WATER SYSTEM	2551,16377					
	c. INVOICES/PAYMENTS						
	c1. DELIVERY RECEIPT	,00817					
	c2. INTERFUND BILLING WATER REVENUE FUND	,03105					
	c3. INVOICE						
	c4. VOUCHER CONTROL FORM	,01218					
	d. PURCHASE ORDERS						
	d1. PURCHASE ORDER	,00001					
	d2. PURCHASE ORDER	,00003					
	e. REQUISITIONS						
	e1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	e2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	e3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	e4. REQUISITION FOR STATIONERY SUPPLIES	,00903					

NOTES:

1. NON-RECORD MATERIAL

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

CITY CLERK Date: APRIL 4, 1990 Page: 3 of 3
City of Los les
Form Gen. 61 .1)

Sch. No. WP-01
Rev. No.

Department/Bureau
Department of Water and Power
91 0 706 FJ

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

By: (City Clerk, Rec. Mgt. Off.)

Date APR 13 1990

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Division
Board of Water and Power Commissioners

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
5	SURPLUS PRINTED MATERIALS		AR	--	AR	1	
6	TIMEKEEPING FILES		1	--	1		ACCOUNTING
	a. TIMEKEEPING RECORDS						
	a1. DAILY TIME REPORT	,03244					
	a2. TIME ROLL CORRECTION AUTHORITY	2734					
7	MICROFILM OF ITEMS # 1 - 6 ABOVE		--	199	199		
8	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 16 ON WP-01 ORIGINAL (EXCEPT #3, 9 & 13). HARDCOPY OF ITEMS #1 - 6 ON WP-01 DUPLICATE.
9	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

1. NON-RECORD MATERIAL

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

CITY CLERK Date: AUGUST 28, 1990
City of Los es
Form Gen. 60 ( )

Sch. No. WP-02
Rev. No. 1

Department/Bureau 91 000709 FJ
Department of Water and P 91 000709 FJ
Office of (Original) Record 82
City Attorney's Office - Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL
By: (City Clerk, Rec. Mgt. Off.)

Page: 01 of 10
te 9-26-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	CLAIM FILES THROUGH ROUTINE LITIGATION		C	10	C+10				RECORDS OF ROUTINE CLAIMS BY AND AGAINST DWP RESULTING FROM PROPERTY DAMAGE, PERSONAL INJURY, BREACH OF CONTRACT, UNPAID BILLS, WRONGFUL DEATH, AND LAND MATTERS.
	a. BUDGET RECORDS - PROJECTED								
	a1. COST ESTIMATE AND REQUISITION FOR SHOP WORK	76-25							
	b. CLAIMS								
	b1. REPORT OF TRAFFIC ACCIDENT	SR 1							
	b2. STATEMENT OF ACCIDENT	,00970							
	b3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	c. CONVERSATION RECORDS								
	c1. CALL SLIP	,00148							
	d. CUSTOMER SERVICE RECORDS								
	d1. CUSTOMER REQUEST MEMO	,03308							
	d2. STATEMENT OF ACCOUNT	,00010							
	e. DATA SHEETS								
	f. DETAIL PHOTOGRAPHS								
	g. DWP MAPS								
	h. EMPLOYMENT RECORDS								
	h1. DRIVER RECORD INFORMATION	DL 414							
	h2. GOVERNMENT AGENCY REQUEST FOR DRIVER RECORD - INFORMATION	DL 254							
	i. INTERROGATORIES								
	i1. LEGAL INFORMATION FOR SUIT	,00024							
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	j1. INTRA-DEPARTMENTAL	,01455							
	k. INVOICES/PAYMENTS								
	k1. CHECK								
	k2. INVOICE								
	k3. INVOICE COLLECTIBLE	,00859							
	k4. INVOICE COLLECTIBLE	,00861							
	k5. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	l. JUDGEMENTS								
	m. LEGAL APPLICATIONS								
	n. LEGAL NOTIFICATIONS								
	o. LETTERS								
	p. LICENSES								
	q. LOGS/INDICES								
	q1. PROGRESS SHEET	,00777							
	r. MEMORANDA								
	r1. MEMORANDUM	,01145							

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No.
City of Los les
Form Gen. 60 ( ) WP-02

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. 1

Department/Bureau 91 c 709 FJ
Department of Water and P
Office of (Original) Record
City Attorney's Office - Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL
By: (City Clerk, Rec. Mgt. Off.)

Page: 02 of 10
Date 9-26-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONT	REMARKS
	r2. MEMORANDUM	,01147							
	r3. MEMORANDUM	,01334							
	r4. MEMORANDUM								
	s. NEGATIVES								
	t. OPERATIONAL REPORTS								
	t1. REPORT OF DAMAGE BY OUTSIDE PARTIES	OM-307							
	u. REQUISITIONS								
	u1. GOVERNMENT AGENCY REQUEST FOR DRIVER RECORD INFORMATION	DL 254							
	u2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	v. STATUS REPORTS								
	w. TELEX/TWX/TELECOPY COMMUNICATIONS								
2	CLAIMS LEDGERS		C+5	45	C+50				LEDGER OF CLAIMS FILED SHOWING PERTINENT
	a. FINANCIAL LEDGERS								INFORMATION PERTAINING THERETO.
	a1. RECORD OF ACCIDENTS AND DAMAGES	,14384							
	b. LOGS/INDICES								
3	DOCKET FILES		C+5	45	C+50				TYPED OR COMPUTER GENERATED DOCKET OF ALL
4	EMINENT DOMAIN ACTIONS FILES		C	50	C+50				CASES IN LITIGATION INVOLVING DWP. LEGAL PROCEEDINGS TO ACQUIRE PROPERTY FOR DWP
	a. DEPARTMENT REAL ESTATE RECORDS								PROJECTS AND FACILITIES.
	b. DWP MAPS								
	c. INTERROGATORIES								
	d. LETTERS								
	e. MEETING MINUTES								
	f. MEMORANDA								
	f1. MEMORANDUM								
	g. SURVEYS/QUESTIONNAIRES								
5	FEDERAL, STATE AND LOCAL REGULATORY MATTERS		C	50	C+50				PROCEEDINGS BEFORE AGENCIES SUCH AS: PUBLIC UTILITIES COMMISSION, CALIFORNIA ENVIRONMENTAL QUALITY AGENCY, SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, FEDERAL ENERGY COMMISSION, BONNEVILLE POWER ADMINISTRATION, AIR RESOURCES BOARD, ENVIRONMENTAL PROTECTION AGENCY, STATE DEPARTMENT OF WATER RESOURCES, AIR POLLUTION CONTROL DISTRICT.

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CITY CLERK Date: AUGUST 28, 1990 Sch. No.
City of Los les WP-02
Form Gen. 60 ( ) Rev. No.
1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 C 709 FJ
Department of Water and F
Office of (Original) Record
City Attorney's Office - Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL
By: (City Clerk, Rec. Mgt. Off.)

Page: 03 of 10
Date 9-26-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
6	LITIGATION FILES - MAJOR SIGNIFICANCE		C	50	C+50				RECORDS PERTAINING TO ACTUAL OR POTENTIAL LITIGATION INVOLVING PROJECTS AND SERVICES OF DWP, INCLUDING THOSE WHERE DWP IS A PARTICIPANT ORGANIZATION.
	a. CLAIMS								
	b. DATA SHEETS								
	b1. INFORMATION SHEET	AT037							
	c. DETAIL PHOTOGRAPHS								
	d. INTERROGATORIES								
	e. INVOICES/PAYMENTS								
	e1. INVOICE								
	f. LEGAL NOTIFICATIONS								
	f1. SUMMONS								
	g. LETTERS								
	h. LITIGATION RECORDS								
	i. LOGS/INDICES								
	j. MEDICAL RECORDS								
	k. MEMORANDA								
	k1. MEMORANDUM	,01147							
	k2. MEMORANDUM								
	l. NEGATIVES								
	m. OPERATIONAL REPORTS								
	n. STATUS REPORTS								
7	EMPLOYEE RELATIONS		C	T+80	T+80				RECORDS PERTAINING TO ON THE JOB INJURIES TO EMPLOYEES, DISCIPLINARY PROCEEDINGS, CIVIL SERVICE COMMISSION PROCEEDINGS, AND EMPLOYEE CLAIMS AGAINST DWP.
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. CLAIMS								
	c. MEMORANDA								
	c1. MEMORANDUM								
8	EMPLOYEE PERSONNEL FILES		T	80	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE RESPONSE	LR-002							
	a2. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	b2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	b3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	b4. INJURY REPORT	HR 964							
	c. EMPLOYMENT RECORDS								

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 0 709 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 04 of 10
City of Los les WP-02 Department of Water and Po... By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL ate 9-26-90
Form Gen. 60 (i) Rev. No. Office of (Original) Record ee By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

City Attorney's Office - Water and Power Division

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	c1. CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	,00012							
	c2. EMPLOYEE PERSONNEL JACKET	2759,02759							
	c3. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	c4. INTERVIEW DATA SHEET	3381							
	c5. REPORT OF APPOINTMENT	,02-762							
	c6. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	c7. TERMINATION OF EMPLOYMENT	,00723							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. LETTERS								
	f. MANAGEMENT REPORTS								
	f1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	g. MEMORANDA								
	g1. MEMORANDUM	,01146							
	g2. MEMORANDUM	,01147							
	g3. MEMORANDUM	,01334							
	h. POSITION DESCRIPTIONS								
	h1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	i. PURCHASE ORDERS								
	i1. PURCHASE ORDER	,00003							
	j. TIMEKEEPING RECORDS								
	j1. NOTICE OF TRANSFER TIME ROLL DATA	2531,16356							
9	CONTRACTS		T	10	T+10				
	a. BID RECORDS								
	a1. BIDDING DOCUMENT	1799-B							
	a2. CONTRACTOR'S PERFORMANCE BOND	,00282							
	b. BONDS								
	c. CONTRACT ADMINISTRATION RECORDS								
	c1. NOTICE OF AWARD	,02846							
	d. CONVERSATION RECORDS								
	d1. CALL SLIP	,00148							
	e. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	e1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134							
	e2. CERTIFICATE OF INSURANCE								
	e3. COMPREHENSIVE AUTOMOBILE LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02462							

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CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 C 709 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 05 of 10
City of Los eles WP-02 Department of Water and By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL Date 9-26-90
Form Gen. 60 31) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

City Attorney's Office - Water and Power Division

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	e4. COMPREHENSIVE GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-458							
	e5. EXCESS LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-460							
	e6. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	e7. INSURANCE REQUIREMENTS	GEN. 133							
	e8. PROFESSIONAL LIABILITY SPECIAL ENDORSEMENT	GEN. 140							
	e9. SPECIAL ENDORSEMENT	,02-463							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. INVOICES/PAYMENTS								
	h. LETTERS								
	i. MEMORANDA								
	i1. MEMORANDUM	,01145							
	j. POWER OF ATTORNEY RECORDS								
	k. PROCUREMENT/SALES CONTRACTS								
	k1. CONTRACT	AT-011							
	l. PUBLIC RELATIONS COMMUNICATIONS								
	m. SPECIFICATIONS								
	m1. SPECIFICATION	1799							
	n. TELEX/TWX/TELECOPY COMMUNICATIONS								
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								
10	RECORDS MANAGEMENT FILES		S	2	S+2				
	a. AGENDA								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. MANAGEMENT PROCEDURES								
	e. MANAGEMENT SCHEDULES								
	f. MEETING MINUTES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01334							
	g3. MEMORANDUM	,01335							
	h. RECORD TRANSMITTALS								
	h1. RECORDS TRANSFER CONTROL	,02673							
	i. RECORDS RETENTION AUTHORIZATIONS								
	i1. RECORDS RETENTION AUTHORIZATION	,02317							

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CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 709 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 06 of 10
City of Los les WP-02 Department of Water and Po By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL Date 9-26-90
Form Gen. 60 (1) Rev. No. Office of (Original) Record 282 By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

City Attorney's Office - Water and Power Division

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	j. RETENTION SCHEDULES								
	k. STATUS REPORTS								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
11	MUNICIPAL BONDS		E	75	E+75				COMPLETE RECORD OF BOND SALES, ONLY. POST
	a. AGENDA								SALES RECORDS ARE MAINTAINED BY FINANCE AND
	a1. BOARD AGENDA								ACCOUNTING DIVISION.
	b. BID RECORDS								
	c. BONDS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. INVOICES/PAYMENTS								
	f. JUDGEMENTS								
	g. LETTERS								
	h. MANAGEMENT REPORTS								
	i. MANAGEMENT SCHEDULES								
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
	j2. MEMORANDUM								
	k. TAX RECORDS								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
12	SUBJECT AND CORRESPONDENCE FILES		AR	5	AR+5				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	b1. AUDIT CANCELLATION NOTICE	,01114							
	b2. INVOICE CORRECTION NOTICE	,03080							
	c. BUDGET RECORDS - PROJECTED								
	d. CONGRESSIONAL REPORTS								
	e. CONSTRUCTION CONTRACTS								
	f. CONSULTING CONTRACTS								
	g. CONTRACT ADMINISTRATION RECORDS								
	h. CONTRACT AMENDMENTS								
	i. CONVERSATION RECORDS								
	j. DEPARTMENT REAL ESTATE RECORDS								
	j1. LEASE								
	k. DRAWINGS								
	l. DWP MAPS								
	m. EDUCATION/TRAINING RECORDS								

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CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 709 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 07 of 10
City of Los les WP-02 Department of Water and P By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL Date 9-26-90
Form Gen. 60 1) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
RECORDS RETENTION SCHEDULE 1 City Attorney's Office - Water and Power Division
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	n. EMPLOYEE ACCOUNTS RECORDS								
	n1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	n2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	n3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	o. EMPLOYMENT RECORDS								
	o1. RESUME								
	p. ENGINEERING STUDIES								
	q. ENVIRONMENTAL REPORTS								
	r. FEASIBILITY STUDIES								
	s. FINANCIAL REPORTS								
	t. INTERROGATORIES								
	u. INTRADEPARTMENTAL COMMUNICATIONS								
	u1. INTRA-DEPARTMENTAL	,01455							
	u2. INTRA-DEPARTMENTAL	,01456							
	v. INVOICES/PAYMENTS								
	v1. CHECK								
	v2. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407							
	v3. DEPARTMENT TRANSFER POWER REVENUE FUND	,03104							
	v4. INVOICE								
	v5. MAILING SLIP	ED 1							
	v6. VOUCHER CONTROL FORM	,01218							
	w. JUDGEMENTS								
	w1. RESOLUTION								
	x. LEGAL APPLICATIONS								
	x1. AGREEMENT								
	y. LEGAL NOTIFICATIONS								
	y1. CERTIFICATE OF DOCUMENT	CLERK 22							
	y2. SUMMONS								
	z. LEGAL ORDERS/FILINGS								
	z1. ORDINANCE								
	aa. LETTERS								
	ab. LOGS/INDICES								
	ac. MANAGEMENT PROCEDURES								
	ad. MANAGEMENT REPORTS								
	ae. MANAGEMENT SCHEDULES								
	af. MEETING MINUTES								
	ag. MEMORANDA								
	ag1. MEMORANDUM	,01145							

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

CITY CLERK
City of Los ...les
Form Gen. 60 ...81)

Date: AUGUST 28, 1990

Sch. No. WP-02

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 00709 FJ
Department of Water and ...

Office of (Original) Record
City Attorney's Office - Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL
Date 9-26-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	ag2. MEMORANDUM	,01146							
	ag3. MEMORANDUM	,01147							
	ag4. MEMORANDUM	,01334							
	ag5. MEMORANDUM								
	ah. OPERATIONAL REPORTS								
	ai. OPERATIONS & MAINTENANCE PROCEDURES								
	aj. PARTICIPANT CONTRACTS								
	ak. PERMITS								
	al. PROCUREMENT/SALES CONTRACTS								
	am. PUBLIC RELATIONS COMMUNICATIONS								
	an. RECORDS RETENTION AUTHORIZATIONS								
	an1. RECORDS RETENTION AUTHORIZATION	,02317							
	ao. REQUISITIONS								
	ao1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	ao2. WORK ORDER STANDARD FORM	,02821							
	ao3. WORK ORDER ZIP FORM	,02822							
	ap. RETENTION SCHEDULES								
	ap1. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
	aq. SPECIFICATIONS								
	ar. STANDARDS								
	as. STATUS REPORTS								
	at. TELEX/TWX/TELECOPY COMMUNICATIONS								
	at1. TELECOPY COVER SHEET	OM-65							
	au. TEST RECORDS								
	av. TIMEKEEPING RECORDS								
	av1. ATTENDANCE AUTHORITY	,02329							
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS								
	aw1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	aw2. WORK ORDER DATA TRANSMITTAL	,02825							
13	TRUST FUND - LEGAL DIVISION		A	10	A+10				
	a. FINANCIAL REPORTS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. INVOICES/PAYMENTS								
	c1. ACCOUNTS PAYABLE VOUCHER	AC286							
	c2. CHECK								

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

CITY CLER' Date: AUGUST 28, 1990 | Sch. No. | Department/Bureau 9 00709 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 09 of 10
City of Lo[illegible]eles | WP-02 | Department of Water and Power | By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL | Date 9-26-90
Form Gen. 60[illegible]-81) | Rev. No. 1 | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

City Attorney's Office - Water and Power Division

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	c3. CIVIL TRUST FUND WITHDRAWALS	76C214B-322							
	c4. INVOICE								
	c5. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	c6. PETTY CASH VOUCHER	,00724							
	c7. RECORD OF INVOICES PASSED	,00261							
	c8. REMITTANCE ADVICE	5042-A							
	c9. REQUEST FOR PAYMENT	,03078							
	c10. SUB VOUCHER	,00046							
	c11. VOUCHER CONTROL FORM	,01218							
	d. LEGAL NOTIFICATIONS								
	e. LETTERS								
	f. LOGS/INDICES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01147							
	g2. MEMORANDUM								
	g3. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
14	BUDGET FILES		2	3	5				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	c. EMPLOYMENT RECORDS								
	d. FINANCIAL REPORTS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. JUDGEMENTS								
	f1. RESOLUTION								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							
	h. STATUS REPORTS								
	i. TRANSMITTALS/ACKNOWLEDGEMENTS								
	i1. TRANSMITTAL SLIP	,03104							

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

CITY CLERK
City of Los es
Form Gen. 60 ( )

Date: AUGUST 28, 1990

Sch. No. WP-02

Rev. No.

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 91 709 FJ
Department of Water and P
Office of (Original) Record
City Attorney's Office - Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL
By: (City Clerk, Rec. Mgt. Off.)

Page: 10 of 10
ate 9-26-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			vita	hist	cont	REMARKS
			OFFICE	CENTER	DESTROY				
15	MICROFILM OF ITEMS #1 - 14 ABOVE		--	199	199				
16	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No.
City of Los Angeles WP-02
Form Gen. 51 (Rev. 1)

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau: Department of Water and Power — 91 000710 FJ — 91 000710 FJ
Division: City Attorney's Office - Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL Date 9-26-90
By: (City Clerk, Rec. Mgt. Div.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	AUTOMOBILE USAGE REPORTS		2	--	2		*Accounting Division
2	EQUIPMENT/SUPPLIES/SERVICE DOCUMENTS		C+5	--	C+5		*Accounting Division
3	INTER-INTRA DEPARTMENTAL MANUALS/PUBLICATIONS/BULLETINS AND NOTICES		S	--	S		*Originating Office
4	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES		AR	--	AR	1	*Non-Record Material
	a. CONGRESSIONAL REPORTS						
	b. LEGAL ORDERS/FILINGS						
	c. LOGS/INDICES						
5	SURPLUS PRINTED MATERIALS		AR	--	AR	2	*Non-Record Material
6	TIMEKEEPING RECORDS		18M	--	18M		*Accounting Division
	a. ANNOUNCEMENTS/BULLETINS						
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	c. LETTERS						
	d. LOGS/INDICES						
	e. MANAGEMENT PROCEDURES						
	f. MEMORANDA						
	f1. MEMORANDUM	,01145					
	f2. MEMORANDUM	,01146					
	f3. MEMORANDUM	,01334					
	g. POSITION DESCRIPTIONS						
	g1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	h. TIMEKEEPING RECORDS						
	h1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	h2. BI-WEEKLY TIME SHEET	22-166					

NOTES:
1. NON-RECORD MATERIALS
2. NON-RECORD MATERIALS

* Reference: 91 000865 FJ

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 or 10 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code:
City of Los es WP-02 Department of Water and P. By: (Dept. Head) ORIGINAL SIGNED BY EDWARD C. FARRELL Date 9-26-90
Form Gen. 61 ( ) Rev. No. 1 Division CO By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

City Attorney's Office - Water and Power Division

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	h3. DAILY TIME REPORT	,03244					
	h4. DAILY TIME REPORT AUTHORITY FOR CHANGE	AC-324					
	h5. TIME ROLL CORRECTION AUTHORITY	87-02-734					
	h6. VACATION FORM	,01113					
	i. WAGE/SALARY STRUCTURE RECORDS						
7	VOUCHERS		2	--	2		*Accounting Division
8	MICROFILM OF ITEMS #1 - 7 ABOVE		--	199	199		
9	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 14 ON WP-02 ORIGINAL.
10	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		HARDCOPY OF ITEMS #1 - 7 ON WP-02 DUPLICATE.

NOTES:

* Reference: 91 000865 FJ

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

CITY CLE Date: JUNE 19, 1991
City of L ...geles
Form Gen. 60 (r 10-81)

Sch. No. WP-04
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 401 FJ
Department of Water and Power 92-0004(1) FJ
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W WATERS
Date 3-1-92

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	BUDGET AND PERFORMANCE REVIEW FILES		4	--	4				MATERIAL RE GENERAL MANAGER'S REVIEW OF DWP
	a. BUDGET RECORDS - ACTUAL								BUDGET-CURRENT AND PROPOSED
	a1. EXPENDITURE DETAIL	,03193							
	b. BUDGET RECORDS - PROJECTED								
	c. EMPLOYMENT RECORDS								
	d. FINANCIAL REPORTS								
	d1. EXPENDITURE HISTORY/MULTI-YEAR CONTRACT	,03195							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. INVOICES/PAYMENTS								
	g. MANAGEMENT REPORTS								
	h. MEMORANDA								
	h1. MEMORANDUM	,01145							
	h2. MEMORANDUM	,01147							
	i. PROPOSALS								
	j. PUBLIC RELATIONS COMMUNICATIONS								
	k. REQUISITIONS								
	l. STATUS REPORTS								
	m. SURVEYS/QUESTIONNAIRES								
	n. TRANSMITTALS/ACKNOWLEDGEMENTS								
	n1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
2	CORRESPONDENCE/SUBJECT FILES		AR	2	AR+2				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	e. BUDGET RECORDS - ACTUAL								
	e1. BUDGET REPORT								
	f. BUDGET RECORDS - PROJECTED								
	f1. COST ESTIMATE	QSA1:[S1-13]	COSTEST						
	f2. PRELIMINARY ESTIMATE	QSA1:[S1-13]	COSTEST						
	g. CLAIMS								
	h. CONFERENCE/SEMINAR ARRANGEMENTS								
	i. CONGRESSIONAL REPORTS								
	j. CONSERVATION REPORTS								
	k. CONSTRUCTION CONTRACTS								
	l. CONSULTING CONTRACTS								

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

CITY CLE... Date: JUNE 19, 1991
City of L... ngeles
Form Gen. ... 10-81)

Sch. No. WP-04
Rev. No. 1

Department/Bureau 92 1401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3.1.92
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	m. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	m1. APPENDIX F UNITED STATES COMPANIES DOING BUSINESS IN SOUTH AFRICA SOLELY THROUGH LICENSEES, FRANCHISES, SALES REPRESENTATIVES, DISTRIBUTORS OR PROFESSIONAL PARTNERSHIPS	IRRC							
	n. CONVERSATION RECORDS								
	n1. CALL SLIP	,00148							
	o. CUSTOMER SERVICE RECORDS								
	p. DATA SHEETS								
	p1. ENGINEERING DATA SHEET	,01155							
	q. DEPARTMENT REAL ESTATE RECORDS								
	q1. TITLE/ESCROW SETTLEMENT SHEET	ES45							
	r. DETAIL PHOTOGRAPHS								
	s. DWP FLOW DIAGRAMS								
	t. DWP MAPS								
	t1. SPACE REQUIREMENT MAP	ELECT: COST L. DGN							
	t2. SPACE UTILIZATION	QSA1:[S1,13]	DCD.OGN						
	u. DWP PROJECT LAYOUT DRAWINGS								
	v. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	v1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	w. EMPLOYMENT RECORDS								
	w1. RESUME								
	w2. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730							
	w3. TERMINATION OF EMPLOYMENT	,00723							
	x. ENGINEERING STUDIES								
	y. FEASIBILITY STUDIES								
	z. FINANCIAL LEDGERS								
	aa. FINANCIAL REPORTS								
	ab. FLOWCHARTS								
	ac. FOREIGN MAPS								
	ad. INTERDEPARTMENTAL COMMUNICATIONS								
	ad1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	ae. INTERROGATORIES								
	af. INTRADEPARTMENTAL COMMUNICATIONS								
	af1. INTRA-DEPARTMENTAL	,01455							
	ag. INVOICES/PAYMENTS								
	ag1. INVOICE								
	ag2. VOUCHER CONTROL FORM	,01218							

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

CITY CL Date: JUNE 19, 1991 | Sch. No. | Department/Bureau 92 0401 FJ | Certified per Sec. 12.3(c) of L.A. Admin. Code: | Page: 03 of 19
City of L ngeles | WP-04 | Department of Water and Power | By: (Dept. Head) DANIEL W. WATERS | Date 3-1-92
Form Gen. 6[illegible] 10-81) | Rev. No. 1 | Office of (Original) Record: General Manager's Office | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	ah. JOB FILE DATA								
	ai. JOB SCHEDULES								
	aj. JUDGEMENTS								
	aj1. DECISION								
	aj2. RESOLUTION								
	ak. LEGAL APPLICATIONS								
	ak1. AGREEMENT								
	al. LEGAL NOTIFICATIONS								
	am. LEGAL ORDERS/FILINGS								
	am1. ORDINANCE								
	an. LETTERS								
	ao. LOGS/INDICES								
	ap. MANAGEMENT PROCEDURES								
	aq. MANAGEMENT REPORTS								
	aq1. CONSTRUCTION ORGANIZATION	ELECT:CONST.ORGN							
	aq2. GENERALIZED SUMMARY OF ZONING REGULATIONS	CP-7150							
	aq3. ORGANIZATION CHART								
	aq4. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649A							
	aq5. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	ar. MANAGEMENT SCHEDULES								
	as. MEETING ATTENDANCE RECORDS								
	at. MEETING MINUTES								
	au. MEMORANDA								
	au1. MEMORANDUM	CRE: 90							
	au2. MEMORANDUM	.01145							
	au3. MEMORANDUM	.01146							
	au4. MEMORANDUM	.01147							
	au5. MEMORANDUM								
	au6. OFFICE MEMORANDUM	GEN. 53							
	av. OPERATIONAL REPORTS								
	aw. OPERATIONS & MAINTENANCE PROCEDURES								
	ax. PARTICIPANT CONTRACTS								
	ay. PERMITS								
	ay1. APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE AND EXCAVATE AND PLANS REQUIRED BY THE EXECUTIVE OFFICER	400A							
	ay2. BOILER AND LIQUID HEATER INFORMATION TO ACCOMPANY PERMIT APPLICATION FORM 400-A	50D154							
	ay3. NOTICE OF DETERMINATION	GEN. 156							

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CITY CL[illegible] Date: JUNE 19, 1991
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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92)401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
By: (City Clerk, Rec. Mgt. Off.)

Date 3-1-91
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	az. POSITION DESCRIPTIONS								
	az1. DUTIES DESCRIPTION RECORD	880							
	az2. POSITION DESCRIPTION	PDES 3							
	ba. PROCUREMENT/SALES CONTRACTS								
	bb. PROFESSIONAL DEVELOPMENT RECORDS								
	bc. PROPOSALS								
	bc1. PROPOSAL								
	bc2. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,02353							
	bd. PUBLIC RELATIONS COMMUNICATIONS								
	bd1. NEWSLETTER								
	be. PURCHASE ORDERS								
	be1. PURCHASE ORDER	,00001							
	bf. REQUISITIONS								
	bf1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	bf2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	bg. ROUTING SLIPS								
	bh. SPACE/EQUIPMENT ALLOCATION RECORDS								
	bi. SPECIFICATIONS								
	bj. STANDARDS								
	bk. STATUS REPORTS								
	bl. SURVEYS/QUESTIONNAIRES								
	bl1. INITIAL STUDY AND CHECKLIST	GEN. 159							
	bm. TECHNICAL REPORTS								
	bn. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bn1. TELECOPY COVER SHEET	OM-65							
	bn2. WESTERN UNION MAILGRAM	5241							
	bo. TIMEKEEPING RECORDS								
	bo1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	bo2. ATTENDANCE SHEET	DC 435							
	bo3. VACATION FORM	,01113							
	bp. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bp1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	bp2. TRANSMITTAL SLIP	,00148							
	bq. VENDOR MANUALS/CATALOGS								
	br. WATER QUALITY STUDIES								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 0401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
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By: (City Clerk, Rec. Mgt. Off.)

Date 3-1-92
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
3	EMERGENCY (WORK STOPPAGE) PLANNING DOCUMENTS		S	2	S+2				RETIRED - RESPONSIBILITY TRANSFERRED TO POWER OPERATION AND MAINTENANCE DIVISION (PO&M).
4	EMPLOYEE PERSONNEL FOLDERS		T	80	T+80				
	a. EMPLOYMENT RECORDS								
	a1. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	b. MEMORANDA								
	b1. MEMORANDUM	,01147							
	c. POSITION DESCRIPTIONS								
	c1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	d. TIMEKEEPING RECORDS								
	d1. VACATION FORM	,01113							
5	LEGISLATIVE FILES		AR	2	AR+2				RETIRED - REFER TO RRS ITEM 2 ABOVE.
6	MINUTES OF MEETINGS		2	--	2				RETIRED - NO LONGER MAINTAINED WITHIN GENERAL MANAGER'S OFFICE. * See below
7	SIGNATURE AUTHORITIES		S	2	S+2				LETTERS DELEGATING SIGNATURE AUTHORITY -
	a. INTRADEPARTMENTAL COMMUNICATIONS								MAINTAINED BY EXTERNAL & ORGANIZATIONAL
	a1. INTRA-DEPARTMENTAL	,01455							SERVICES (E&OS) EXECUTIVE OFFICE
	b. JUDGEMENTS								
	b1. RESOLUTION								
	c. LETTERS								
	d. LOGS/INDICES								
	e. MEMORANDA								
	e1. MEMORANDUM	,01145							
	e2. MEMORANDUM								
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
	f1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
8	SPACE UTILIZATION PROJECT FILES		AR	2	AR+2				RETIRED - RESPONSIBILITY TRANSFERRED TO GENERAL SERVICES DIVISION
9	SPACE UTILIZATION STRUCTURAL FILES		T	2	T+2				RETIRED - RESPONSIBILITY TRANSFERRED TO GENERAL SERVICES DIVISION DIVISION
									* These records are identified on the Board of Water & Power Commissioners Records Retention Schedule (WP-01). DM

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Department/Bureau 92 0401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
By: (City Clerk, Rec. Mgt. Off.)

Date 3-1-92
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
10	RECORDS MANAGEMENT FILES		S+2	--	S+2				SOURCE DOCUMENTS FOR DIVISION RECORDS MANAGEMENT PROGRAM
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS - PROJECTED								
	e. ENGINEERING STUDIES								
	f. EXTERNAL INSPECTION RECORDS								
	f1. FIRE/LIFE SAFETY VIOLATION	F-340-C							
	g. FINANCIAL REPORTS								
	h. INTERDEPARTMENTAL COMMUNICATIONS								
	h1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160H							
	h2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	i. INVOICES/PAYMENTS								
	i1. VOUCHER CONTROL FORM	,01218							
	j. JOB FILE DATA								
	k. JUDGEMENTS								
	k1. RESOLUTION								
	l. LEGAL ORDERS/FILINGS								
	l1. ORDINANCE								
	m. LETTERS								
	n. LOGS/INDICES								
	o. MANAGEMENT PROCEDURES								
	p. MANAGEMENT REPORTS								
	p1. REPORT ON APPEAL FROM DETERMINATION OF SUPERINTENDENT BUILDING FIRE SAFETY STANDARDS REPAIR ORDER	B&S 6-9							
	q. MANAGEMENT SCHEDULES								
	r. MEETING MINUTES								
	s. MEMORANDA								
	s1. MEMORANDUM	,01145							
	s2. MEMORANDUM	,01147							
	t. OPERATIONS & MAINTENANCE PROCEDURES								
	u. PERMITS								
	v. PUBLIC RELATIONS COMMUNICATIONS								
	w. PURCHASE ORDERS								
	w1. PURCHASE ORDER	0002							
	x. RECORDS RETENTION AUTHORIZATIONS								
	x1. RECORDS RETENTION AUTHORIZATION	,02317							

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Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
By: (City Clerk, Rec. Mgt. Off.)

Date 2-1-92
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	y. REQUISITIONS								
	y1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	z. RETENTION SCHEDULES								
	z1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	z2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
	aa. ROUTING SLIPS								
	ab. STATUS REPORTS								
	ac. SURVEYS/QUESTIONNAIRES								
11	MERIT PAY PLAN		5	2	7				
	a. CONVERSATION RECORDS								
	a1. CALL SLIP	,00148							
	b. INTERDEPARTMENTAL COMMUNICATIONS								
	b1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. JUDGEMENTS								
	e. LETTERS								
	f. MANAGEMENT REPORTS								
	f1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	g. MANAGEMENT SCHEDULES								
	h. MEMORANDA								
	h1. MEMORANDUM	,01145							
	h2. MEMORANDUM	,01147							
	i. PUBLIC RELATIONS COMMUNICATIONS								
	j. STATUS REPORTS								
	k. TRANSMITTALS/ACKNOWLEDGEMENTS								
	k1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
12	RECRUITING FILES		2	8	10				
	a. BID RECORDS								
	a1. BID NOTICE	,03214							
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	,00148							
	c. EDUCATION/TRAINING RECORDS								
	d. EMPLOYMENT RECORDS								
	d1. APPLICATION FOR EMPLOYMENT	PDR-1							

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CITY CLE
City of L[illegible]geles
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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 0401 FJ
Department of Water and Power

Office of (Original) Record
General Manager's Office

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By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3-1-92

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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	d2. APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)	PDR-1						C	
	d3. INTERVIEW DATA SHEET	,01334							
	d4. INTERVIEW DATA SHEET (CONFIDENTIAL)	3381						C	
	d5. INTERVIEW PACKAGE (CONFIDENTIAL)							C	
	d6. INTERVIEW QUESTIONS (CONFIDENTIAL)							C	
	d7. PERSONAL DATA	3381							
	d8. REQUEST FOR CERTIFICATION	PDAS 15/PC							
	d9. REQUEST FOR CERTIFICATION	PDAS 15							
	d10. RESUME								
	d11. RESUME (CONFIDENTIAL)							C	
	e. LETTERS								
	f. MANAGEMENT SCHEDULES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							
	g3. MEMORANDUM	,01334							
	g4. MEMORANDUM	,01335							
	g5. MEMORANDUM								
	h. POSITION DESCRIPTIONS								
	h1. POSITION DESCRIPTION	PDES 3							
	i. ROUTING SLIPS								
	j. SPECIFICATIONS								
	k. STATUS REPORTS								
	k1. AFFIRMATIVE ACTION STATUS REPORT								
	l. TIMEKEEPING RECORDS								
	m. TRANSMITTALS/ACKNOWLEDGEMENTS								
	m1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
13	UTILITY STAFFING SURVEY		10	--	10				
	a. EMPLOYMENT RECORDS								
	b. LETTERS								
	c. MANAGEMENT REPORTS								
	c1. REPORT								
	d. MEETING MINUTES								
	e. MEMORANDA								
	e1. MEMORANDUM	,01145							
	e2. MEMORANDUM	,01147							
	f. SURVEYS/QUESTIONNAIRES								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
14	DECENNIAL SURVEY FILES		2	10	12				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID NOTICE	,03214							
	e. CLAIMS								
	f. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	g. CONVERSATION RECORDS								
	h. CUSTOMER SERVICE RECORDS								
	i. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	i1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134/AU							
	i2. EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135/GL							
	i3. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	j. DWP MAPS								
	k. EMPLOYMENT RECORDS								
	k1. RESUME								
	l. ENGINEERING STUDIES								
	m. EXTERNAL INSPECTION RECORDS								
	n. FEASIBILITY STUDIES								
	o. FINANCIAL REPORTS								
	p. INTRADEPARTMENTAL COMMUNICATIONS								
	p1. INTRA-DEPARTMENTAL	,01455							
	q. INVOICES/PAYMENTS								
	q1. INVOICE								
	q2. PETTY CASH VOUCHER	,00724							
	r. JOB FILE DATA								
	s. JOB SCHEDULES								
	t. JUDGEMENTS								
	t1. RESOLUTION								
	u. LEGAL APPLICATIONS								
	u1. AGREEMENT								
	v. LETTERS								
	w. LOGS/INDICES								
	x. MANAGEMENT PROCEDURES								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	y. MANAGEMENT REPORTS								
	y1. ORGANIZATION CHART								
	y2. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	z. MANAGEMENT SCHEDULES								
	aa. MEETING ATTENDANCE RECORDS								
	ab. MEETING MINUTES								
	ac. MEMORANDA								
	ac1. INTER-OFFICE MEMORANDUM	7012N							
	ac2. MEMORANDUM	,01145							
	ac3. MEMORANDUM	,01146							
	ac4. MEMORANDUM	,01147							
	ac5. MEMORANDUM								
	ad. OPERATING AND MAINTENANCE SCHEDULES								
	ae. OPERATIONAL REPORTS								
	af. OPERATIONS & MAINTENANCE PROCEDURES								
	af1. INSTRUCTIONS FOR COMPLETING, EXECUTING, & SUBMITTING EVIDENCE OF INSURANCE TO THE LOS ANGELES DEPARTMENT OF WATER & POWER	GEN. 133							
	ag. PROPOSALS								
	ag1. PROPOSAL								
	ah. PUBLIC RELATIONS COMMUNICATIONS								
	ai. PURCHASE ORDERS								
	ai1. PURCHASE ORDER	,00001							
	aj. REQUISITIONS								
	aj1. INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE REQUEST	,03247							
	aj2. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	aj3. WORK SHEET								
	ak. SPECIFICATIONS								
	ak1. CLASS SPECIFICATION	PDES 8							
	al. STANDARDS								
	am. STATUS REPORTS								
	an. SURVEYS/QUESTIONNAIRES								
	ao. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ao1. TELECOPY COVER SHEET	OM-652							
	ap. TIMEKEEPING RECORDS								
	ap1. ATTENDANCE ROSTER								
	aq. TRANSMITTALS/ACKNOWLEDGEMENTS								
	aq1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							

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Department/Bureau 92 0401 FJ
Department of Water and Power
Office of (Original) Record
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By: (City Clerk, Rec. Mgt. Off.)

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vita	hist	cont	REMARKS
	aq2. TRANSMITTAL	,00028							
	ar. WATER QUALITY STUDIES								
15	ADMINISTRATIVE MANUALS FILES		S	2	S+2				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. CHANGE DOCUMENTS								
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	f. LETTERS								
	g. LOGS/INDICES								
	h. MANAGEMENT PROCEDURES								
	i. MANAGEMENT REPORTS								
	j. MANAGEMENT SCHEDULES								
	k. MEETING MINUTES								
	l. MEMORANDA								
	l1. MEMORANDUM	,01145							
	l2. MEMORANDUM	,01147							
	m. PUBLIC RELATIONS COMMUNICATIONS								
	m1. PUBLICATION								
	n. STANDARDS								
	o. STATUS REPORTS								
	p. SURVEYS/QUESTIONNAIRES								
16	LABOR RELATIONS GRIEVANCE FILES		C	--	--				FORWARD CLOSED FILES TO LABOR RELATIONS FOR FINAL DISPOSITION. MAY CONTAIN RECORDS OF A CONFIDENTIAL NATURE.
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE APPEAL	LR-003							
	a2. GRIEVANCE INITIATION	LR-001							
	a3. GRIEVANCE RESPONSE	LR-002							
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS - ACTUAL								
	e. CHANGE DOCUMENTS								
	f. DATA SHEETS								
	f1. ENGINEERING DATA SHEET	,03091							

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CITY CLE[illegible] Date: JUNE 19, 1991
City of L[illegible]geles
Form Gen. [illegible]10-81)

Sch. No. WP-04
Rev. No. 1

Department/Bureau 92 [illegible]0401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3-1-92
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	g1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	h. EMPLOYMENT RECORDS								
	h1. EMPLOYEE EVALUATION REPORT	PDAS 28							
	h2. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	j. JOB SCHEDULES								
	k. JUDGEMENTS								
	k1. RESOLUTION								
	l. LEGAL NOTIFICATIONS								
	m. LETTERS								
	n. LOGS/INDICES								
	n1. PROGRESS LOG	GS-044							
	o. MANAGEMENT PROCEDURES								
	p. MANAGEMENT REPORTS								
	p1. ORGANIZATION CHART								
	q. MANAGEMENT SCHEDULES								
	r. MEDICAL RECORDS								
	r1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016							
	r2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	s. MEETING MINUTES								
	t. MEMORANDA								
	t1. MEMORANDUM	,01145							
	t2. MEMORANDUM	,01147							
	t3. MEMORANDUM	,01334							
	u. POSITION DESCRIPTIONS								
	u1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	v. PUBLIC RELATIONS COMMUNICATIONS								
	w. SURVEYS/QUESTIONNAIRES								
	x. TIMEKEEPING RECORDS								
	x1. DAILY TIME REPORT	,03244							

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CITY CLE
City of L geles
Form Gen. 6 10-81)

Date: JUNE 19, 1991

Sch. No. WP-04

Rev. No. 1

Department/Bureau 92 0401 FJ
Department of Water and Power

Office of (Original) Record
General Manager's Office

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vtr	hist	conf	REMARKS
17	CONSULTANTS AND CONTRACTS FILES		5	2	7				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	b1. MEETING AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. CONFERENCE/SEMINAR ARRANGEMENTS								
	e. CONSULTING CONTRACTS								
	e1. CONSULTING SERVICES AGREEMENT	,00028							
	f. CONTRACT AMENDMENTS								
	g. CONVERSATION RECORDS								
	g1. CALL SLIP	,00148							
	h. CUSTOMER SERVICE RECORDS								
	i. DATA SHEETS								
	j. EDUCATION/TRAINING RECORDS								
	k. EMPLOYMENT RECORDS								
	k1. RESUME								
	l. FINANCIAL REPORTS								
	m. FLOWCHARTS								
	n. INTRADEPARTMENTAL COMMUNICATIONS								
	n1. INTRA-DEPARTMENTAL	,01445							
	n2. INTRA-DEPARTMENTAL	,01455							
	o. INVOICES/PAYMENTS								
	o1. INVOICE								
	o2. VOUCHER CONTROL FORM	,01218							
	p. JOB SCHEDULES								
	q. JUDGEMENTS								
	q1. RESOLUTION								
	r. LEGAL APPLICATIONS								
	r1. AGREEMENT								
	s. LETTERS								
	t. LOGS/INDICES								
	u. MANAGEMENT PROCEDURES								
	v. MANAGEMENT REPORTS								
	v1. ORGANIZATION CHART								
	w. MANAGEMENT SCHEDULES								
	x. MEETING MINUTES								
	y. MEMORANDA								
	y1. CORRECTION NOTICE	,00993							
	y2. MEMORANDUM	,01145							

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CITY CLE Date: JUNE 19, 1991
City of L[illegible]geles
Form Gen. 60 (rev 10-81)

Sch. No. WP-04
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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 0401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3-1-92
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	y3. MEMORANDUM	,01147							
	y4. MEMORANDUM								
	z. OPERATIONAL REPORTS								
	z1. PROJECT REPORT								
	aa. PERSONNEL CONTRACTS								
	ab. POSITION DESCRIPTIONS								
	ac. PROCUREMENT/SALES CONTRACTS								
	ad. PROPOSALS								
	ad1. PROPOSAL								
	ae. PUBLIC RELATIONS COMMUNICATIONS								
	ae1. PUBLICATION								
	af. PURCHASE ORDERS								
	af1. PURCHASE ORDER	,00001							
	af2. PURCHASE ORDER	,00002							
	af3. PURCHASE ORDER	,0002							
	af4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	ag. REQUISITIONS								
	ag1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	ah. ROUTING SLIPS								
	ai. STATUS REPORTS								
	aj. SURVEYS/QUESTIONNAIRES								
	aj1. FUNCTIONAL APPLICATION SYSTEM REVIEW	A-41							
	ak. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ak1. TELECOPY COVER SHEET	OM							
	al. TRANSMITTALS/ACKNOWLEDGEMENTS								
	al1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	am. TRIP REPORTS								
18	AFFIRMATIVE ACTION ADVISORY COUNCIL (AAAC) FILES		5	25	+10yrs. 5-21-92				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID NOTICE	,03214							
	e. EDUCATION/TRAINING RECORDS								
	e1. NEW EMPLOYEE ORIENTATION CHECKLIST FOR SUPERVISORS	163							
	f. EMPLOYMENT RECORDS								

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Date 2-1-92
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	,01455							
	i. LETTERS								
	j. LOGS/INDICES								
	k. MANAGEMENT REPORTS								
	l. MANAGEMENT SCHEDULES								
	m. MEETING MINUTES								
	n. MEMORANDA								
	n1. MEMORANDUM	,01145							
	n2. MEMORANDUM	,01147							
	o. PUBLIC RELATIONS COMMUNICATIONS								
	p. STATUS REPORTS								
	p1. AFFIRMATIVE ACTION STATUS REPORT								
	q. TIMEKEEPING RECORDS								
	q1. DAILY TIME REPORT	,03244							
19	GENERAL MANAGER'S OFFICE PERSONNEL		5	2	7				
	a. AGENDA								
	a1. BOARD AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. EMPLOYMENT RECORDS								
	d1. NOTICE OF COMMENDATION	GEN. 79							
	d2. REPORT OF EXAMINATION	PDAS 21							
	d3. REQUEST FOR CERTIFICATION	PDAS 15/PC							
	d4. RESUME								
	e. INTERDEPARTMENTAL COMMUNICATIONS								
	e1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LEGAL ORDERS/FILINGS								
	h. LETTERS								
	i. LOGS/INDICES								
	j. MANAGEMENT REPORTS								
	j1. ORGANIZATION CHART								
	k. MEMORANDA								

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CITY CL[illegible] Date: JUNE 19, 1991
City of L[illegible]geles
Form Gen. 60 (R 10-81)

Sch. No. WP-04
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Department/Bureau 92 0401 FJ
Department of Water and Power
Office of (Original) Record
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Date 3-1-92
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	k1. MEMORANDUM	.01145							
	k2. MEMORANDUM	.01147							
	l. POSITION DESCRIPTIONS								
	l1. DUTIES DESCRIPTION RECORD	655							
	l2. DUTIES DESCRIPTION RECORD	880							
	l3. DUTIES DESCRIPTION RECORD	MS 131							
	l4. POSITION DESCRIPTION	PDES 3							
	l5. POSITION DESCRIPTION	PDR 20							
	m. PUBLIC RELATIONS COMMUNICATIONS								
	m1. NEWSLETTER								
	n. SPECIFICATIONS								
	o. STATUS REPORTS								
	p. TIMEKEEPING RECORDS								
	q. WAGE/SALARY STRUCTURE RECORDS								
20	MICROFILM OF ITEMS #1 - 19 AND #22 - 24		--	199	199				
21	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				
22	COUNCIL COMPLAINTS		2	8	10				RECORD SERIES TRANSFERRED FROM RECORDS RETENTION SCHEDULE WP-29 EFFECTIVE APRIL 1, 1991.
	a. CONVERSATION RECORDS								
	b. CUSTOMER SERVICE RECORDS								
	b1. COMPLAINT/INQUIRY CALL	GM 1003							
	c. LETTERS								
	d. LOGS/INDICES								
	e. MEETING MINUTES								
	f. MEMORANDA								
	f1. MEMORANDUM								
	g. OPERATIONS & MAINTENANCE PROCEDURES								
23	CONFLICTS OF INTEREST		2	8	10				RECORD SERIES TRANSFERRED FROM RECORDS RETENTION SCHEDULE WP-29 EFFECTIVE APRIL 1, 1991.
	a. EMPLOYMENT RECORDS								
	a1. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730							
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	.01455							
	c. JUDGEMENTS								
	d. MANAGEMENT PROCEDURES								
	e. MEMORANDA								

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CITY CLF Date: JUNE 19, 1991
City of L geles
Form Gen. b 10-81)

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Date 3-1-92
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	e1. MEMORANDUM								
24	GENERAL MANAGER'S OFFICE HISTORICAL RECORDS		AR	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. BULLETIN (HISTORICAL)						H		
	a2. DWP BULLETIN (HISTORICAL)						H		
	a3. VENDOR BULLETIN (HISTORICAL)						H		
	b. BUDGET RECORDS - PROJECTED								
	b1. COST ESTIMATE (HISTORICAL)						H		
	c. CONSTRUCTION CONTRACTS								
	c1. CONSTRUCTION CONTRACT (HISTORICAL)						H		
	d. CONSULTING CONTRACTS								
	d1. CONSULTING CONTRACT (HISTORICAL)						H		
	e. CONTRACT ADMINISTRATION RECORDS								
	e1. DRAFT CONTRACT (HISTORICAL)						H		
	f. CONTRACT AMENDMENTS								
	f1. CONTRACT AMENDMENT (HISTORICAL)						H		
	g. DEPARTMENT REAL ESTATE RECORDS								
	g1. LEASE (HISTORICAL)						H		
	g2. LEASE RECORD (HISTORICAL)						H		
	h. DETAIL PHOTOGRAPHS								
	h1. DETAIL PHOTOGRAPH (HISTORICAL)						H		
	i. DWP CONSTRUCTION DRAWINGS								
	i1. DWP CONSTRUCTION DRAWING (HISTORICAL)						H		
	j. DWP EQUIPMENT DRAWINGS								
	j1. DWP EQUIPMENT DRAWING (HISTORICAL)						H		
	k. DWP MAPS								
	k1. DWP MAP (HISTORICAL)						H		
	l. ENGINEERING STUDIES								
	l1. ENGINEERING STUDY (HISTORICAL)						H		
	m. ENVIRONMENTAL REPORTS								
	m1. ENVIRONMENTAL IMPACT REPORT (HISTORICAL)						H		
	n. FINANCIAL REPORTS								
	n1. FINANCIAL REPORT (HISTORICAL)						H		
	o. INTERROGATORIES								
	o1. TESTIMONY (HISTORICAL)						H		
	p. INTRADEPARTMENTAL COMMUNICATIONS								
	p1. INTRA-DEPARTMENTAL CORRESPONDENCE (HISTORICAL)						H		
	q. LEGAL NOTIFICATIONS								

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City of L[illegible]geles
Form Gen. [illegible] 10-81)

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 0401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

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By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3-1-92
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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	q1. BRIEF (HISTORICAL)						H		
	r. LETTERS								
	r1. LETTER (HISTORICAL)						H		
	s. LICENSES								
	s1. APPLICATION FOR LICENSE (HISTORICAL)						H		
	t. LITIGATION RECORDS								
	t1. LEGISLATION (HISTORICAL)						H		
	t2. PREPARED TESTIMONY (HISTORICAL)						H		
	u. LOGS/INDICES								
	u1. INDEX TO FILES (HISTORICAL)						H		
	v. MANAGEMENT PROCEDURES								
	v1. MANUAL (HISTORICAL)						H		
	w. MANAGEMENT REPORTS								
	w1. ANNUAL REPORT (HISTORICAL)						H		
	w2. DIVISION ANNUAL REPORT (HISTORICAL)						H		
	w3. DIVISION MONTHLY REPORT (HISTORICAL)						H		
	w4. DWP ANNUAL REPORT (HISTORICAL)						H		
	w5. MANAGEMENT REPORT (HISTORICAL)						H		
	w6. ORGANIZATION CHART (HISTORICAL)						H		
	x. MEETING MINUTES								
	x1. MEETING MINUTES (HISTORICAL)						H		
	x2. NOTES ON MEETING (HISTORICAL)						H		
	x3. TRANSCRIPT OF PROCEEDINGS - PUBLIC MEETINGS (HISTORICAL)						H		
	y. OPERATIONAL REPORTS								
	y1. LOAD FORECAST (HISTORICAL)						H		
	z. PARTICIPANT CONTRACTS								
	z1. PARTICIPANT CONTRACT (HISTORICAL)						H		
	aa. PROCUREMENT/SALES CONTRACTS								
	aa1. PROCUREMENT/SALES CONTRACT (HISTORICAL)						H		
	ab. PROGRESS PHOTOGRAPHS								
	ab1. PROGRESS PHOTOGRAPH (HISTORICAL)						H		
	ac. PUBLIC RELATIONS COMMUNICATIONS								
	ac1. ADVERTISEMENT (HISTORICAL)						H		
	ac2. ARTICLE (HISTORICAL)						H		
	ac3. BROCHURE (HISTORICAL)						H		
	ac4. NEWS RELEASE (HISTORICAL)						H		
	ac5. NEWSLETTER (HISTORICAL)						H		
	ac6. NEWSPAPER CLIPPING (HISTORICAL)						H		

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CITY CL Date: JUNE 19, 1991
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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 00401 FJ
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3.1.92
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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Yta	hist	cont	REMARKS
	ac7. PUBLICATION (HISTORICAL)						H		
	ac8. SPEECH (HISTORICAL)						H		
	ad. SPECIFICATIONS								
	ad1. SPECIFICATION (HISTORICAL)						H		
	ae. STATUS REPORTS								
	ae1. MONTHLY PROGRESS REPORT (HISTORICAL)						H		
	ae2. WEEKLY PROGRESS REPORT (HISTORICAL)						H		
	af. TECHNICAL REPORTS								
	af1. TECHNICAL LITERATURE (HISTORICAL)						H		
	af2. TECHNICAL REPORT (HISTORICAL)						H		

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CITY CL' Date: JUNE 26, 1991
City of L igeles
Form Gen. 6 10-81)

Sch. No. WP-04
Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 9 0402 FJ
Department of Water and Power 92 CCCAGE FJ
Division
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
Date 3-1-92
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	EMERGENCY OPERATIONS (CIVIL DEFENSE) FILES		2	--	2		RETIRED - RESPONSIBILITY TRANSFERRED TO HUMAN RESOURCES. NO FILES MAINTAINED IN GENERAL MANAGER'S OFFICE AREA.
2	INTER- & INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS, & NOTICES		S	--	S		ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. LOGS/INDICES						
3	TIMEKEEPING DOCUMENTS		2	--	2		ACCOUNTING - PAYROLL & TIMEKEEPING
	a. LOGS/INDICES						
	b. MEMORANDA						
	b1. MEMORANDUM	,01145					
	c. TIMEKEEPING RECORDS						
	c1. DAILY TIME REPORT	,03244					
	c2. TIME ROLL CORRECTION AUTHORITY	87-02-734					
	c3. TIME ROLL CORRECTION AUTHORITY	,2734					
4	SURPLUS PRINTED MATERIALS		AR	--	AR	1	
5	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. BUDGET RECORDS - PROJECTED						
	c. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	d. EMPLOYMENT RECORDS						
	e. FINANCIAL REPORTS						
	f. INTERDEPARTMENTAL COMMUNICATIONS						
	f1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. LETTERS						
	i. MANAGEMENT PROCEDURES						

NOTES:

1. NON-RECORD; NO LONGER USED

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CITY CLE Date: JUNE 26, 1991
City of L[illegible]geles
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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 92 [illegible] 402 FJ
Department of Water and Power
Division
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS Date 3-1-92
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	j. MANAGEMENT REPORTS						
	k. MANAGEMENT SCHEDULES						
	l. OPERATIONS & MAINTENANCE PROCEDURES						
	m. PROPOSALS						
	m1. PROPOSAL						
	n. PUBLIC RELATIONS COMMUNICATIONS						
	o. STANDARDS						
	p. TRANSMITTALS/ACKNOWLEDGEMENTS						
	p1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
	q. VIDEOTAPES						
6	VOUCHERS		2	--	2		FINANCE & ACCOUNTING - ACCOUNTING DIVISION
	a. DEPARTMENT REAL ESTATE RECORDS						
	b. EMPLOYEE ACCOUNTS RECORDS						
	b1. AUTHORITY TO OBTAIN TRANSPORTATION	.00280					
	b2. AUTOMOBILE MILEAGE	.01794					
	b3. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045					
	b4. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316					
	c. FINANCIAL REPORTS						
	d. INTERDEPARTMENTAL COMMUNICATIONS						
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	e. INVOICES/PAYMENTS						
	e1. CHECK						
	e2. INTERFUND BILLING POWER REVENUE FUND	.03099					
	e3. INVOICE						
	e4. INVOICE CORRECTION NOTICE	.03081					
	e5. REQUEST FOR PAYMENT	.03078					
	e6. VOUCHER CONTROL FORM	.01218					
	f. LETTERS						

NOTES:

CITY CLI Date: JUNE 26, 1991
City of Lo ngeles
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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 92 0402 FJ
Department of Water and Power
Division
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. MEMORANDA						
	g1. MEMORANDUM	.01145					
	g2. MEMORANDUM	.01147					
	g3. MEMORANDUM						
	h. PUBLIC RELATIONS COMMUNICATIONS						
	i. PURCHASE ORDERS						
	i1. PURCHASE ORDER	.00001					
	i2. PURCHASE ORDER	.00003					
	j. REQUISITIONS						
	j1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,00392					
	k. TIMEKEEPING RECORDS						
	k1. ATTENDANCE AUTHORITY	.02329					
	l. TRANSMITTALS/ACKNOWLEDGEMENTS						
7	FISCAL YEAR EXPENSES		2	2	4		ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. BUDGET RECORDS - PROJECTED						
	c. INVOICES/PAYMENTS						
	c1. INVOICE						
	c2. VOUCHER CONTROL FORM	.01218					
	d. LETTERS						
	e. LOGS/INDICES						
	f. MEMORANDA						
	f1. CORRECTION NOTICE	.00993					
	f2. MEMORANDUM	.01145					
	g. PUBLIC RELATIONS COMMUNICATIONS						
	h. PURCHASE ORDERS						
	h1. PURCHASE ORDER	0002					
	h2. PURCHASE ORDER	.00001					
	h3. PURCHASE ORDER ADJUSTMENT	.87-02-806					
	i. REQUISITIONS						

NOTES:

CITY CLF Date: JUNE 26, 1991 | Sch. No. | Department/Bureau 92 0402 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 4 of 5

City of L[illegible]geles | WP-04 | Department of Water and Power | By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS | Date 3-1-92

Form Gen. 61 (rev 10-81)

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. 1 | Division: General Manager's Office | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
	i1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
8	EMERGENCY INFORMATION CENTER FILES		5	2	7		ORIGINATING OFFICE - MAY CONTAIN RECORDS OF A
	a. AGENDA						CONFIDENTIAL NATURE
	a1. MEETING AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. CONVERSATION RECORDS						
	d. DWP MAPS						
	e. EMPLOYMENT RECORDS						
	f. FINANCIAL REPORTS						
	g. INTERDEPARTMENTAL COMMUNICATIONS						
	h. INTRADEPARTMENTAL COMMUNICATIONS						
	h1. INTRA-DEPARTMENTAL	,01455					
	i. JUDGEMENTS						
	i1. RESOLUTION						
	j. LEGAL NOTIFICATIONS						
	j1. SUMMONS						
	k. LEGAL ORDERS/FILINGS						
	l. LETTERS						
	m. LITIGATION RECORDS						
	n. LOGS/INDICES						
	o. MANAGEMENT PROCEDURES						
	p. MANAGEMENT REPORTS						
	p1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649					
	q. MEETING ATTENDANCE RECORDS						
	r. MEETING MINUTES						
	s. MEMORANDA						
	s1. MEMORANDUM	1146,01146					
	s2. MEMORANDUM	,01145					
	s3. MEMORANDUM	,01146					
	s4. MEMORANDUM	,01147					

NOTES:

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

CITY CLE[illegible] Date: JUNE 26, 1991
City of Los [illegible]geles
Form Gen. 61 (R 10-81)

Sch. No. WP-04
Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 92 [illegible]402 FJ
Department of Water and Power
Division
General Manager's Office

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DANIEL W. WATERS
By: (City Clerk, Rec. Mgt. Off.)
Date 3-1-92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	s5. MEMORANDUM	.01335					
	s6. MEMORANDUM						
	t. PUBLIC RELATIONS COMMUNICATIONS						
	t1. NEWSLETTER						
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
9	DAY-FORWARD SUBJECT/CORRESPONDENCE FILES		AR	--	AR		FORWARDED TO EXECUTIVE RECORDS MANAGEMENT CENTER
	a. ANNOUNCEMENTS/BULLETINS						FOR DATA ENTRY (INDEXING) AND MICROFILMING
	b. INTERDEPARTMENTAL COMMUNICATIONS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	1458					
	d. LETTERS						
	e. MANAGEMENT REPORTS						
	f. MEETING MINUTES						
	g. MEMORANDA						
	g1. MEMORANDUM	.01145					
	h. TRANSMITTALS/ACKNOWLEDGEMENTS						
	h1. TRANSMITTAL	.00028					
10	MICROFILM OF ITEMS #1 - 9 ABOVE		--	199	199		DM
~~11~~	~~HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED~~		~~--~~	~~CM~~	~~CM~~		~~HARDCOPY OF ITEMS #1 - 10 & #22 - 24 ON WP-04 ORIGINAL. HARDCOPY OF ITEMS #1 - 9 ON WP-04 DUPLICATE.~~
12	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

Retention Code: A = Audit AR = Annual Review C = Closed or Co[illegible]

CITY CLERK — Date: JULY 12, 1990
City of Los Angeles
Form Gen. 60 (Rev. 8-81)

Sch. No. WP-05
Rev. No. 1

Department/Bureau 91 711 FJ
Department of Water and Power 91 000711 FJ
Office of (Original) Record
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Norman L. Brenchley
By: (City Clerk, Rec. Mgt. Div.)
Date 8-6-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	BALLOT MEASURES - DEPARTMENT-RELATED ISSUES		AR	P	--				COVERED BY THE HISTORICAL RECORDS PROGRAM
2	CONSUMER RELATIONS PUBLICATIONS		AR	P	--				
	a. PUBLIC RELATIONS COMMUNICATIONS								
	a1. DWP PUBLICATION (HISTORICAL)						H		
3	CORRESPONDENCE AND SUBJECT FILES		AR	2	AR+2				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE OR SUSPENSION	GEN. 77							
	b. AGENDA								
	c. AGENDA ITEMS								
	c1. MEETING ASSIGNMENT SLIP	PA001							
	c2. PUBLIC AFFAIRS DIVISION ASSIGNMENT SLIP	PA007							
	d. ANNOUNCEMENTS/BULLETINS								
	e. BID RECORDS								
	f. BUDGET RECORDS - ACTUAL								
	g. BUDGET RECORDS - PROJECTED								
	h. CLAIMS								
	h1. ACCIDENT ANALYSIS	,02747							
	i. CLERICAL PROCEDURES/INSTRUCTIONS								
	j. CONFERENCE/SEMINAR ARRANGEMENTS								
	k. CONSERVATION REPORTS								
	l. CONTRACT ADMINISTRATION RECORDS								
	m. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	n. CONVERSATION RECORDS								
	n1. CALL SLIP	,00140							
	o. CUSTOMER SERVICE RECORDS								
	p. DATA SHEETS								
	p1. ENGINEERING DATA SHEET	,01155							
	q. DETAIL PHOTOGRAPHS								
	r. DWP MAPS								
	s. EDUCATION/TRAINING RECORDS								
	t. EMPLOYEE ACCOUNTS RECORDS								
	t1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	t2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	u. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	u1. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	v. EMPLOYMENT RECORDS								

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

CITY CLERK Date: JULY 12, 1990
City of Los Angeles
Form Gen. 6 (Rev. 6-81)

Sch. No. WP-05
Rev. No.

Department/Bureau 91 00711 FJ
Department of Water and Power
Office of (Original) Record
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	v1. APPLICATION FOR EMPLOYMENT	PDR-1							
	v2. APPLICATION FOR EXAMINATION	PDR1							
	v3. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	v4. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	v5. NOTICE OF TERMINATION OF EMPLOYMENT	723,14529							
	v6. REQUEST FOR CERTIFICATION	PDAS 15							
	v7. REQUEST TO FILL POSITION	424,14325							
	v8. RESUME								
	v9. TERMINATION OF EMPLOYMENT	723,14529							
	w. ENGINEERING STUDIES								
	x. ENVIRONMENTAL REPORTS								
	y. FEASIBILITY STUDIES								
	z. FINANCIAL REPORTS								
	aa. FOREIGN EQUIPMENT DRAWINGS								
	ab. INFORMATION SERVICES RECORDS								
	ac. INTERDEPARTMENTAL COMMUNICATIONS								
	ac1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	ad. INTERROGATORIES								
	ae. INTRADEPARTMENTAL COMMUNICATIONS								
	ae1. INTRA-DEPARTMENTAL	1455,15184							
	ae2. INTRA-DEPARTMENTAL	,01455							
	af. INVOICES/PAYMENTS								
	af1. ACCOUNTS PAYABLE VOUCHER	AC286							
	af2. INTERNAL RESOLUTION FORM	AP7							
	af3. INVOICE								
	af4. VOUCHER CONTROL FORM	,01218							
	ag. JOB SCHEDULES								
	ah. JUDGEMENTS								
	ah1. RESOLUTION								
	ai. LEGAL APPLICATIONS								
	ai1. AGREEMENT								
	aj. LEGAL NOTIFICATIONS								
	ak. LEGAL ORDERS/FILINGS								
	al. LETTERS								
	am. LOGS/INDICES								
	an. MANAGEMENT PROCEDURES								
	ao. MANAGEMENT REPORTS								

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

CITY CLERK Date: JULY 12, 1990
City of Los eles
Form Gen. 6(81)

Sch. No. WP-05
Rev. No.

epartment/Bureau 91 0711 F J
Department of Water and
Office of (Original) Record
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	cont	REMARKS
	ao1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	ap. MANAGEMENT SCHEDULES								
	aq. MEETING ATTENDANCE RECORDS								
	ar. MEETING MINUTES								
	as. MEMORANDA								
	as1. MEMORANDUM	,01145							
	as2. MEMORANDUM	,01146							
	as3. MEMORANDUM	,01147							
	as4. MEMORANDUM	,01334							
	as5. MEMORANDUM	,01335							
	as6. MEMORANDUM								
	as7. OFFICE MEMORANDUM	GEN. 53							
	at. MICROFILM/SLIDES								
	au. NEGATIVES								
	av. OPERATIONAL REPORTS								
	aw. OPERATIONS & MAINTENANCE PROCEDURES								
	ax. PARTICIPANT CONTRACTS								
	ay. POSITION DESCRIPTIONS								
	ay1. DUTIES DESCRIPTION RECORD NUMBER	,02346							
	ay2. POSITION DESCRIPTION	PDES 3							
	az. PROPOSALS								
	az1. PROPOSAL								
	ba. PUBLIC RELATIONS COMMUNICATIONS								
	ba1. NEWSLETTER								
	ba2. PUBLICATION								
	bb. PURCHASE ORDERS								
	bb1. PURCHASE ORDER	,00001							
	bb2. PURCHASE ORDER	,00002							
	bb3. PURCHASE ORDER	,00003							
	bb4. PURCHASE ORDER	,0002							
	bb5. PURCHASE ORDER ADJUSTMENT	87-02-806							
	bc. REQUISITIONS								
	bc1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	bc2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					•		
	bc3. TRANSPORTATION ORDER	,01089							
	bd. ROUTING SLIPS								
	bd1. PHOTO ASSIGNMENT	MS-246							
	be. SKETCHES								
	bf. SPACE/EQUIPMENT ALLOCATION RECORDS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Public Affairs

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	bg. SPECIFICATIONS								
	bh. STANDARDS								
	bi. STATUS REPORTS								
	bj. SURVEYS/QUESTIONNAIRES								
	bk. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bk1. TELECOPY COVER SHEET	OM-283							
	bk2. TELECOPY COVER SHEET	OM-65							
	bl. TEST RECORDS								
	bm. TIMEKEEPING RECORDS								
	bm1. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	bm2. VACATION FORM	,01113							
	bn. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bn1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	3384							
	bn2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	bn3. PURCHASING BID TRANSMITTAL	,02280							
	bn4. TRANSMITTAL	,00028							
	bo. VENDOR MANUALS/CATALOGS								
	bp. VIDEOTAPES								
	bq. WATER QUALITY STUDIES								
4	EMPLOYEE PERSONNEL FOLDERS		T	80	T+80				
	a. CLAIMS								
	a1. ACCIDENT ANALYSIS	,02747							
	a2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016							
	b2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	b3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	c. EMPLOYMENT RECORDS								
	c1. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	c2. NOTICE OF COMMENDATION	GEN. 79							
	c3. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878							
	c4. REPORT OF APPOINTMENT	2762,16597							
	c5. REPORT OF APPOINTMENT	,02-762							

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CITY CLERK Date: JULY 12, 1990 | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 5 of 8

City of Lo[illegible]geles | WP-05 | 91 [illegible]0711 FJ | By: (Dept. Head) | Date

Form Gen. 6[illegible]-81) | Rev. No. | Department of Water and [illegible]r | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record: Public Affairs

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	c6. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	c7. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	c8. TERMINATION OF EMPLOYMENT	723,14529							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. JUDGEMENTS								
	e1. RESOLUTION								
	f. LETTERS								
	g. MANAGEMENT REPORTS								
	g1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	h. MEMORANDA								
	h1. MEMORANDUM	,01147							
	h2. MEMORANDUM	,01334							
	i. POSITION DESCRIPTIONS								
	i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	j. TIMEKEEPING RECORDS								
	j1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	j2. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	j3. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	j4. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	j5. VACATION FORM	,01113							
5	GRAPHIC DESIGN ORIGINAL ART WORK		C	3	C+3				SEE DUPLICATE RRS FOR PUBLIC AFFAIRS (WP-05)
6	HISTORICAL ITEMS		--	P	--				COVERED BY THE HISTORICAL RECORDS PROGRAM
7	INTRA-DEPARTMENTAL PUBLICATIONS, BULLETINS, NOTICES		AR	P	--				REVIEW FOR HISTORICAL VALUE
8	DIVISION REPORTS		2	8	10				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	,01455							
	b. LOGS/INDICES								
	c. MANAGEMENT PROCEDURES								
	d. MANAGEMENT SCHEDULES								
	e. MEMORANDA								
	e1. MEMORANDUM	,01145							

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

RECORDS RETENTION SCHEDULE (Original/Official Records)

Public Affairs

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	Yrs	hist	cont	REMARKS
	e2. MEMORANDUM	,01146							
	e3. MEMORANDUM	,01147							
	e4. MEMORANDUM	,01334							
	f. OPERATIONAL REPORTS								
	g. STATUS REPORTS								
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
9	PICTURE FILMS AND VIDEOTAPES		S	--	S				REVIEW FOR HISTORICAL VALUE
	a. VIDEOTAPES								
	a1. VIDEOTAPE (HISTORICAL)						H		
10	NEWSPAPER AND MAGAZINE CLIPPINGS		--	P	--				SEE DUPLICATE RRS FOR PUBLIC AFFAIRS (WP-05).
11	NEWSPAPER AND MAGAZINE CLIPPINGS - MICROFILM		P	--	--				SEE DUPLICATE RRS FOR PUBLIC AFFAIRS (WP-05).
12	NEWS RELEASES ISSUED BY THE DEPARTMENT		3	P	--				HISTORICAL DOCUMENTS
	a. PUBLIC RELATIONS COMMUNICATIONS								
	a1. NEWS RELEASE (HISTORICAL)						H		
13	RECORDS RETENTION FILES		S+2	--	S+2				
	a. ANNOUNCEMENTS/BULLETINS								
	b. DESTRUCTION RECORDS								
	b1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	c. LOGS/INDICES								
	c1. RECORDS CENTER STORAGE SPACE	MS884							
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	e. RECORD TRANSMITTALS								
	e1. RECORDS TRANSFER CONTROL	2673,16508							
	e2. RECORDS TRANSFER CONTROL	,02673							
	f. RECORDS RETENTION AUTHORIZATIONS								
	f1. RECORDS RETENTION AUTHORIZATION	,02317							
	g. RETENTION SCHEDULES								
	g1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	g2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							

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

CITY CLERK Date: JULY 12, 1990 Sch. No.
City of Los Angeles WP-05
Form Gen. (1-81) Rev. No.

Department/Bureau 9[illegible]00711 FJ
Department of Water and [illegible]r
Office of (Original) Record
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
14	BUDGET PREPARATION FILES		4	6	10				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. LOGS/INDICES								
	e. MANAGEMENT REPORTS								
	f. MEETING MINUTES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							
	h. PROPOSALS								
	i. PUBLIC RELATIONS COMMUNICATIONS								
	j. STATUS REPORTS								
15	LOGS AND INDICES		S	--	S				
	a. LOGS/INDICES								
	a1. ASSIGNMENT LOG SHEET	PA0013							
16	PERSONNEL ADMINISTRATIVE FILES		3	7	10				
	a. AGENDA ITEMS								
	a1. PUBLIC AFFAIRS DIVISION ASSIGNMENT SLIP	PA007							
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. EMPLOYMENT RECORDS								
	c1. APPLICATION FOR EMPLOYMENT	PDR-1							
	c2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	c3. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	c4. INTERVIEW DATA SHEET	3381							
	c5. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	c6. REQUEST TO FILL POSITION	424,14325							
	c7. RESUME								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. LETTERS								
	f. LOGS/INDICES								
	g. MANAGEMENT SCHEDULES								

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

CITY CLERK Date: JULY 12, 1990
City of L geles
Form Gen. 0-81)

Sch. No. WP-05
Rev. No.

Department/Bureau 91 0711 FJ
Department of Water and r
Office of (Original) Record
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	h. MEMORANDA								
	h1. MEMORANDUM	,01147							
	h2. MEMORANDUM	,01334							
	i. POSITION DESCRIPTIONS								
	i1. POSITION DESCRIPTION	PDES 3							
	j. PUBLIC RELATIONS COMMUNICATIONS								
	k. REQUISITIONS								
	k1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
17	PHOTOGRAPHS		5	P	--				REVIEW FOR HISTORICAL VALUE
	a. DETAIL PHOTOGRAPHS								
	a1. PHOTOGRAPHIC PRINT (HISTORICAL)						H		
	b. NEGATIVES								
	b1. PHOTOGRAPHIC NEGATIVE (HISTORICAL)						H		
18	MICROFILM OF ITEMS #1 - 16 ABOVE (EXCEPT #5, 9, 10, & 11)		--	199	199				
19	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLERK
City of Los Angeles
Form Gen. (-81)

Date: JULY 12, 1990

Sch. No. WP-05

Rev. No.)

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 9 00712 FJ

Department of Water and Power 00712 FJ

Division Public Affairs

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

By: (Dept. Head) Norman L. Buckley

Date 8-6-90

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCOUNTING/PURCHASING RECORDS		2	--	2		PURCHASING/ACCOUNTING/MIS
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BUDGET RECORDS - ACTUAL						
	d. BUDGET RECORDS - PROJECTED						
	e. CONFERENCE/SEMINAR ARRANGEMENTS						
	f. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	g. CONVERSATION RECORDS						
	g1. CALL SLIP	,00148					
	h. DEPARTMENT REAL ESTATE RECORDS						
	i. EMPLOYEE ACCOUNTS RECORDS						
	i1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280					
	i2. AUTOMOBILE MILEAGE	,01794					
	i3. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	i4. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261					
	i5. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	2316,02316					
	i6. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	j. FINANCIAL LEDGERS						
	j1. PUBLIC RELATIONS DIVISION EXPENDITURES	PA011					
	k. FINANCIAL REPORTS						
	l. INTRADEPARTMENTAL COMMUNICATIONS						
	l1. INTRA-DEPARTMENTAL	,01455					
	l2. INTRA-DEPARTMENTAL	,14694					
	m. INVOICES/PAYMENTS						
	m1. ACCOUNTS PAYABLE VOUCHER	AC286					
	m2. ADVANCEMENT OF FUNDS	PA004					
	m3. CASH MEMORANDUM RECEIPT	,00982					
	m4. DEPARTMENT BILL POWER REVENUE FUND	,03099					

NOTES:

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

CITY CLERK Date: JULY 12, 1990
City of Lo geles
Form Gen. ( )-81)

Sch. No. WP-05
Rev. No.

Department/Bureau 91 90712 FJ
Department of Water and
Division
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	m5. DEPARTMENT BILL WATER REVENUE FUND	87-03-105					
	m6. DEPARTMENT BILL WATER REVENUE FUND	,03105					
	m7. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407					
	m8. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
	m9. INTERFUND BILLING WATER REVENUE FUND	,03105					
	m10. INVOICE						
	m11. JOURNAL VOUCHER	,03103					
	m12. JOURNAL VOUCHER SUPPLEMENT	,01407					
	m13. PETTY CASH VOUCHER	,00724					
	m14. REQUEST FOR PAYMENT	,03078					
	m15. SUB VOUCHER	,00046					
	m16. VOUCHER CONTROL FORM	,01218					
	n. JUDGEMENTS						
	n1. RESOLUTION						
	o. LEGAL APPLICATIONS						
	o1. AGREEMENT						
	p. LETTERS						
	q. LOGS/INDICES						
	r. MANAGEMENT SCHEDULES						
	s. MEMORANDA						
	s1. CORRECTION NOTICE	993,00993					
	s2. MEMORANDUM	,01145					
	s3. MEMORANDUM	,01147					
	s4. MEMORANDUM	,01334					
	s5. MEMORANDUM	,01335					
	s6. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400					
	t. PROFESSIONAL DEVELOPMENT RECORDS						
	u. PUBLIC RELATIONS COMMUNICATIONS						
	v. PURCHASE ORDERS						
	v1. PURCHASE ORDER	,00001					
	v2. PURCHASE ORDER	,00003					

NOTES:

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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 0712 FJ
Department of Water and
Division
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	v3. PURCHASE ORDER ADJUSTMENT	87-02-806					
	v4. SUB-PURCHASE ORDER	,00009					
	w. REQUISITIONS						
	w1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	x. TELEX/TWX/TELECOPY COMMUNICATIONS						
	x1. TELECOPY COVER SHEET	OM-65					
	y. TIMEKEEPING RECORDS						
	y1. ATTENDANCE AUTHORITY	,02329					
	z. TRANSMITTALS/ACKNOWLEDGEMENTS						
	z1. BID TRANSMITTAL	,02280					
	z2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	z3. TRANSMITTAL	,00028					
2	PERSONNEL DOCUMENTS		3	7	10		SEE ORIGINAL/OFFICIAL RRS FOR PUBLIC AFFAIRS (WP-05)
3	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
4	SURPLUS PRINTED MATERIALS		AR	--	AR	2	
5	TIMEKEEPING RECORDS		1	1	2		ACCOUNTING
	a. ANNOUNCEMENTS/BULLETINS						
	b. CONVERSATION RECORDS						
	b1. CALL SLIP	,00148					
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016					
	d. EMPLOYMENT RECORDS						
	e. MEMORANDA						

NOTES:

1. NON-RECORD MATERIALS
2. NON-RECORD MATERIALS

CITY CLE Date: JULY 12, 1990
City of L geles
Form Gen. 61 (rev 10-81)

Sch. No. WP-05
Rev. No.

Department/Bureau 91 0712 FJ
Department of Water and Power
Division
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code.
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e1. MEMORANDUM	,01334					
	f. POSITION DESCRIPTIONS						
	f1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	g. TIMEKEEPING RECORDS						
	g1. ABSENCE SLIP	MS 122					
	g2. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	h. WAGE/SALARY STRUCTURE RECORDS						
6	DISCIPLINARY FILES		C+2	--	C+2		HUMAN RESOURCES
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. GRIEVANCE INITIATION	LR-001					
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
	b. ANNOUNCEMENTS/BULLETINS						
	c. CLAIMS						
	c1. ACCIDENT ANALYSIS	,02747					
	d. CONVERSATION RECORDS						
	d1. CALL SLIP	,00148					
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	e1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948					
	e2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	e3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					
	e4. RETURN TO WORK ORDER	MS-10					
	f. EMPLOYMENT RECORDS						
	f1. INTERVIEW AND APPOINTMENT NOTICE	,00403					
	f2. INTERVIEW DATA SHEET	3381					
	f3. TERMINATION OF EMPLOYMENT	,00723					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. LEGAL NOTIFICATIONS						

NOTES:

CITY CLE Date: JULY 12, 1990 | Sch. No. | Department/Bureau 91 00712 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 5 of 6
City of L geles | WP-05 | Department of Water and Power | By: (Dept. Head) | Date
Form Gen. 6 10-81) | Rev. No. | Division | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Public Affairs

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	h1. NOTICE OF DECISION	DL 419					
	h2. NOTICE OF FINDINGS AND DECISION	DL 433					
	h3. NOTICE TO APPEAR	CHP 215					
	i. LEGAL ORDERS/FILINGS						
	j. LETTERS						
	k. MANAGEMENT REPORTS						
	k1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069					
	l. MEMORANDA						
	l1. MEMORANDUM	,01145					
	l2. MEMORANDUM	,01147					
	m. POSITION DESCRIPTIONS						
	m1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	m2. DUTIES DESCRIPTION RECORD	MS 131					
	n. TIMEKEEPING RECORDS						
	n1. VACATION FORM	,01113					
7	NEWSPAPER AND MAGAZINE CLIPPINGS		6M	--	6M	1,2	
8	GRAPHIC DESIGN ORIGINAL ART WORK		C	3	C+3	3	
9	MICROFILM OF ITEMS # 1 - 8 ABOVE		--	199	199		
10	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 16 ON WP-05 ORIGINAL (EXCEPT #5, 9, 10, & 11). HARDCOPY OF ITEMS #1 - 8 ON WP-05 DUPLICATE.

NOTES:

1. NON-RECORD MAINTAINED FOR DEPARTMENT REFERENCE.
2. REVIEW FOR HISTORICAL VALUE.
3. NON-RECORD.

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

CITY CLE[illegible] Date: JULY 12, 1990
City of L[illegible]geles
Form Gen. [illegible]10-81)

Sch. No. WP-05
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 0712 FJ
Department of Water and Power
Division
Public Affairs

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
11	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK	--	199	199			

NOTES:

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CITY CLEP'' Date: APRIL 6, 1990 | Sch. No. | Department/Bureau 91 714 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 01 of 10

City of Lo: eles | WP-06 | Department of Water and [illegible] 91 000714 FJ | By: (Dept. Head) [illegible] | Date 5-9-90

Form Gen. 61 81) | Rev. No. | Division Real Estate | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	AUTOMOBILE USAGE REPORTS		2	--	2		ACCOUNTING DIVISION, LEGAL
	a. EMPLOYEE ACCOUNTS RECORDS						
	a1. MONTHLY MILEAGE REPORT	LD035					
	a2. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261					
2	CASH MEMORANDUM RECEIPT		A	--	A		OFFICIAL COPY IS RETAINED IN SPECIFIC LAND FILES, REAL ESTATE DIVISION
	a. INVOICES/PAYMENTS						
	a1. CASH MEMORANDUM RECEIPT	,00982					
3	EQUIPMENT/SUPPLIES/SERVICE/TRAVEL AUTHORITY REQUESTS		C+2	--	C+2		ACCOUNTING DIVISION, MANAGEMENT INFORMATION SYSTEMS, GENERAL SERVICES
	a. CONSULTING CONTRACTS						
	a1. CONSULTING SERVICES AGREEMENT						
	b. CONTRACT ADMINISTRATION RECORDS						
	c. EMPLOYEE ACCOUNTS RECORDS						
	c1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. INVOICES/PAYMENTS						
	e1. CHECK						
	e2. INVOICE						
	e3. INVOICE CORRECTION NOTICE	,03081					
	e4. RECORD OF INVOICES PASSED	,00261					
	e5. VOUCHER CONTROL FORM	,01218					
	f. LEGAL APPLICATIONS						
	f1. AGREEMENT						
	g. LETTERS						
	h. MEMORANDA						
	h1. CORRECTION NOTICE	,00993					
	h2. MEMORANDUM	,01145					
	i. PURCHASE ORDERS						

NOTES:

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CITY CLERK Date: APRIL 6, 1990
City of Los Angeles
Form Gen. 6 (Rev. 6-81)

Sch. No. WP-06
Rev. No.

Department/Bureau 01 0714 FJ
Department of Water and Power

Division
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date 5-9-90

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	i1. PURCHASE ORDER	,00003					
	i2. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	i3. SUB-PURCHASE ORDER	,00008					
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						
	j1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	j2. PURCHASING BID TRANSMITTAL	,02280					
	j3. TRANSMITTAL	,00028					
4	INTER- AND INTRA- DEPARTMENTAL MANUALS/BULLETINS/PUBLICATIONS & NOTICES		S	--	S		ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. MANAGEMENT PROCEDURES						
	c. MANAGEMENT REPORTS						
	c1. REPORT						
	d. PUBLIC RELATIONS COMMUNICATIONS						
	d1. PUBLICATION						
5	PERSONNEL ADMINISTRATIVE FILES		1	--	1		INDUSTRIAL RELATIONS
	a. ANNOUNCEMENTS/BULLETINS						
	b. BID RECORDS						
	b1. BID NOTICE	,03214					
	c. CONVERSATION RECORDS						
	c1. CALL SLIP	,00148					
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	e. EMPLOYMENT RECORDS						
	e1. APPLICATION FOR EMPLOYMENT	PDR-1					
	e2. INTERVIEW AND APPOINTMENT NOTICE	403,00403					
	e3. INTERVIEW DATA SHEET	3381					
	f. LETTERS						
	g. LOGS/INDICES						
	g1. INDEXING/INPUT WORKSHEET						

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CITY CLERK Date: APRIL 6, 1990
City of Los Angeles
Form Gen. 6 (Rev. 6-81)

Sch. No. WP-06
Rev. No.

Department/Bureau 91 0714 FJ
Department of Water and Power

Division
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date 5-9-90

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	h. MEMORANDA						
	h1. MEMORANDUM	,01145					
6	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES		AR	--	AR		NON-RECORD MATERIAL.
	a. MANAGEMENT REPORTS						
	a1. REPORT						
	b. PUBLIC RELATIONS COMMUNICATIONS						
	b1. PUBLICATION						
7	RECORDS MANAGEMENT FILES		AR	--	AR		MANAGEMENT INFORMATION SERVICES
	a. DATA SHEETS						
	a1. VITAL RECORDS INFORMATION SHEET	GEN. 66					
	b. DESTRUCTION RECORDS						
	b1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48					
	c. LOGS/INDICES						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
	e. RECORD TRANSMITTALS						
	e1. RECORDS TRANSFER CONTROL	2673,16508					
	e2. RECORDS TRANSFER CONTROL	,02673					
	f. RECORDS RETENTION AUTHORIZATIONS						
	f1. RECORDS RETENTION AUTHORIZATION	,02317					
	g. RETENTION SCHEDULES						
	g1. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60					

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CITY CLERK Date: APRIL 6, 1990
City of Los Angeles Sch. No. WP-06
Form Gen. 6 (Rev. 3-81) Rev. No.

Department/Bureau 9. 00714 EJK
Department of Water and Power
Division
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Date 3-9-90
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
8	STREET IMPROVEMENTS/ASSESMENTS		C+2	--	C+2		DEPARTMENT OF WATER AND POWER ACCOUNTING DIVISION - VOUCHERS
	a. DEPARTMENT REAL ESTATE RECORDS						
	a1. NOTICE OF IMPROVEMENT						
	a2. NOTICE OF PROPOSED STREET LIGHTING INSTALLATION						
	b. DWP MAPS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	.01455					
	d. INVOICES/PAYMENTS						
	d1. BILL FOR ASSESSMENT	.AB-7-19					
	d2. REQUEST FOR PAYMENT	.03078					
	d3. VOUCHER CONTROL FORM	.01218					
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LEGAL NOTIFICATIONS						
	g. LETTERS						
	h. MEMORANDA						
	h1. MEMORANDUM	.01145					
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
	i1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
	i2. TRANSMITTAL	.00028					
9	STREET VACATIONS		C+1	--	C+1		BUREAU OF PUBLIC WORKS, CITY ENGINEERS OFFICE
	a. DEPARTMENT REAL ESTATE RECORDS						
	a1. APPLICATION FOR VACATION OF PUBLIC STREET, ALLEY, WALK AND OTHER RIGHT OF WAY	VAC-84					
	b. DWP MAPS						
	c. INTERDEPARTMENTAL COMMUNICATIONS						
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	.01455					

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RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 714 FJ
Department of Water and Power
Division
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 5-9-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LETTERS						
	g. MEMORANDA						
	g1. MEMORANDUM	,01147					
	g2. MEMORANDUM						
	g3. OFFICE MEMORANDUM	GEN. 53					
10	SURPLUS PRINTED MATERIALS		AR	--	AR		NON-RECORD MATERIAL
11	TIMEKEEPING RECORDS		18M	--	18M		ACCOUNTING DIVISION, RETIREMENT PLAN
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	a1. CERTIFICATION OF DISABILITY AND/OR RETURN TO	12-0016					
	WORK OR SCHOOL						
	a2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	a3. RETURN TO WORK SLIP	,02202					
	b. EMPLOYMENT RECORDS						
	c. TIMEKEEPING RECORDS						
	c1. ABSENCE FROM DUTY RECORD	2588					
	c2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	c3. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	c4. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	c5. TIME ROLL CORRECTION AUTHORITY	2734					
12	VOUCHERS		5	--	5		ACCOUNTING DIVISION
	a. DEPARTMENT REAL ESTATE RECORDS						
	a1. BILL OF SALE						
	b. EMPLOYEE ACCOUNTS RECORDS						
	b1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	b2. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT	,02316					
	AUTHORITY						

NOTES:

CITY CLERK Date: APRIL 6, 1990 | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 06 of 10

City of Los Angeles | WP-06 | Department of Water and Power 91 0714 FJ | By: (Dept. Head) | Date 5-7-90

Form Gen. 6 (Rev. 6-81) | Rev. No. | Division: Real Estate | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
	c. INVOICES/PAYMENTS						
	c1. CHECK						
	c2. DEPARTMENT BILL	,03099					
	c3. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
	c4. INVOICE						
	c5. REQUEST FOR PAYMENT	,03078					
	c6. VOUCHER CONTROL FORM	,01218					
	d. LETTERS						
	e. MEMORANDA						
	e1. MEMORANDUM	,01145					
	f. OPERATIONAL REPORTS						
	f1. MONTHLY REPORT	,03100					
	g. TIMEKEEPING RECORDS						
	g1. ATTENDANCE AUTHORITY	,02329					
13	AFFIRMATIVE ACTION FILES		AR	--	AR		
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. AGENDA						
	b1. MEETING AGENDA						
	c. ANNOUNCEMENTS/BULLETINS						
	d. INTERDEPARTMENTAL COMMUNICATIONS						
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	f. JUDGEMENTS						
	f1. RESOLUTION						
	g. LETTERS						
	h. MANAGEMENT REPORTS						
	h1. JOB CLASSIFICATION ANALYSIS REPORT						
	i. MEETING MINUTES						
	j. MEMORANDA						

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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau: Department of Water and Power 91 [illegible] 0714 FJ
Division: Real Estate
Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date: 5-4-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	j1. MEMORANDUM	,01145					
	k. PUBLIC RELATIONS COMMUNICATIONS						
	k1. NEWSLETTER						
	l. STATUS REPORTS						
	l1. AFFIRMATIVE ACTION STATUS REPORT						
14	ADMINISTRATIVE SERVICES SUBJECT FILES		AR	--	AR		
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. AGENDA						
	b1. BOARD AGENDA						
	b2. MEETING AGENDA						
	c. ANNOUNCEMENTS/BULLETINS						
	d. EDUCATION/TRAINING RECORDS						
	e. EMPLOYMENT RECORDS						
	f. FINANCIAL REPORTS						
	g. INTERDEPARTMENTAL COMMUNICATIONS						
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	h. INTRADEPARTMENTAL COMMUNICATIONS						
	h1. INTRA-DEPARTMENTAL	,01455					
	i. INVOICES/PAYMENTS						
	i1. VOUCHER CONTROL FORM	,01218					
	j. JUDGEMENTS						
	j1. RESOLUTION						
	k. LEGAL NOTIFICATIONS						
	k1. NOTARY PUBLIC APPLICATION						
	l. LETTERS						
	l1. COMMITTEE CORRESPONDENCE	2867,02867					
	m. MANAGEMENT REPORTS						
	n. MEETING MINUTES						
	o. MEMORANDA						
	o1. MEMORANDUM	,01145					

NOTES:

CITY CLER[illegible] Date: APRIL 6, 1990
City of Lo[illegible]eles
Form Gen. 61[illegible]81)

Sch. No. WP-06
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 714 FJ
Department of Water and Power
Division
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date 3-9-90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	o2. MEMORANDUM	,01147					
	p. PROPOSALS						
	p1. PROPOSAL						
	q. PUBLIC RELATIONS COMMUNICATIONS						
	r. PURCHASE ORDERS						
	r1. PURCHASE ORDER	,00001					
	s. REQUISITIONS						
	s1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	t. STATUS REPORTS						
	t1. AFFIRMATIVE ACTION STATUS REPORT						
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
15	GRIEVANCE/COMPLAINT FILES		C+2	--	C+2		
	a. INTRADEPARTMENTAL COMMUNICATIONS						
	a1. INTRA-DEPARTMENTAL	,01455					
	b. LETTERS						
	c. MEMORANDA						
	c1. MEMORANDUM	,01147					
16	ACCIDENT/INJURY REPORTS		2	--	2		
	a. CLAIMS						
	a1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					
	b2. REPORT OF PERSONAL INJURIES	32,14031					
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. MEMORANDA						
	d1. MEMORANDUM	1334,15047					

NOTES:

CITY CLERK Date: APRIL 6, 1990
City of Los Angeles
Form Gen. 6 (Rev. 3-81)

Sch. No. WP-06
Rev. No.

Department/Bureau 91 0714 FJ
Department of Water and Power
Division
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date 5-9-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
17	TRAINING FILES		T	--	T		
	a. ANNOUNCEMENTS/BULLETINS						
	a1. COURSE ANNOUNCEMENT						
	b. EDUCATION/TRAINING RECORDS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. INVOICES/PAYMENTS						
	d1. CHECK						
	d2. INVOICE						
	e. LETTERS						
	f. MANAGEMENT REPORTS						
	f1. ORGANIZATION CHART						
	g. MEMORANDA						
	g1. MEMORANDUM	,01147					
	h. PUBLIC RELATIONS COMMUNICATIONS						
	h1. NEWSLETTER						
	h2. PUBLICATION						
	i. TIMEKEEPING RECORDS						
	i1. ATTENDANCE CARD						
	i2. ATTENDANCE ROSTER						
18	MICROFILM OF ITEMS #1 - 17 ABOVE		--	199	199		
19	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 34 ON WP-06 ORIGINAL (EXCEPT #23). HARDCOPY OF ITEMS #1 - 17 ON WP-06 DUPLICATE.

NOTES:

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

CITY CLEF | Date: APRIL 6, 1990 | Sch. No. | Department/Bureau 91 10714 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 10 of 10
City of Le ...eles
Form Gen. 6 ...-81) | WP-06 | Department of Water and Power | By: (Dept. Head) | Date 5-7-90

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. | Division: Real Estate | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
20	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

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CITY CLEF | Date: APRIL 5, 1990 | Sch. No. | Department/Bureau 91 13 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 01 of 20

City of Lo ales | | | By: (Dept. Head) | Date

Form Gen. 60 -81) | WP-06 | Department of Water and Power 91 000713 FJ | | 5-9-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. | Office of (Original) Record: Real Estate | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	CENTER	DESTROY	Vital	hist	cont	REMARKS
1	AGREEMENTS (OPEN-END)		C+1	P	--				OPEN-ENDED AGREEMENTS BETWEEN AGENCIES CROSSING DWP PROPERTY AND PUBLIC STREETS, HIGHWAYS, FREEWAYS, AND RAILROAD RIGHTS OF WAY.
	a. CONSTRUCTION CONTRACTS								
	a1. UTILITIES AGREEMENT								
	b. DATA SHEETS								
	b1. RECORD SECTION DATA SHEET								
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. DEED								
	c2. EASEMENT DEED								
	d. DWP MAPS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	1455,01455							
	e2. INTRA-DEPARTMENTAL	87-69-074							
	e3. INTRA-DEPARTMENTAL	,01455							
	f. JUDGEMENTS								
	f1. DECISION								
	f2. RESOLUTION								
	g. LEGAL NOTIFICATIONS								
	h. LEGAL ORDERS/FILINGS								
	i. LETTERS								
	j. LOGS/INDICES								
	j1. INDEXING/INPUT WORKSHEET								
	k. MEETING ATTENDANCE RECORDS								
	l. MEMORANDA								
	l1. MEMORANDUM	1146,01146							
	l2. MEMORANDUM	,01334							
	m. OPERATIONAL REPORTS								
	m1. PROJECT REPORT								
	n. PROCUREMENT/SALES CONTRACTS								
	n1. COVENANT AND AGREEMENT TO HOLD PROPERTY AS ONE PARCEL								
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								
	o1. TRANSMITTAL	,00028							
2	AGREEMENTS (TEMPORARY)		T+2	--	T+2				TERMINATED BY MUTUAL AGREEMENT AND INCOMPLETE TRANSACTIONS.
	a. DATA SHEETS								
	a1. LAND DIVISION DATA SHEET								
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. PERMISSION FOR TEMPORARY USE OF PROPERTY								
	b2. REQUEST FOR APPRAISAL								

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CITY CLERK
City of L[illegible]eles
Form Gen. [illegible]-81)

Date: APRIL 5, 1990

Sch. No. WP-06

Rev. No.

Department/Bureau 91 0713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date 5-7-90

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	c. DWP MAPS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. INVOICES/PAYMENTS								
	e1. INVOICE								
	e2. REQUEST FOR PAYMENT	,03078							
	e3. VOUCHER CONTROL FORM	,01218							
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT								
	g. LETTERS								
	h. MEMORANDA								
	h1. MEMORANDUM	,01145							
	h2. MEMORANDUM								
	i. PERMITS								
	j. TRANSMITTALS/ACKNOWLEDGEMENTS								
	j1. TRANSMITTAL	,00028							
3	BANK ACCOUNT RECORDS (TRUST FUND)		5	--	5				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. REQUEST FOR PAYMENT	,03078							
	b2. VOUCHER	1218							
	b3. VOUCHER CONTROL FORM	,01218							
4	BUDGET		5	--	5				
	a. AGENDA								
	a1. MEETING AGENDA								
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. BUDGET RECORDS - ACTUAL								
	c1. BUDGET REPORT								
	d. DEPARTMENT REAL ESTATE RECORDS								
	d1. DEED								
	e. EMPLOYMENT RECORDS								
	e1. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	e2. REQUEST FOR CERTIFICATION	PDAS 15							
	f. FINANCIAL REPORTS								

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CITY CLE[illegible] Date: APRIL 5, 1990 Sch. No. Department/Bureau 91 0713 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code Page: 03 of 20
City of L[illegible]eles WP-06 Department of Water and Power By: (Dept. Head) Date 5-4-90
Form Gen. t[illegible]-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	conf	REMARKS
	g. INFORMATION SERVICES RECORDS								
	g1. POWER SYSTEM DEBUD DATA ENTRY FORM								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	,01455							
	i. LETTERS								
	j. MANAGEMENT PROCEDURES								
	k. MEMORANDA								
	k1. MEMORANDUM	,01145							
	k2. MEMORANDUM	,01147							
	l. POSITION DESCRIPTIONS								
	l1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	m. PUBLIC RELATIONS COMMUNICATIONS								
	m1. PUBLICATION								
	n. PURCHASE ORDERS								
	n1. PURCHASE ORDER	,00001							
	o. REQUISITIONS								
	o1. TRAINING PROGRAM REQUEST	270							
	o2. WORK SHEET								
	p. TIMEKEEPING RECORDS								
	p1. INDIVIDUAL REPORT OF OVERTIME								
	p2. TIME ROLL CORRECTION AUTHORITY	2734							
5	CONDUIT GRANTS		--	P	--				PROPERTY OWNERS GRANT PRIVATELY INSTALLED UNDERGROUND ELECTRIC SYSTEM TO DWP FOR OWNERSHIP AND MAINTENANCE. PRACTICE DISCONTINUED IN 1972.
6	CORRESPONDENCE AND SUBJECT FILES		2	--	2				
	a. DATA SHEETS								
	a1. RECORD SECTION DATA SHEET								
	b. DEPARTMENT REAL ESTATE RECORDS								*Department Real Estate Records will be reworded. Reference: 91 000865 FJ
	b1. DRIVEWAY RECONSTRUCTION PERMIT								
	b2. EASEMENT GRANT								
	b3. GRANT								
	b4. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS								
	b5. RIGHT OF WAY DEED								
	c. DWP MAPS								
	d. FOREIGN MAPS								
	d1. TRACT MAP								
	e. INTRADEPARTMENTAL COMMUNICATIONS								

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: APRIL 5, 1990

Sch. No. WP-06
Rev. No.

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 91 713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date 5-9-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	e1. INTRA-DEPARTMENTAL	,01455							
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	g. LEGAL APPLICATIONS								*Legal Applications will be reworded.
	g1. AGREEMENT								Reference: 91 000865 FJ
	h. LETTERS								
	i. LOGS/INDICES								
	i1. INDEXING/INPUT WORKSHEET								
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
	j2. MEMORANDUM	,01334							
7	DAILY LOG BOOK (CERTIFIED MAIL)		C+2	--	C+2				COMPLETION OF LOG BOOK PLUS 2 YEARS
	a. LOGS/INDICES								
8	EASEMENTS (RECORDED)		C+1	P	--				ESTABLISHES THE NEGOTIATIONS RESULTING IN THE
	a. DEPARTMENT REAL ESTATE RECORDS								ACQUISITION OF PERMANENT RIGHTS OF WAY.
	a1. APPLICATION FOR LEASE, LICENSE OR EASEMENT								(EASEMENTS)
	a2. CORPORATION GRANT DEED								
	a3. EASEMENT AGREEMENT								
	a4. EASEMENT FOR WATER FACILITIES								
	a5. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	,01779							
	a6. RIGHT OF WAY DEED								
	a7. STATEMENT OF PARTNERSHIP								
	b. DWP MAPS								
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. JUDGEMENTS								
	e1. RESOLUTION								
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01334							
	g2. OFFICE MEMORANDUM	GEN. 53							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. TRANSMITTAL	,00028							

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CITY CLE[illegible] Date: APRIL 5, 1990 Sch. No.
City of L[illegible]jeles WP-06
Form Gen. [illegible]0-81) Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 9 00713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
Date 5-9-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
9	EASEMENTS (UNRECORDED)		C+1	P	--				PROPERTY OWNERS VOLUNTARILY GRANT DISTRIBUTION EASEMENT RIGHTS TO DWP FOR OPERATION OF ELECTRICAL AND WATER SYSTEMS.
	a. DATA SHEETS								
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. EASEMENT AGREEMENT								
	b2. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	,01179							
	c. DWP MAPS								
	d. LETTERS								
	e. LOGS/INDICES								
	e1. INDEX CARD TRACT MAP	,02162							
	e2. INDEXING/INPUT WORKSHEET								
	f. MEMORANDA								
	f1. MEMORANDUM								
	g. TRANSMITTALS/ACKNOWLEDGEMENTS								
	g1. TRANSMITTAL	,00028							
10	INDEXES (REFERENCES AND CROSS-REFERENCE)		P	--	--				
	a. LOGS/INDICES								
11	LAND INVENTORY AND REAL ESTATE TAX BILL DISPOSITION		C+3	--	C+3				
	a. BUDGET RECORDS - ACTUAL								
	a1. TABULATION								
	b. LETTERS								
	c. TAX RECORDS								
12	LEASES (RENTALS)		C+1	9	C+10				
	a. BID RECORDS								
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. DEED								
	b2. LEASE								
	b3. NOTICE OF SUSPENSE COLLECTION	618,14469							
	b4. OIL & GAS LEASE								
	b5. RENEWAL OF LEASE								
	b6. REQUEST FOR APPRAISAL	LD041							
	b7. TERMINATION OF LEASE								
	c. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	c1. CERTIFICATE OF INSURANCE								
	d. DWP MAPS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							

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CITY CLE[illegible] Date: APRIL 5, 1990
City of L[illegible]geles
Form Gen. [illegible]-81)

Sch. No. WP-06
Rev. No.

Department/Bureau [illegible]00713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)

Date 5-4-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	f. INVOICES/PAYMENTS								
	f1. CASH MEMORANDUM RECEIPT	,00982							
	f2. INVOICE								
	f3. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	1417,15138							
	f4. REQUEST FOR PAYMENT	,03078							
	f5. VOUCHER CONTROL FORM	,01218							
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LEGAL APPLICATIONS								
	h1. AGREEMENT								
	i. LEGAL NOTIFICATIONS								
	j. LETTERS								
	k. MEMORANDA								
	k1. MEMORANDUM	1334,15047							
	l. REQUISITIONS								
	l1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	m. ROUTING SLIPS								
	n. TRANSMITTALS/ACKNOWLEDGEMENTS								
	n1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	n2. TRANSMITTAL	28							
13	LEDGER BOOKS BY LAND FILE NUMBER		P	--	--				
	a. DEPARTMENT REAL ESTATE RECORDS								
	a1. LEDGER BOOK BY LAND FILE NUMBER								
14	LETTERS OF ENCROACHMENT FILE		C+2	--	C+2				GRANTED REQUESTS ALLOW PROPERTY OWNERS TO ENCROACH ON DEPARTMENT'S EASEMENTS.
	a. DATA SHEETS								
	a1. RECORD SECTION DATA SHEET								
	b. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	c. DWP INSPECTION RECORDS								
	d. DWP MAPS								
	e. FOREIGN MAPS								
	e1. LAYOUT PLAN								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LETTERS								
	h. LOGS/INDICES								

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CITY CLERK Date: APRIL 5, 1990 | Sch. No. | Department/Bureau 91 0713 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Cod | Page: 07 of 20
City of L[illegible]eles | WP-06 | Department of Water and Power | By: (Dept. Head) | Date
Form Gen. [illegible]-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	h1. INDEXING/INPUT WORKSHEET								
	i. TRANSMITTALS/ACKNOWLEDGEMENTS								
15	LICENSE AGREEMENTS		T+2	--	T+2				LICENSES ARE RENEWABLE AND CAN BE REVOKED BY EITHER PARTY. LICENSES ARE REVIEWED EVERY THREE YEARS AND DESTROYED TWO YEARS AFTER TERMINATION.
	a. DEPARTMENT REAL ESTATE RECORDS								
	a1. DEED								
	a2. EASEMENT DEED								
	a3. RENTAL VALUE DETERMINATION								
	b. DWP MAPS								
	c. FOREIGN MAPS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	1455,15184							
	d2. INTRA-DEPARTMENTAL	1455							
	e. INVOICES/PAYMENTS								
	e1. CASH MEMORANDUM RECEIPT	982,14711							
	e2. CASH MEMORANDUM RECEIPT	,00982							
	e3. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	e4. NOTICE OF SUSPENSION COLLECTION	618,14469							
	f. JUDGEMENTS								
	f1. RESOLUTION								
	g. LETTERS								
	h. LICENSES								
	i. LOGS/INDICES								
	i1. INDEXING/INPUT WORKSHEET								
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
	k. STOCKS								
	k1. SURETY BOND								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	l1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	l2. TRANSMITTAL	28,14027							

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CITY CLE[illegible] | Date: APRIL 5, 1990 | Sch. No. | Department/Bureau 91 [illegible]713 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 08 of 20

City of Lo[illegible]jeles | WP-06 | Department of Water and Power | By: (Dept. Head) | Date 5-4-90

Form Gen. 60[illegible]-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
16	MAPS AND REFERENCE MAP BOOKS (RECORDED)		P	--	--				
	a. DWP MAPS								
	a1. MAP (VITAL)					V			
	b. LOGS/INDICES								
	b1. MAP REFERENCE BOOK (VITAL)					V			
17	OWENS VALLEY HISTORICAL RECORDS		--	P	--				EVENTS OF WATER RIGHTS OWNERSHIP, INCLUDING LAND ACQUISITION POLICY OF THE DEPARTMENT AND HISTORICAL BACKGROUND OF OWENS VALLEY AS IT RELATES TO THE WATER NEEDS FOR THE CITY OF LOS ANGELES.
18	PERSONNEL FOLDERS		T+1	79	T+80				
	a. DEPARTMENT AWARDS RECORDS								
	b. EDUCATION/TRAINING RECORDS								
	b1. TUITION REIMBURSEMENT APPLICATION	,02638							
	c. EMPLOYEE ACCOUNTS RECORDS								
	c1. PERSONAL AUTOMOBILE AUTHORITY	,02586							
	d. EMPLOYMENT RECORDS								
	d1. APPLICATION FOR EMPLOYMENT	PDR-1							
	d2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	d3. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	d4. NOTICE OF COMMENDATION	GEN. 79							
	d5. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878							
	d6. REPORT OF APPOINTMENT	,02-762							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. LETTERS								
	g. MANAGEMENT REPORTS								
	g1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	h. MEMORANDA								
	h1. MEMORANDUM	,01334							
	i. POSITION DESCRIPTIONS								
	i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	j. TIMEKEEPING RECORDS								
	j1. ATTENDANCE CARD								
	k. WAGE/SALARY STRUCTURE RECORDS								

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

CITY CLERK
City of Los eles
Form Gen. 60 -81)

Date: APRIL 5, 1990

Sch. No. WP-06

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

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

By: (City Clerk, Rec. Mgt. Off.)

Date 5-9-90

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	k1. SALARY ADJUSTMENT								
19	QUITCLAIMS		C+2	P	--				QUITCLAIM RELEASES DWP'S PROPERTY RIGHTS NO LONGER NEEDED.
	a. DATA SHEETS								
	a1. RECORD SECTION DATA SHEET								
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. APPLICATION FOR LOT SPLIT								
	b2. CONDITIONS OF APPROVAL								
	b3. CORPORATION GRANT DEED								
	b4. DEED								
	b5. PARTIAL QUITCLAIM OF EASEMENT								
	b6. QUIT CLAIM OF DEED								
	b7. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	.01179							
	b8. RIGHT OF WAY DEED								
	c. DWP MAPS								
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	.01455							
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LEGAL NOTIFICATIONS								
	h1. NOTICE OF PENDENCY ACTION								
	i. LEGAL ORDERS/FILINGS								
	i1. ORDINANCE								
	j. LETTERS								
	k. LOGS/INDICES								
	k1. INDEXING/INPUT WORKSHEET								
	l. MEETING MINUTES								
	m. MEMORANDA								
	m1. MEMORANDUM	.01145							
	m2. MEMORANDUM	.01334							
	n. PROCUREMENT/SALES CONTRACTS								
	n1. LAND DIVISION IMPROVEMENT CONSTRUCTION AGREEMENT								
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								
	o1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							

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

CITY CLERK | Date: APRIL 5, 1990 | Sch. No. | Department/Bureau 91 C 713 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 10 of 20

City of Los [illegible]les | WP-06 | Department of Water and Power | By: (Dept. Head) | Date 5-9-90

Form Gen. 60 [illegible]d1) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	o2. TRANSMITTAL	,00028							
20	REAL ESTATE APPRAISAL FILES		C+5	5	C+10				WRITTEN ESTIMATES ON VALUE OF PROPERTY TO BE
	a. ANNOUNCEMENTS/BULLETINS								PURCHASED, SOLD, OR LEASED.
	b. BUDGET RECORDS - PROJECTED								
	b1. WORKSHEET								
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. APPRAISAL REPORT								
	c2. COMPLETED REAL ESTATE DIVISION ACQUISITION FOR IPP PROJECT								
	c3. CONDEMNATION GUARANTEE								
	c4. CONTINUATION GUARANTEE								
	c5. DESCRIPTION OF LAND PARCEL								
	c6. MARKET DATA SHEET	LD003							
	c7. ORDER FOR POSSESSION								
	c8. REQUEST FOR APPRAISAL								
	c9. RIGHT OF WAY DEED								
	c10. SUPPLEMENTAL GUARANTEE								
	c11. VALUATION REPORT								
	d. DETAIL PHOTOGRAPHS								
	e. DWP MAPS								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LEGAL APPLICATIONS								
	g1. AGREEMENT								
	h. LETTERS								
	i. LITIGATION RECORDS								
	i1. LITIGATION GUARANTEE								
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
21	REAL ESTATE PURCHASE		C+1	P	--				PROPERTY RIGHTS PURCHASED AND ACQUIRED ARE
	a. DATA SHEETS								RETAINED IN ORDER TO DEFEND DEPARTMENT'S
	a1. LAND DIVISION DATA SHEET								OWNERSHIP.
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. ACQUISITION OF PROPERTY SUBJECT TO AN ENCUMBRANCE - LIEN HOLDERS STATEMENT								
	b2. APPRAISAL SUMMARY								

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CITY CLERK
City of Los eles
Form Gen. 60 -81)

Date: APRIL 5, 1990

Sch. No. WP-06

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0713 FJ
Department of Water and Power

Office of (Original) Record
Real Estate

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

Date 5-9-90

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	b3. CERTIFICATION & NON-FOREIGN STATUS OF ENTITY TRANSFER								
	b4. CLOSING NOTICE								
	b5. CONDEMNATION GUARANTEE								
	b6. CORRECTION DEED								
	b7. DEED								
	b8. DEED OF RECONVEYANCE								
	b9. DEED OF TRUST & ASSIGNMENT OF RENTS								
	b10. EASEMENT DEED								
	b11. FIRST AND FINAL ACCOUNT & REPORT								
	b12. FULL RECONVEYANCE								
	b13. GRANT DEED								
	b14. INVENTORY & APPRAISEMENT								
	b15. LIEN HOLDERS STATEMENT - PARTIAL RECONVEYANCE								
	TRUST DEED								
	b16. OPTION								
	b17. REAL ESTATE DIVISION DATA SHEET								
	b18. REAL PROPERTY GRANT								
	b19. REQUEST FOR APPRAISAL	LD041							
	b20. REQUEST FOR FULL RECONVEYANCE								
	b21. REQUEST FOR NOTICE UNDER SECTION 2924B CIVIL CODE								
	b22. REQUEST FOR PARTIAL RECONVEYANCE								
	b23. SHORT FORM DEED OF TRUST & ASSIGNMENT OF RENTS								
	b24. SUBSTITUTION OF TRUSTEE & DEED OF RECONVEYANCE								
	b25. TRANSMISSION LINE RIGHT OF WAY								
	c. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	c1. POLICY OF TITLE INSURANCE								
	d. DWP MAPS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	1455,15184							
	e2. INTRA-DEPARTMENTAL	1455,15185							
	e3. INTRA-DEPARTMENTAL	87-69-074							
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	f2. REQUEST FOR PAYMENT	,03078							
	f3. VOUCHER CONTROL FORM	,01218							
	g. JUDGEMENTS								
	g1. JUDGEMENT CONDEMNATION								

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City of Los Angeles
Form Gen. 6(-81)

Date: APRIL 5, 1990

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Rev. No.

Department/Bureau 91 713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) for
Date 5-4-90
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Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g2. RESOLUTION								
	h. LEGAL APPLICATIONS								
	h1. PETITION FOR CONFIRMATION OF SALE OF REAL PROPERTY								
	h2. PETITION FOR PROBATE								
	i. LEGAL NOTIFICATIONS								
	i1. NOTICE OF PENDENCY ACTION								
	j. LEGAL ORDERS/FILINGS								
	k. LETTERS								
	l. LITIGATION RECORDS								
	l1. LITIGATION GUARANTEE								
	m. MANAGEMENT REPORTS								
	m1. CONDEMNATION REPORT								
	n. MEETING MINUTES								
	o. MEMORANDA								
	o1. MEMORANDUM	1146,14857							
	o2. MEMORANDUM	1334,15047							
	o3. MEMORANDUM	,01145							
	o4. MEMORANDUM	,01146							
	o5. MEMORANDUM	,01335							
	o6. MEMORANDUM								
	p. PURCHASE ORDERS								
	q. REQUISITIONS								
	q1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	q2. REQUISITION FOR PURCHASE OR TRANSFER SUPPLIES	393,14303							
	r. TRANSMITTALS/ACKNOWLEDGEMENTS								
	r1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	r2. TRANSMITTAL	28							
22	REAL PROPERTY ORIGINAL SIGNED DOCUMENTS		C	P	--				TRANSFER TO UNDERGROUND VAULTS AND STORAGE
	a. DEPARTMENT REAL ESTATE RECORDS								HUTCHINSON, KANSAS
	a1. DEED (VITAL)					V			
	a2. EASEMENT DEED (VITAL)					V			
	a3. GRANT DEED (VITAL)					V			
	a4. LEASE (VITAL)					V			
	a5. OPTION (VITAL)					V			
	a6. QUITCLAIM OF DEED (VITAL)					V			
	a7. RIGHT OF ENTRY (VITAL)					V			

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City of Los Angeles
Form Gen. 60 (Rev. 8-81)

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Sch. No. WP-06

Rev. No.

Department/Bureau 91 0713 FJ
Department of Water and Power

Office of (Original) Record
Real Estate

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

By: (City Clerk, Rec. Mgt. Off.)

Date 5-9-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	a8. RIGHT OF WAY DEED (VITAL)					V			
	a9. RIGHT OF WAY LICENSE AGREEMENT (VITAL)					V			
	a10. TEMPORARY GRANT OF EASEMENT (VITAL)					V			
	b. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	b1. POLICY OF TITLE INSURANCE (VITAL)					V			
	c. DWP MAPS								
	c1. MAP (VITAL)					V			
	c2. RIGHT OF WAY MAP (VITAL)					V			
	d. FOREIGN MAPS								
	d1. TRACT MAP (VITAL)					V			
	e. JUDGEMENTS								
	e1. GRANT OF RIGHTS (VITAL)					V			
	e2. JUDGEMENT & FINAL ORDER (VITAL)					V			
	e3. RESOLUTION								
	e4. RESOLUTION TO VACATE (VITAL)					V			
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT (VITAL)					V			
	g. LEGAL ORDERS/FILINGS								
	g1. FINAL ORDER OF CONDEMNATION (VITAL)					V			
	g2. INJUNCTION AND DECREE QUIETING TITLE (VITAL)					V			
	h. LETTERS								
	i. LICENSES								
	i1. LICENSE (VITAL)					V			
	j. MANAGEMENT REPORTS								
	j1. SITE PLAN (VITAL)					V			
	k. MEMORANDA								
	k1. MEMORANDUM								
	l. PERMITS								
	l1. PERMIT (VITAL)					V			
23	REAL PROPERTY ORIGINAL SIGNED DOCUMENTS (MICROFILM)		--	P	--				COPY FOR VITAL RECORDS PROGRAM
	a. DEPARTMENT REAL ESTATE RECORDS								
	a1. DEED								
	a2. EASEMENT DEED								
	a3. GRANT DEED								
	a4. LEASE								
	a5. OPTION								
	a6. QUIT CLAIM OF DEED								
	a7. RIGHT OF ENTRY								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	a8. RIGHT OF WAY DEED								
	b. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	b1. POLICY OF TITLE INSURANCE								
	c. DWP MAPS								
	d. FOREIGN MAPS								
	d1. TRACT MAP								
	e. JUDGEMENTS								
	e1. GRANT OF RIGHTS								
	e2. JUDGEMENT & FINAL ORDER								
	e3. RESOLUTION								
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT								
	g. LEGAL ORDERS/FILINGS								
	h. LETTERS								
	i. LICENSES								
	j. MANAGEMENT REPORTS								
	j1. SITE PLAN								
	k. MEMORANDA								
	k1. MEMORANDUM								
	l. PERMITS								
24	RECORDED TRACT MAPS		C+2	--	C+2				
	a. DEPARTMENT REAL ESTATE RECORDS								
	a1. FILING NOTIFICATION & DISTRIBUTION								
	a2. REQUEST FOR TENTATIVE TRACT MODIFICATION								
	b. FOREIGN MAPS								
	b1. TRACT MAP (VITAL)					V			
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. LETTERS								
	e. MEMORANDA								
	e1. MEMORANDUM								
25	RELOCATION ASSISTANCE PROGRAM FILE		C+2	8	C+10				
	a. BUDGET RECORDS - PROJECTED								
	a1. ESTIMATED COST OF SERVICE								
	b. CLAIMS								
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. ESTIMATE OF REPAIRS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	c2. RECEIPT OF RELOCATION INFORMATION								
	c3. REPLACEMENT HOUSING INSPECTION REPORT	R/W 1245							
	d. DWP MAPS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	.01455							
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	f2. REQUEST FOR PAYMENT	.03078							
	f3. VOUCHER CONTROL FORM	.01218							
	g. LETTERS								
	h. LOGS/INDICES								
	i. MANAGEMENT REPORTS								
	i1. PROGRAM DESCRIPTION								
	j. MEMORANDA								
	j1. MEMORANDUM	.01145							
	k. PROPOSALS								
	k1. PROPOSAL								
26	SALES OF REAL PROPERTY		C+1	P	--				SALE OF EXCESS OR SUBSTANDARD DWP PARCELS THROUGH THE PUBLIC AUCTION AND DIRECT SALE PROCESS.
	a. ANNOUNCEMENTS/BULLETINS								
	b. CLAIMS								
	b1. COMPLAINT IN EMINENT DOMAIN								
	c. CONSTRUCTION CONTRACTS								
	c1. UTILITIES AGREEMENT								
	d. DEPARTMENT REAL ESTATE RECORDS								
	d1. ADDENDUM TO ESCROW INSTRUCTIONS								
	d2. CONVEYANCE								
	d3. DEED								
	d4. DIRECTOR'S DEED								
	d5. EASEMENT DEED								
	d6. ESCROW INSTRUCTIONS								
	d7. GRANT, BARGAIN, SALE DEED								
	d8. HIGHWAY EASEMENT								
	d9. INDENTURE OF LEASE								
	d10. OFFER TO PURCHASE								
	d11. PROPERTY DESCRIPTION								
	d12. REQUEST FOR APPRAISAL								
	d13. RIGHT OF ENTRY								
	e. DETAIL PHOTOGRAPHS								

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RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 91 00713 FJ
Department of Water and Power

Office of (Original) Record
Real Estate

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) for

Date 5-9-90

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	f. DWP MAPS								
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	1455,01455							
	h2. INTRA-DEPARTMENTAL	87-69-074							
	i. INVOICES/PAYMENTS								
	i1. CASH MEMORANDUM RECEIPT								
	i2. CHECK								
	i3. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	i4. VOUCHER CONTROL FORM								
	j. JUDGEMENTS								
	j1. RESOLUTION								
	k. LEGAL NOTIFICATIONS								
	k1. AFFIDAVIT AND AGREEMENT								
	k2. NOTICE OF SALE								
	k3. SUMMONS								
	l. LEGAL ORDERS/FILINGS								
	l1. ORDINANCE								
	m. LETTERS								
	n. LOGS/INDICES								
	n1. INDEXING/INPUT WORKSHEET								
	o. MEMORANDA								
	o1. MEMORANDUM	1146,01146							
	o2. MEMORANDUM	1335,01335							
	o3. MEMORANDUM	,01145							
	o4. MEMORANDUM	,01146							
	o5. MEMORANDUM	,14857							
	p. PROCUREMENT/SALES CONTRACTS								
	p1. CONSENT TO COMMON USE AGREEMENT								
	q. REQUISITIONS								
	q1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	r. TRANSMITTALS/ACKNOWLEDGEMENTS								
	r1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	r2. TRANSMITTAL	,00028							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	Vital	Hist	Conf	REMARKS
27	SAN FERNANDO WATER - LEGAL ISSUES		--	P	--				HISTORICAL DATA RELATING TO LAWSUIT AND APPEALS REGARDING WATER RIGHTS BELONGING TO THE CITY OF LOS ANGELES.
	a. DETAIL PHOTOGRAPHS								
	b. LETTERS								
28	SCRIP FILES		C+2	P	--				GOVERNMENT ISSUED VOUCHERS FOR PURCHASE OF FEDERAL LANDS. PROGRAM TERMINATED AND UNUSED DWP SCRIP WAS REDEEMED BY GOVERNMENT.
29	TAX RATE BOOKS AND TAX TABULATIONS		S+2	--	S+2				
	a. MANAGEMENT REPORTS								
	b. TAX RECORDS								
30	ZONE VARIANCE/CONDITIONAL USE APPROVALS		C+1	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	,00148							
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. APPROVAL OF PLANS REPORT								
	c2. EASEMENT								
	c3. RECOMMENDATIONS TABLE								
	c4. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS								
	c5. ZONING APPLICATION FOR CONDITIONAL USE								
	d. DETAIL PHOTOGRAPHS								
	e. DWP MAPS								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LEGAL NOTIFICATIONS								
	i. LEGAL ORDERS/FILINGS								
	i1. ORDINANCE								
	j. LETTERS								
	k. MANAGEMENT REPORTS								
	l. MEETING MINUTES								
	m. MEMORANDA								
	m1. MEMORANDUM	1146,01146							
	m2. MEMORANDUM	1147,01147							
	m3. MEMORANDUM	1344,15047							
	n. PUBLIC RELATIONS COMMUNICATIONS								
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Real Estate

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	o1. TRANSMITTAL	,00028							
31	SPECIAL APPRAISER FILES		10	--	10				
	a. CHANGE DOCUMENTS								
	a1. CHANGE ORDER								
	b. EMPLOYMENT RECORDS								
	b1. RESUME								
	c. INVOICES/PAYMENTS								
	c1. INVOICE								
	c2. REQUEST FOR PAYMENT	,03078							
	c3. VOUCHER CONTROL FORM	,01218							
	d. JUDGEMENTS								
	d1. RESOLUTION								
	e. LETTERS								
	f. PURCHASE ORDERS								
	f1. PURCHASE ORDER	,00001							
	f2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	g. STATUS REPORTS								
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. TRANSMITTAL	,00028							
32	WORK ORDER FILES		C+5	--	C+5				
	a. CHANGE DOCUMENTS								
	a1. WORK ORDER SENSITIVE DATA CHANGE								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. INVOICES/PAYMENTS								
	c1. REQUEST FOR PAYMENT	,03078							
	c2. VOUCHER CONTROL FORM	,01218							
	d. MANAGEMENT REPORTS								
	d1. LAND DIVISION MASTER WORK ORDER LIST								
	d2. REAL ESTATE DIVISION WORK ORDER LIST								
	e. MEMORANDA								
	e1. MEMORANDUM	,01145							
	e2. MEMORANDUM	,01334							
	f. REQUISITIONS								
	f1. WORK ORDER ZIP FORM	,02822							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
33	REAL ESTATE DIVISION REPORTS & PROCEDURES		AR	--	~~AR~~ 7 yrs. *				Reference: 91 000865 FJ
	a. ENGINEERING PROCEDURES								
	b. MANAGEMENT REPORTS								
34	APPRAISAL SUBJECT/CORRESPONDENCE FILES		5	--	5				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CHANGE DOCUMENTS								
	b1. CHANGE ORDER								
	c. CONSULTING CONTRACTS								*Duplicates filed with Original records as additional information.
	c1. CONSULTING CONTRACT								Reference: 91 000865 FJ
	c2. CONSULTING SERVICES AGREEMENT								
	d. DEPARTMENT REAL ESTATE RECORDS								
	d1. REQUEST FOR APPRAISAL								
	e. DWP MAPS								
	f. EMPLOYEE ACCOUNTS RECORDS								
	f1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	g. FINANCIAL REPORTS								
	g1. EXPENSE REPORT								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	,01455							
	i. INVOICES/PAYMENTS								
	i1. INVOICE								
	i2. REQUEST FOR PAYMENT	,03078							
	i3. VOUCHER CONTROL FORM	,01218							
	j. JUDGEMENTS								
	j1. RESOLUTION								
	k. LEGAL APPLICATIONS								
	k1. AGREEMENT								
	l. LETTERS								
	m. MANAGEMENT REPORTS								
	m1. REPORT								
	n. MEMORANDA								
	n1. MEMORANDUM	,01145							
	o. PROCUREMENT/SALES CONTRACTS								*Duplicates filed with Original records as additional information.
	o1. CONTRACT								Reference: 91 000865 FJ
	p. PURCHASE ORDERS								
	p1. PURCHASE ORDER	,00001							
	p2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	q. TIMEKEEPING RECORDS								

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

CITY CLE[illegible] Date: APRIL 5, 1990
City of Lo[illegible]geles Sch. No.
Form Gen. 6[illegible]-81) WP-06

Department/Bureau 91 [illegible]713 FJ
Department of Water and Power

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) for
Date 5-9-90

Page: 20 of 20

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No.

Office of (Original) Record
Real Estate

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	q1. TIME REPORT								
	r. TRANSMITTALS/ACKNOWLEDGEMENTS								
	r1. TRANSMITTAL	,00028							
35	MICROFILM OF ITEMS #1 - 34 ABOVE (EXCEPT #23)		--	199	199				
36	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

City of Los Angeles
Form Gen. 61 (Rev 10-71)

WP-08
Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department of Water and Power
Division
Management Information Serv

040716 FJ

By: (Dept. Head) R. Rust C. Burt
By: (City Clerk, Rec. Mgt. Off.)

Date 5-9-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	BILLINGS FOR MANAGEMENT INFORMATION SERVICES		5	--	5		ACCOUNTING
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	b1. DEPARTMENT BILL POWER REVENUE FUND	,03099					
	b2. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407					
	b3. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
	b4. INTERFUND BILLING POWER REVENUE FUND	,03099					
	b5. INVOICE						
	b6. JOURNAL VOUCHER	,03101					
	b7. JOURNAL VOUCHER	,03103					
	b8. SUPPLEMENT	,01407					
	b9. SUPPLEMENT TO WATER FUND JOURNAL VOUCHER, POWER FUND, INTERFUND BILLING	,01407					
	b10. VOUCHER CONTROL FORM	,01218					
	c. LOGS/INDICES						
	d. MEMORANDA						
	d1. MEMORANDUM	,01147					
	e. PURCHASE ORDERS						
	e1. SUB-PURCHASE ORDER	,00009					
	f. RECORD TRANSMITTALS						
	f1. RECORDS TRANSFER CONTROL	,02673					
2	BUDGET FILES		3	2	5		ORIGINATING OFFICE
	a. CHANGE DOCUMENTS						
	a1. INSTANT CHANGE NOTICE	MS308					
	b. DATA SHEETS						
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	d. FINANCIAL REPORTS						
	e. FLOWCHARTS						
	f. INFORMATION SERVICES RECORDS						
	f1. COMPUTER SYSTEMS SERVICE REQUEST	,03279					

NOTES:

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

City of Los Angeles
Form Gen. 6[illegible] (R 10-31)

Con. No. WP-08 Rev. No. /

Department/Bureau 91 000710 P3
Department of Water and Pow
Division
Management Information Servi[illegible]

By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) [illegible]te

RECORDS [illegible]NTION SCHEDULE
(Du[illegible]ate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. INTERDEPARTMENTAL COMMUNICATIONS						
	h. LETTERS						
	i. LOGS/INDICES						
	i1. PAYROLL PRODUCTION FOLLOW UP LOG	MS191					
	j. MANAGEMENT PROCEDURES						
	k. MEMORANDA						
	k1. MEMORANDUM	MS 094					
	k2. MEMORANDUM	,01145					
	k3. MEMORANDUM	,01146					
	k4. MEMORANDUM	,01147					
	k5. MEMORANDUM	,01334					
	k6. MEMORANDUM	,01335					
	l. OPERATIONAL REPORTS						
	l1. MIS COMPUTER SERVICE CENTER DAILY PRODUCTION PROBLEM REPORT	MS708					
	m. OPERATIONS & MAINTENANCE PROCEDURES						
	n. REQUISITIONS						
	n1. CENTRAL SERVICES PRINTING REQUISITION	,03068					
	n2. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	n3. INFORMATION SERVICES SUPPORT REQUEST	,03279					
	o. ROUTING SLIPS						
	o1. OUTPUT DISTRIBUTION	MS 891					
	p. TIMEKEEPING RECORDS						
	p1. DAILY TIME REPORT	,03113					
	p2. DAILY TIME REPORT	,03244					
	q. TRANSMITTALS/ACKNOWLEDGEMENTS						
	r. TURNOVER PACKAGE RECORDS						
	r1. INFORMATION SYSTEMS DIVISION PRODUCTION TURNOVER DOCUMENT	25SE					
	s. VENDOR MANUALS/CATALOGS						

NOTES:

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 0 716 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: By: (Dept. Head) Page: 03 of 13
City of Los An s WP-08 Department of Water and Po Date
Form Gen. 61 (R

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. 1 1 Division Management Information Services By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
3	CASH PURCHASE MEMOS		5	--	5		ACCOUNTING - RESERVED FOR FUTURE USE
4	CONTRACTS, PURCHASE ORDERS, AND SUB-PURCHASE ORDERS		C+2	3	C+5		GENERAL SERVICES/ACCOUNTING
	a. ADDENDA TO SPECIFICATIONS						
	b. AGENDA						
	b1. MEETING AGENDA						
	c. ANNOUNCEMENTS/BULLETINS						
	d. BID RECORDS						
	d1. REQUEST FOR BID	GS/S 9					
	e. BUDGET RECORDS - PROJECTED						
	f. CONTRACT ADMINISTRATION RECORDS						
	g. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	h. DATA SHEETS						
	i. EMPLOYMENT RECORDS						
	i1. RESUME						
	j. INTRADEPARTMENTAL COMMUNICATIONS						
	j1. INTRA-DEPARTMENTAL	,01455					
	k. INVOICES/PAYMENTS						
	k1. BILL OF LADING	56,14052					
	k2. DELIVERY RECEIPT	,00817					
	k3. INTERNAL RESOLUTION FORM	AP7					
	k4. INVOICE						
	k5. PETTY CASH VOUCHER	,00724					
	k6. VOUCHER CONTROL FORM	,01218					
	l. LEGAL APPLICATIONS						
	l1. AGREEMENT						
	m. LETTERS						
	n. LOGS/INDICES						
	o. MANAGEMENT REPORTS						
	p. MANAGEMENT SCHEDULES						
	q. MEETING MINUTES						

NOTES:

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 0[illegible]16 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Yes Page: 04 of 13
City of Los Ar[illegible]s WP-08 Department of Water and Pc By: (Dept. Head) ate
Form Gen. 61 (R

RECORDS R[illegible]ENTION SCHEDULE (Duplicate Records)

Rev. No. / Division Management Information Services By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	r. MEMORANDA						
	r1. CORRECTION NOTICE	,00993					
	r2. MEMORANDUM	,01145					
	r3. MEMORANDUM	,01147					
	r4. MEMORANDUM						
	s. OPERATIONS & MAINTENANCE PROCEDURES						
	t. PROCUREMENT/SALES CONTRACTS						
	t1. CONTRACT						
	u. PURCHASE ORDERS						
	u1. PURCHASE ORDER	,00001					
	u2. PURCHASE ORDER	,00002					
	u3. PURCHASE ORDER	,00003					
	u4. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	u5. SUB-PURCHASE ORDER	,00008					
	v. RECORDS RETENTION AUTHORIZATIONS						
	w. RECORDS RETENTION SCHEDULE CONCORDANCES						
	x. REQUISITIONS						
	x1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	x2. REQUISITION FOR MATERIAL/SERVICES	,01660					
	x3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14303					
	x4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	y. RETENTION SCHEDULES						
	z. SPECIFICATIONS						
	aa. STATUS REPORTS						
	ab. TECHNICAL REPORTS						
	ac. TELEX/TWX/TELECOPY COMMUNICATIONS						
	ad. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ad1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	ae. VENDOR MANUALS/CATALOGS						

NOTES:

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

CITY CLERK Date: AUGUST 28, 1990 | Sch. No. | Department/Bureau | 91 000716 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 05 of 15

City of Los [illegible]les | WP-08 | Department of Water and [illegible] | By: (Dept. Head) | Date

Form Gen. 61 [illegible]) | Rev. No. 1 | Division: Management Information Services | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
5	DISCIPLINARY/GRIEVANCE/DISCRIMINATION COMPLAINT FILES		C+2	3	C+5		HUMAN RESOURCES - RESERVED FOR FUTURE USE
6	EMPLOYEE TRAVEL AND EXPENSE FILES		AR	5	AR+5		ACCOUNTING
	a. AGENDA						
	b. EMPLOYEE ACCOUNTS RECORDS						
	b1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280					
	b2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	b3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	c. INVOICES/PAYMENTS						
	c1. CHECK						
	c2. SUB VOUCHER	,00046					
	c3. VOUCHER CONTROL FORM	,01218					
	d. LETTERS						
	e. MEMORANDA						
	e1. MEMORANDUM	,01145					
	e2. MEMORANDUM	,01147					
	e3. MEMORANDUM	,01334					
	e4. MEMORANDUM						
	f. TIMEKEEPING RECORDS						
	f1. ATTENDANCE AUTHORITY	,02329					
	g. TRANSMITTALS/ACKNOWLEDGEMENTS						
	g1. TRANSMITTAL	MS862					
7	INTER & INTRA DEPARTMENT BULLETINS, MANUALS & PROCEDURES		AR	--	AR		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. BUDGET RECORDS - PROJECTED						
	b1. CAPITAL PROGRAM SUMMARY	,02754					
	b2. EXPENSE ITEM DETAIL	2750,02750					
	c. CHANGE DOCUMENTS						
	d. DATA SHEETS						

NOTES:

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

City of Los Angeles
Form Gen. 61 (Rev. 3-31)

Sch. No. WP-08
Rev. No. /

Department/Bureau: Department of Water and
Division: Management Information Services

Certified per Sec. 12.3(c) of L.A. Admin. Code.
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d1. DATA PROCESSING RECORD DESCRIPTION	4 SE					
	e. DWP FLOW DIAGRAMS						
	f. INFORMATION SERVICES RECORDS						
	f1. DATA TRANSCRIPTION	3 SC					
	g. LOGS/INDICES						
	g1. MULTIPLE CARD LAYOUT FORM	9 SE					
	g2. PRINTER SPACING CHART	21 SE					
	g3. PROGRAM DOCUMENTATION CHECKLIST	18 SE					
	g4. PROGRAM REVISION LOG	3 SE					
	h. MANAGEMENT PROCEDURES						
	i. MANAGEMENT REPORTS						
	j. OPERATIONAL REPORTS						
	k. OPERATIONS & MAINTENANCE PROCEDURES						
	l. POSITION DESCRIPTIONS						
	m. REQUISITIONS						
	m1. COMPUTER OUTPUT MICROFILM WORK ORDER	026-07-24-74					
	n. ROUTING SLIPS						
	o. STANDARDS						
	p. TRANSMITTALS/ACKNOWLEDGEMENTS						
	p1. DOCUMENT TRANSMITTAL	8 SC					
	q. TURNOVER PACKAGE RECORDS						
	q1. PRODUCTION TURNOVER DOCUMENT	25 SE					
8	PERSONNEL ADMINISTRATIVE FILES		2	3	5		HUMAN RESOURCES
9	PUBLICATIONS & REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. CONTRACT ADMINISTRATION RECORDS						
	c. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						

NOTES:

1. NON-RECORD MATERIALS

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

CITY CLERK Date: AUGUST 28, 1990
City of Los les
Form Gen. 61 I)

Sch. No. WP-08
Rev. No. 1

Department/Bureau 91 0 716 FJ
Department of Water and r.
Division
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d. CONVERSATION RECORDS						
	d1. TELEPHONE CALL SLIP	,00148					
	e. CUSTOMER SERVICE RECORDS						
	f. DATA SHEETS						
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. INVOICES/PAYMENTS						
	h1. INVOICE						
	h2. VOUCHER CONTROL FORM						
	i. JOB SCHEDULES						
	j. LETTERS						
	k. LICENSES						
	l. MANAGEMENT REPORTS						
	m. MANAGEMENT SCHEDULES						
	n. MEMORANDA						
	n1. MEMORANDUM	,01147					
	o. OPERATING AND MAINTENANCE SCHEDULES						
	p. PROCUREMENT/SALES CONTRACTS						
	q. PROFESSIONAL DEVELOPMENT RECORDS						
	r. PURCHASE ORDERS						
	r1. PURCHASE ORDER	,00001					
	r2. PURCHASE ORDER	,00003					
	r3. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	s. REQUISITIONS						
	s1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	t. TELEX/TWX/TELECOPY COMMUNICATIONS						
	u. TIMEKEEPING RECORDS						
	v. TRANSMITTALS/ACKNOWLEDGEMENTS						
	v1. PURCHASING BID TRANSMITTAL	,02280					
	w. VENDOR MANUALS/CATALOGS						

NOTES:

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

City of Los Angeles
Form Gen. 61 (P[illegible]91)

Sch. No. | Department/Bureau [illegible] | By: (Dept. Head) | Date

WP-08 | Department of Water and P[illegible]

RECORDS [illegible]ENTION SCHEDULE
(Duplicate Records)

Rev. No. / | Division: Management Information Services | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
10	REPORTS		AR	--	AR		ORIGINATING OFFICE
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	c. LOGS/INDICES						
	d. MANAGEMENT REPORTS						
	e. MEMORANDA						
	e1. MEMORANDUM	,01145					
	f. OPERATIONAL REPORTS						
	f1. CIS PROBLEM REPORT	C0032					
11	REPORTS, ACTIVITY		1	--	1		ORIGINATING OFFICE - RESERVED FOR FUTURE USE
12	REQUISITIONS FOR SUPPLIES		2	--	2		GENERAL SERVICES/MIS
	a. CONVERSATION RECORDS						
	a1. CALL SLIP	,00146					
	b. CUSTOMER SERVICE RECORDS						
	c. EMPLOYMENT RECORDS						
	d. EXTERNAL INSPECTION RECORDS						
	d1. STATEMENT OF MAILING WITH PERMIT INPRINT	3602					
	e. FINANCIAL REPORTS						
	f. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	f1. UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. INVOICES/PAYMENTS						
	h1. INVOICE						
	h2. INVOICE CORRECTION NOTICE	,03081					
	h3. VOUCHER CONTROL FORM	,01218					
	i. LETTERS						
	j. LOGS/INDICES						
	k. MEMORANDA						

NOTES:

Retention Code: A = Audit | AR = Annual Review | C = Closed or Completion | E = Expiration | P = Permanent | S = Superceded | T = Terminatio

CITY CLERK Date: AUGUST 28, 1990
City of Los les
Form Gen. 61)

Sch. No. WP-08
Rev. No. /

Department/Bureau 91 0(16 FJ
Department of Water and
Division
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	k1. CORRECTION NOTICE	,00993					
	k2. MEMORANDUM	,01147					
	k3. MEMORANDUM	,01334					
	l. PROCUREMENT/SALES CONTRACTS						
	m. PURCHASE ORDERS						
	m1. PURCHASE ORDER	,00001					
	m2. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	m3. SUB-PURCHASE ORDER	,00009					
	n. REQUISITIONS						
	n1. BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380					
	n2. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	n3. REPRODUCTION SERVICE	,3056					
	n4. REQUISITION FOR MATERIAL/SERVICES	,01659					
	n5. REQUISITION FOR MATERIAL/SERVICES	,01660					
	n6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	n7. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	n8. REQUISITION FOR STATIONERY SUPPLIES	,00903					
	o. ROUTING SLIPS						
	p. SPECIFICATIONS						
	q. TELEX/TWX/TELECOPY COMMUNICATIONS						
	r. TRANSMITTALS/ACKNOWLEDGEMENTS						
	r1. PURCHASING BID TRANSMITTAL	,02280					
	s. VENDOR MANUALS/CATALOGS						
13	SAFETY MEETING MINUTES		AR	--	AR		ORIGINATING OFFICE - RESERVED FOR FUTURE USE

NOTES:

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

CITY CLERK Date: AUGUST 28, 1990
City of Los es
Form Gen. 61 (1)

Sch. No. WP-08
Rev. No. /

Department/Bureau 91 0 16 FJ
Department of Water and Power
Division
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
14	SURPLUS PRINTED MATERIALS		AR	--	AR	1	
	a. ANNOUNCEMENTS/BULLETINS						
15	TAPES AND DISKS		S	--	S		RESERVED FOR FUTURE USE
16	TIMEKEEPING FILES		1	--	1		ACCOUNTING
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. GRIEVANCE RESPONSE	LR-002					
	b. CLAIMS						
	b1. ACCIDENT ANALYSIS	,02747					
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808,16644					
	c2. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016					
	c3.. DOCTOR'S CERTIFICATE OF SICKNESS	MS 122					
	c4. DOCTOR'S RELEASE	,02202					
	c5. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948					
	c6. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR948					
	c7. DWP RETURN TO WORK CERTIFICATE	,02202					
	c8. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	c9. RETURN TO WORK SLIP	,02202					
	c10. STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					
	d. EMPLOYMENT RECORDS						
	d1. MANAGEMENT INFORMATION SERVICES NOTICE OF CHANGE IN WORK SCHEDULE	MS052					
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	f. INVOICES/PAYMENTS						
	f1. INVOICE						

NOTES:

1. NON-RECORD MATERIALS

CITY CLERK Date: AUGUST 28, 1990
City of Los es
Form Gen. 61 ( )

Sch. No. WP-08
Rev. No.

91 00 16 FJ

Department/Bureau: Department of Water and Power
Division: Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	f2. RECORD OF INVOICES PASSED	,00261					
	f3. VOUCHER CONTROL FORM	,01218					
	g. LETTERS						
	h. LOGS/INDICES						
	i. MANAGEMENT REPORTS						
	i1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069					
	j. MEETING MINUTES						
	k. MEMORANDA						
	k1. MEMORANDUM	,01145					
	k2. MEMORANDUM	,01147					
	k3. MEMORANDUM	,01334					
	k4. MEMORANDUM	,01335					
	l. POSITION DESCRIPTIONS						
	l1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	m. PURCHASE ORDERS						
	m1. PURCHASE ORDER	,00003					
	m2. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	n. RECORDS RETENTION AUTHORIZATIONS						
	n1. RECORDS RETENTION AUTHORIZATION	,02317					
	o. TIMEKEEPING RECORDS						
	o1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485					
	o2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	o3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02619					
	o4. ATTENDANCE CARD						
	o5. CERTIFICATE OF JURY SERVICE	76C805A					
	o6. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	o7. DAILY TIME CARD	TC02					
	o8. INFORMATION SYSTEMS APPLICATION FOR TIME OFF	MS212					

NOTES:

CITY CLERK Date: AUGUST 28, 1990
City of Los Angeles
Form Gen. 61 ( )

Sch. No. WP-08
Rev. No. 1

Department/Bureau 91 000716 FJ
Department of Water and
Division
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible] Page: 12 of 15
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	o9. NOTICE OF ABSENCE	,02728					
	o10. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	o11. TIME CARD	TC02					
	o12. TIME ROLL CORRECTION AUTHORITY	87-02-734					
	o13. VACATION FORM	,01113					
	o14. VACATION REQUEST/CANCELLATION FORM	MS326					
	p. WAGE/SALARY STRUCTURE RECORDS						
17	LIBRARIES		AR	--	AR		
	a. CHANGE DOCUMENTS						
	a1. PROJECT CHANGE REQUEST.	MIS407					
	b. DWP FLOW DIAGRAMS						
	c. FINANCIAL REPORTS						
	d. JOB SCHEDULES						
	e. LOGS/INDICES						
	f. MANAGEMENT PROCEDURES						
	g. MEMORANDA						
	g1. MEMORANDUM	,01145					
	g2. MEMORANDUM	,01147					
	g3. MEMORANDUM						
	h. OPERATING AND MAINTENANCE SCHEDULES						
	i. OPERATIONAL REPORTS						
	i1. DOCUMENT DISCREPANCY INQUIRY	MIS277					
	i2. PROBLEM REPORT	,MS929					
	j. OPERATIONS & MAINTENANCE PROCEDURES						
	k. POSITION DESCRIPTIONS						
	l. REQUISITIONS						
	l1. INFORMATION SERVICES SUPPORT REQUEST	,03279					
	l2. SERVICE REQUEST	MIS257					
	m. STATUS REPORTS						
	n. TURNOVER PACKAGE RECORDS						

NOTES:

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

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RECORDS RETENTION SCHEDULE (Duplicate Records)

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Rev. No.

Department/Bureau 91 [illegible]716 FJ
Department of Water and Power
Division
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
18	MICROFILM OF ITEMS #1 - 17 ABOVE (EXCEPT #15)		--	199	199		
19	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 25 ON WP-08 ORIGINAL. HARDCOPY OF ITEMS #1 - 17 ON WP-08 DUPLICATE (EXCEPT #15).
20	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

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CITY CLERK
City of Los Ang
Form Gen. 60 (R 1(

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Department/Bureau 91 00[illegible]5 FJ

Department of Water and Pow[illegible] 91 CW07[illegible] FJ

Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible] Page: [illegible]

By: (Dept. Head) Robert C. Bu[illegible] 4-91

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	BANK CHECK STATEMENTS		3	3	6				RESERVED FOR FUTURE USE
2	BILLINGS FOR DATA PROCESSING SERVICES		3	2	5				CHARGES FOR INTERNAL USERS OF MIS DATA PROCESSING SERVICES.
	a. CONTRACT ADMINISTRATION RECORDS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	b2. INTRA-DEPARTMENTAL	,01456							
	c. INVOICES/PAYMENTS								
	c1. INVOICE								
	c2. VOUCHER CONTROL FORM	,01218							
	d. LETTERS								
	e. LOGS/INDICES								
	f. MEMORANDA								
	f1. MEMORANDUM	,01147							
	g. PURCHASE ORDERS								
	g1. PURCHASE ORDER	,00001							
	g2. PURCHASE ORDER	,00003							
	g3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	g4. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
	h. SPECIFICATIONS								
	i. TRANSMITTALS/ACKNOWLEDGEMENTS								
	i1. PURCHASING BID TRANSMITTAL	,02280							
3	BUDGET & EXPENDITURE FILES		2	5	7				REFERS TO EXECUTIVE OFFICE COPY ONLY. SEE
	a. BUDGET RECORDS - ACTUAL								DUPLICATE SCHEDULE, "BUDGET FILES" FOR OTHER
	b. BUDGET RECORDS - PROJECTED								COPIES.
	c. EMPLOYMENT RECORDS								
	d. FINANCIAL REPORTS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. LOGS/INDICES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	h. PROPOSALS								
	h1. PROPOSAL								
	i. PURCHASE ORDERS								
	i1. PURCHASE ORDER	,00001							
	i2. PURCHASE ORDER	,00003							
	j. REQUISITIONS								

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CITY CLERK
City of Los An
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Date: AUGUST 28, 1990

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Rev. No. 1

Department/Bureau 91 0 15 FJ
Department of Water and Pow

Office of (Original) Record
Management Information Services

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

By: (City Clerk, Rec. Mgt. Off.)

Date 4-4-91

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	j1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	k. SPECIFICATIONS								
	l. STATUS REPORTS								
	l1. ORGANIZATIONAL PROGRESS CHART	GM 428							
4	BULLETINS, ORIGINAL		3	P	--				REFERS TO INFORMATION RESOURCE MANAGEMENT
	a. ANNOUNCEMENTS/BULLETINS								SECTION'S COPY ONLY. SEE DUPLICATE SCHEDULE
	b. BID RECORDS								FOR OTHER COPIES.
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT								
	g. LETTERS								
	h. MEMORANDA								
	h1. MEMORANDUM	,01145							
	i. PROCUREMENT/SALES CONTRACTS								
	j. PURCHASE ORDERS								
	j1. PURCHASE ORDER	,00003							
	k. TRANSMITTALS/ACKNOWLEDGEMENTS								
	k1. TRANSMITTAL	,00028							
	l. WAGE/SALARY STRUCTURE RECORDS								
5	COMPUTER OPERATIONS REPORTS AND LOGS		AR	5	AR+5				COMPUTER PERFORMANCE DOCUMENTS.
	a. AGENDA								
	a1. MEETING AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BUDGET RECORDS - ACTUAL								
	c1. GENERAL LEDGER ACCOUNT	,03368							
	c2. GENERAL LEDGER ACCOUNT	,14182							
	d. CHANGE DOCUMENTS								
	e. EDUCATION/TRAINING RECORDS								
	f. EMPLOYEE ACCOUNTS RECORDS								
	f1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	f2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	f3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	g. FI IAL REPORTS								

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Department/Bureau 91 000-15 FJ
Department of Water and Powe

Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible]
By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	h. FLOWCHARTS								
	i. INTERDEPARTMENTAL COMMUNICATIONS								
	i1. INTER-DEPARTMENTAL	GEN. 160							
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	k. INVOICES/PAYMENTS								
	k1. DEPARTMENT TRANSFER	,01920							
	k2. DEPARTMENT TRANSFER	,01921							
	l. LETTERS								
	m. LOGS/INDICES								
	n. MANAGEMENT PROCEDURES								
	o. MANAGEMENT REPORTS								
	o1. AUDIT	,01218							
	p. MEMORANDA								
	p1. MEMORANDUM	,01146							
	p2. MEMORANDUM	,01147							
	p3. MEMORANDUM	,01334							
	p4. MEMORANDUM	,01335							
	p5. MEMORANDUM								
	q. OPERATIONAL REPORTS								
	q1. COMPUTER HOURLY BATCH BACKLOG SYSTEM	MS 486							
	r. OPERATIONS & MAINTENANCE PROCEDURES								
	s. RECORD TRANSMITTALS								
	s1. RECORDS TRANSFER CONTROL	,02673							
	t. REQUISITIONS								
	t1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	t2. REPRODUCTION SERVICE	,3056							
	t3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	t4. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	u. RETENTION SCHEDULES								
	v. SPACE/EQUIPMENT ALLOCATION RECORDS								
	w. STATUS REPORTS								
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								
	x1. BID TRANSMITTAL	,02280							

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CITY CLERK
City of Los An s
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Date: AUGUST 28, 1990

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Rev. No. 1

Department/Bureau 91 000-15 *FJ
Department of Water and Pc

Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
6	EMPLOYEE PERSONNEL FILES		T+2	78	T+80				SEPARATE RECORD FOR EACH EMPLOYEE.
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE INITIATION	LR-001							
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a3. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. BID RECORDS								
	c. CHANGE DOCUMENTS								
	c1. NOTICE OF CHANGE IN WORK SCHEDULE	MS052							
	d. CLAIMS								
	e. CONVERSATION RECORDS								
	e1. CALL SLIP	,00148							
	f. EDUCATION/TRAINING RECORDS								
	f1. TUITION REIMBURSEMENT APPLICATION	IR269							
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	g1. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808,02808							
	g2. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016							
	g3. CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	MVP21							
	g4. DOCTOR'S RELEASE	,02202							
	g5. DOCTOR'S SLIP	,02202							
	g6. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	g7. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	g8. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	g9. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020,00032							
	g10. RETURN TO WORK SLIP	,01844							
	g11. RETURN TO WORK SLIP	,02202							
	h. EMPLOYMENT RECORDS								
	h1. APPLICATION FOR EMPLOYMENT	PDR-1							
	h2. CHANGE OF EMERGENCY INFORMATION	,03395							
	h3. CHANGE OF HOME ADDRESS	,00466							
	h4. CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	,00012							
	h5. EMPLOYEE EVALUATION REPORT	PDAS 28							
	h6. EMPLOYEES RECORD	87-02-733C							
	h7. INTERVIEW DATA SHEET	3381							
	h8 NOTICE OF COMMENDATION	GEN. 79							

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CITY CLERK
City of Los An[illegible]s
Form Gen. 60 (R[illegible])

Date: AUGUST 28, 1990

Sch. No. WP-08

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Po

Office of (Original) Record: Management Information Services

91 000715 FJ

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

By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	h9. REPORT OF APPOINTMENT	,02-762							
	h10. REQUEST FOR CERTIFICATION	PDAS 15							
	h11. RESUME								
	h12. TERMINATION OF EMPLOYMENT	,00723							
i.	INTERDEPARTMENTAL COMMUNICATIONS								
	i1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
j.	INTRADEPARTMENTAL COMMUNICATIONS								
	j1. INTRA-DEPARTMENTAL	,01455							
k.	INVOICES/PAYMENTS								
	k1. INVOICE								
l.	LETTERS								
m.	LOGS/INDICES								
	m1. PROGRESS LOG	GS 179							
n.	MANAGEMENT REPORTS								
	n1. TELEPHONE INFORMATION AND PERSONNEL RECORD	,02069							
	REPORT								
o.	MEDICAL RECORDS								
p.	MEMORANDA								
	p1. MEMORANDUM	,01145							
	p2. MEMORANDUM	,01147							
	p3. MEMORANDUM	,01334							
	p4. MEMORANDUM	,01335							
q.	POSITION DESCRIPTIONS								
	q1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	q2. POSITION DESCRIPTION	PDES 3							
r.	SURVEYS/QUESTIONNAIRES								
s.	TIMEKEEPING RECORDS								
	s1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	s2. ALLOWED TIME FOR ORGANIZATION	MS004							
	s3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	s4. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	s5. DAILY TIME REPORT AUTHORITY FOR CHANGE	AC-324							
	s6. NOTICE OF ABSENCE	,02728							
	s7. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	s8. REQUEST FOR REVISION OF WORK SCHEDULE	MS 798							
	s9. TIME CARD	,02258							
	s10. TIME OFF WITH PAY	MS 387							
	s TIME ROLL CORRECTION AUTHORITY	2734							

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CITY CLERK
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Date: AUGUST 28, 1990

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Rev. No.

Department/Bureau 91 0 15 FJ
Department of Water and Po
Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: Y/N
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	cont	REMARKS
	s12. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	s13. VACATION FORM	,01113							
	t. WAGE/SALARY STRUCTURE RECORDS								
	t1. PAY CHECK DISBURSEMENT ORDER	441,00441							
	t2. SALARY ADJUSTMENT								
7	EQUIPMENT BID SPECIFICATIONS		S	2	S+2				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	,01455							
	b. MEMORANDA								
	b1. MEMORANDUM	,01147							
	c. SPECIFICATIONS								
	c1. SPECIFICATION	1799							
8	INFORMATION SYSTEMS COMPUTER REPORTS		3	2	5				
	a. CHANGE DOCUMENTS								
	a1. CIS REQUEST FOR ENHANCEMENT OR DESIGN CHANGE	C0031							
	a2. PAYROLL CHANGE REQUEST	MS926							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c. EMPLOYMENT RECORDS								
	d. FINANCIAL REPORTS								
	e. INTERDEPARTMENTAL COMMUNICATIONS								
	e1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	f. INVOICES/PAYMENTS								
	f1. CHECK								
	g. LETTERS								
	h. LOGS/INDICES								
	h1. COMPUTER REPORTS DISTRIBUTION	MS891							
	h2. EAS PROBLEM REPORT LOG	MIS409							
	h3. PAYROLL CHANGE REQUEST LOG	MS925							
	i. MEMORANDA								
	i1. MEMORANDUM	MS753							
	i2. MEMORANDUM	,01145							
	i3. MEMORANDUM	,01147							
	j. OPERATIONAL REPORTS								
	j1. EAS PROBLEM REPORT	MIS408							
	j2. MIS COMPUTER SERVICE CENTER DAILY PRODUCTION PROBLEM REPORT	MS708					I		

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 00 15 FJ
Department of Water and Pow
Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	k. REQUISITIONS								
	k1. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	l. TURNOVER PACKAGE RECORDS								
	m. WAGE/SALARY STRUCTURE RECORDS								
9	INFORMATION SYSTEMS MANUALS & PROCEDURES		S	2	S+2				REFERS TO ORIGINATING OFFICE COPY ONLY. SEE
	a. BUDGET RECORDS - PROJECTED								DUPLICATE SCHEDULE FOR OTHER COPIES.
	a1. CAPITAL PROGRAM SUMMARY	,02754							
	a2. EXPENSE ITEM DETAIL	2750,02750							
	b. CHANGE DOCUMENTS								
	c. DATA SHEETS								
	c1. DATA PROCESSING RECORD DESCRIPTION	4 SE							
	d. DWP FLOW DIAGRAMS								
	e. INFORMATION SERVICES RECORDS								
	e1. DATA TRANSCRIPTION	3 SC							
	f. LOGS/INDICES								
	f1. MULTIPLE CARD LAYOUT FORM	9 SE							
	f2. PRINTER SPACING CHART	21 SE							
	f3. PROGRAM DOCUMENTATION CHECKLIST	18 SE							
	f4. PROGRAM REVISION LOG	3 SE							
	g. MANAGEMENT PROCEDURES								
	h. OPERATIONAL REPORTS								
	i. OPERATIONS & MAINTENANCE PROCEDURES								
	j. REQUISITIONS								
	j1. COMPUTER OUTPUT MICROFILM WORK ORDER	026-07-24-74							
	k. ROUTING SLIPS								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	l1. DOCUMENT TRANSMITTAL	8 SC							
	m. TURNOVER PACKAGE RECORDS								
	m1. PRODUCTION TURNOVER DOCUMENT	25 SE							
	n. VENDOR MANUALS/CATALOGS								
10	MATERIALS CONTROL FILES		2	--	2				RECORDS OF MATERIALS RECEIVED BY STATIONERY STORES.
	a. INVOICES/PAYMENTS								
	a1. REPORT OF MATERIAL RECEIVED	361,00361							

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CITY CLERK
City of Los An[illegible]s
Form Gen. 60 (R[illegible])

Date: AUGUST 28, 1990

Sch. No.

WP-08

Rev. No.

Department/Bureau 91 000715 FJ

Department of Water and P[illegible]

Office of (Original) Record

Management Information Services

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

By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
11	PERSONNEL ADMINISTRATIVE FILES		2	8	10				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. CIVIL SERVICE BULLETIN	PDR 10							
	a2. COMPETITIVE POSTING BULLETIN	PDR 20							
	a3. WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES	PDR 7							
	b. BID RECORDS								
	b1. BID NOTICE	MS 950							
	b2. BID NOTICE	,03214							
	c. EDUCATION/TRAINING RECORDS								
	d. EMPLOYEE ACCOUNTS RECORDS								
	d1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	d2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	e. EMPLOYMENT RECORDS								
	e1. INTERVIEW DATA SHEET	3381							
	f. ENGINEERING PROCEDURES								
	g. INVOICES/PAYMENTS								
	g1. CHECK								
	g2. PETTY CASH VOUCHER	,00724							
	g3. VOUCHER CONTROL FORM	,01218							
	h. JUDGEMENTS								
	i. LETTERS								
	j. MANAGEMENT REPORTS								
	k. MEMORANDA								
	k1. MEMORANDUM	,01145							
	k2. MEMORANDUM	,01147							
	k3. MEMORANDUM	,01334							
	k4. MEMORANDUM								
	l. POSITION DESCRIPTIONS								
	l1. DUTIES DESCRIPTION RECORD	MS 131							
	l2. POSITION DESCRIPTION	PDES 3							
	m. SPECIFICATIONS								
	m1. CLASS SPECIFICATION	PDES 8							
	n. TIMEKEEPING RECORDS								
	n1. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	n2. VACATION FORM	,01113							
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								
	p. WAGE/SALARY STRUCTURE RECORDS								

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

CITY CLERK Date: AUGUST 28, 1990
City of Los An s
Form Gen. 60 (R

Sch. No. WP-08
Rev. No. \

Department/Bureau 91 000715 FJ
Department of Water and Po
Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible] Page: 09 of 22
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
12	PHOTOGRAPHS		5	P	--				PRINTS AND NEGATIVES OF DWP FACILITIES AND PROGRESS OF CONSTRUCTION PROJECTS.
13	RECORDS CONTROL LEDGERS		S	2	S+2				
	a. CHANGE DOCUMENTS								
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	,00148							
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	d. EMPLOYMENT RECORDS								
	d1. CHANGE OF EMERGENCY INFORMATION	,03395							
	d2. CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	,00012							
	d3. INTERVIEW DATA SHEET	3381							
	e. LETTERS								
	f. MANAGEMENT REPORTS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01147							
	g2. MEMORANDUM	,01335							
	g3. MEMORANDUM								
	h. OPERATIONAL REPORTS								
	i. POSITION DESCRIPTIONS								
	i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	j. RECORD TRANSMITTALS								
	j1. RECORDS TRANSFER CONTROL	2673,16508							
	j2. RECORDS TRANSFER CONTROL	,02673							
	k. TIMEKEEPING RECORDS								
	k1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	k2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	k3. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	k4. NOTICE OF ABSENCE	,02728							
	k5. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	k6. TIME CARD	,02258							
	k7. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	k8. VACATION FORM	,01113							
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	m. WAGE/SALARY STRUCTURE RECORDS								

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Sch. No. WP-08
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Department/Bureau 91 0[illegible]715 FJ
Department of Water and P[illegible]
Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible]
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
14	RECORDS MANAGEMENT FILES		S+2	--	S+2				LOCATION AND REFERENCE INDEX OF RECORDS IN WATER AND POWER RECORDS CENTER.
	a. AGENDA								
	b. DATA SHEETS								
	b1. VITAL RECORDS INFORMATION SHEET	GEN. 66							
	c. DESTRUCTION RECORDS								
	c1. AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	c2. CONSOLIDATED REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48A							
	c3. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	e. JUDGEMENTS								
	e1. RESOLUTION								
	f. LETTERS								
	g. LOGS/INDICES								
	g1. RECORDS CENTER STORAGE SPACE	MS883							
	g2. RECORDS CENTER STORAGE SPACE	MS884							
	g3. RECORDS CENTER STORAGE SPACE VAULTS AND UNBOXED ITEMS	MS887							
	h. MEMORANDA								
	h1. MEMORANDUM	.01145							
	h2. MEMORANDUM	.01147							
	h3. MEMORANDUM	.01334							
	h4. OFFICE MEMORANDUM	GEN. 53							
	i. RECORD TRANSMITTALS								
	i1. RECORDS TRANSFER CONTROL	.02673							
	j. RECORDS RETENTION AUTHORIZATIONS								
	j1. RECORDS RETENTION AUTHORIZATION	.02317							
	k. RETENTION SCHEDULES								
	k1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	k2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								

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City of Los An[illegible]as
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Department of Water and P[illegible]

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
15	REPORTS		AR	2	AR+2				REFERS TO ORIGINATING OFFICE OR OFFICE OF RECORD COPY ONLY. SEE DUPLICATE SCHEDULE FOR OTHER COPIES.
	a. AGENDA								
	b. BUDGET RECORDS - ACTUAL								
	c. CONTRACT ADMINISTRATION RECORDS								
	d. FINANCIAL REPORTS								
	e. INVOICES/PAYMENTS								
	f. LETTERS								
	g. LOGS/INDICES								
	h. MANAGEMENT REPORTS								
	i. MEMORANDA								
	i1. MEMORANDUM	.01145							
	i2. MEMORANDUM	.01147							
	j. OPERATIONAL REPORTS								
	k. REQUISITIONS								
	k1. REQUISITION FOR MATERIAL/SERVICES	.01660							
	l. STATUS REPORTS								
	m. TIMEKEEPING RECORDS								
16	REPORTS, ACTIVITY		2	3	5				REFERS TO ORIGINATING OFFICE OR OFFICE OF RECORD COPY ONLY. SEE DUPLICATE SCHEDULE FOR OTHER COPIES.
	a. MEETING MINUTES								
	b. STATUS REPORTS								
17	REQUISITIONS OF MIS FOR SERVICES OR SUPPLIES		2	--	2				
	a. CHANGE DOCUMENTS								
	a1. CIS REQUEST FOR ENHANCEMENT OR DESIGN CHANGE	C0031							
	b. FINANCIAL REPORTS								
	c. INFORMATION SERVICES RECORDS								
	c1. COMPUTER SYSTEMS SERVICE REQUEST	.03279							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	87-69-074							
	d2. INTRA-DEPARTMENTAL	.01455							
	d3. INTRA-DEPARTMENTAL	.01456							
	e. INVOICES/PAYMENTS								
	e1. INVOICE								
	e2. VOUCHER CONTROL FORM	.01218							
	f. LETTERS								
	g. LOGS/INDICES								
	h. MEMORANDA								
	h1. CORRECTION NOTICE	.00993							

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CITY CLERK
City of Los A[illegible]les
Form Gen. 60 ([illegible])

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Department/Bureau 91 000715 FJ
Department of Water and

Office of (Original) Record
Management Information Services

Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible] Page: 12 of 22

By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	h2. MEMORANDUM	,01145							
	h3. MEMORANDUM	,01146							
	h4. MEMORANDUM	,01147							
	h5. MEMORANDUM	,01334							
	i. PURCHASE ORDERS								
	i1. PURCHASE ORDER	,00001							
	j. REQUISITIONS								
	j1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	j2. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	j3. PURCHASE REQUISITION	,14542							
	j4. REPRODUCTION SERVICE	,3056							
	j5. REQUEST FOR SERVICES OR SUPPLIES	1321							
	j6. REQUISITION FOR MATERIAL/SERVICES	,01660							
	j7. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	j8. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	j9. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	k. SPECIFICATIONS								
	l. STATUS REPORTS								
18	ROSTERS & SCHEDULES		S+2	--	S+2				RESERVED FOR FUTURE USE
19	STUDIES AND SURVEYS		5	--	5				
	a. CONTRACT ADMINISTRATION RECORDS								
	b. FINANCIAL REPORTS								
	c. MANAGEMENT REPORTS								
	c1. ORGANIZATION CHART								
	d. MEMORANDA								
	d1. MEMORANDUM								
	e. STATUS REPORTS								
20	SUBJECT & CORRESPONDENCE FILES		AR	5	AR+5				
	a. ADDENDA TO SPECIFICATIONS								
	b. AFFIRMATIVE ACTION/EEO RECORDS								
	b1. GRIEVANCE APPEAL	LR-003							
	b2. GRIEVANCE INITIATION	LR-001							
	b3. GRIEVANCE RESPONSE	LR-002							
	b4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	NOTICE TO CORRECT DEFICIENCIES	GEN. 78							

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CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 [illegible]9715 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible] Page: 13 of 22
City of Los [illegible]es WP-08 Department of Water and [illegible] By: (Dept. Head) Date
Form Gen. 60 (F[illegible]) Rev. No. 1 Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Management Information Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	c. AGENDA								
	c1. MEETING AGENDA								
	d. ANNOUNCEMENTS/BULLETINS								
	e. BID RECORDS								
	e1. BID NOTICE	MS 950							
	e2. BID NOTICE	,03214							
	e3. BID REQUEST	,02850							
	e4. BIDDING DOCUMENT	1799-B							
	f. BUDGET RECORDS - ACTUAL								
	f1. MAJOR ORGANIZATIONAL BUDGET AMENDMENT	,00060							
	g. BUDGET RECORDS - PROJECTED								
	g1. AUTHORIZATION FOR EXPENDITURE	2911							
	h. CHANGE DOCUMENTS								
	h1. NOTICE OF CHANGE IN WORK SCHEDULE	MS052							
	i. CLAIMS								
	i1. ACCIDENT ANALYSIS	,02747							
	i2. STATEMENT OF ACCIDENT	,00970							
	i3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	j. CONSULTING CONTRACTS								
	k. CONTRACT ADMINISTRATION RECORDS								
	l. CONTRACT AMENDMENTS								
	m. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	n. CONVERSATION RECORDS								
	n1. CALL SLIP	,00148							
	o. CUSTOMER SERVICE RECORDS								
	o1. WATER TROUBLE ORDER	,01871							
	p. DATA SHEETS								
	p1. ENGINEERING DATA SHEET	,01155							
	p2. VITAL RECORDS INFORMATION SHEET	GEN. 66							
	q. DEPARTMENT AWARDS RECORDS								
	r. DEPARTMENT REAL ESTATE RECORDS								
	s. DESTRUCTION RECORDS								
	s1. AUTHORITY TO DESTROY OBSOLETE RECORDS	3139,03139							
	s2. OBSOLETE RECORDS RECOMMENDED FOR DESTRUCTION	3140,03140							
	s3. RECORDS RECOMMENDED FOR DESTRUCTION	3129,03129							
	s4. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	3139,03139							
	s5. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							

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CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 000715 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 14 of 22
City of Los Ar as WP-08 Department of Water and P By: (Dept. Head) ate
Form Gen. 60 (R Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Management Information Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	t. DRAWING FORMS								
	u. DRAWINGS								
	v. DWP EQUIPMENT DRAWINGS								
	w. DWP INSPECTION RECORDS								
	w1. OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	,14380							
	x. DWP MAPS								
	y. EDUCATION/TRAINING RECORDS								
	y1. TUITION REIMBURSEMENT APPLICATION	2638,02638							
	y2. TUITION REIMBURSEMENT APPLICATION	HR269							
	y3. TUITION REIMBURSEMENT APPLICATION	,02638							
	z. EMPLOYEE ACCOUNTS RECORDS								
	z1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	z2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	87-00-045							
	z3. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	z4. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	aa. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	aa1. DOCTOR'S RELEASE	,02202							
	aa2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	aa3. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	aa4. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	aa5. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	aa6. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	ab. EMPLOYEE SUGGESTION PLANS								
	ab1. SUGGESTION EVALUATION REPORT	IR035							
	ac. EMPLOYMENT RECORDS								
	ac1. APPLICATION FOR EMPLOYMENT	PDR-1							
	ac2. APPLICATION FOR EXAMINATION	F-1							
	ac3. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	ac4. EMPLOYEE EVALUATION REPORT	PDAS 28							
	ac5. EMPLOYEE PERSONNEL JACKET	2759,02759							
	ac6. EMPLOYEES RECORD	,16592							
	ac7. INTERVIEW DATA SHEET	3381					I		
	ac8. NOTICE OF COMMENDATION	GEN. 79							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ac9. NOTICE TO REPORT FOR INTERVIEW - CITY OF LOS ANGELES	F45							
	ac10. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	ac11. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	ac12. RESUME								
	ac13. STATEMENT OF ECONOMIC INTEREST FOR DESIGNATED EMPLOYEES	730							
	ac14. TERMINATION OF EMPLOYMENT	,00723							
	ac15. THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION	PDR20							
	ac16. WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS	PDR 8							
	ad. ENGINEERING STUDIES								
	ae. EXTERNAL INSPECTION RECORDS								
	af. FASTRACK DATA CONVERSION TO EZRA								
	ag. FINANCIAL REPORTS								
	ah. FLOWCHARTS								
	ai. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	ai1. UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039							
	aj. INFORMATION SERVICES RECORDS								
	aj1. COMPUTER SYSTEMS SERVICE REQUEST	,03279							
	ak. INTERDEPARTMENTAL COMMUNICATIONS								
	ak1. INTER-DEPARTMENTAL	GEN. 160							
	ak2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	al. INTRADEPARTMENTAL COMMUNICATIONS								
	al1. INTRA-DEPARTMENTAL	11455,01455							
	al2. INTRA-DEPARTMENTAL	1455,01455							
	al3. INTRA-DEPARTMENTAL	,01445							
	al4. INTRA-DEPARTMENTAL	,01455							
	al5. INTRA-DEPARTMENTAL	,01456							
	al6. INTRA-DEPARTMENTAL	,38824							
	am. INVOICES/PAYMENTS								
	am1. CHECK								
	am2. DELIVERY RECEIPT	,00817							
	am3. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103							
	am4. DOMESTIC RETURN RECEIPT	3811							
	am5. INVOICE								
	am6. JOURNAL VOUCHER	,03103							
	am7. PETTY CASH VOUCHER	,00724							

RECORDS RETENTION SCHEDULE (Original/Official Records)

Management Information Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	am8. REPORT OF GOODS RETURNED	,00400							
	am9. REQUEST FOR PAYMENT	,03078							
	am10. SHIPPING NOTICE	650 A							
	am11. VOUCHER CONTROL FORM	,01218							
	an. JOB FILE DATA								
	anl. JOB PERSONNEL LIST	DC002							
	ao. JOB SCHEDULES								
	ap. JUDGEMENTS								
	apl. RESOLUTION								
	aq. LEGAL APPLICATIONS								
	aql. AGREEMENT								
	ar. LEGAL ORDERS/FILINGS								
	arl. ORDINANCE								
	as. LETTERS								
	asl. COMMITTEE CORRESPONDENCE	2865,02865							
	as2. COMMITTEE CORRESPONDENCE	2867,02867							
	as3. COMMITTEE CORRESPONDENCE	,02865							
	at. LICENSES								
	au. LITIGATION RECORDS								
	av. LOGS/INDICES								
	avl. AUTHORIZATION CARD	655							
	av2. DATA ENTITY PROFILE WORKSHEET	68141-002							
	av3. DISTRIBUTION LIST	DC003							
	av4. INDEXING/INPUT WORKSHEET								
	av5. LA DWP FUNCTIONAL JOB FAMILY	LA2-001							
	av6. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200							
	av7. MATERIAL PROCUREMENT CHECKLIST	DC575							
	av8. UV&S LOCATION CONTROL	668							
	aw. MANAGEMENT PROCEDURES								
	ax. MANAGEMENT REPORTS								
	axl. ORGANIZATION CHART								
	ax2. REPORT								
	ax3. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	ay. MANAGEMENT SCHEDULES								
	az. MEETING ATTENDANCE RECORDS								
	ba. MEETING MINUTES								
	bb. M 'ANDA								

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CITY CLERK
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By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bb1. CORRECTION NOTICE	993,00993							
	bb2. CORRECTION NOTICE	,00993							
	bb3. MEMO	,00028							
	bb4. MEMORANDUM	1146,01146							
	bb5. MEMORANDUM	1147,01147							
	bb6. MEMORANDUM	1147,14860							
	bb7. MEMORANDUM	1335,01335							
	bb8. MEMORANDUM	87-69-0788X							
	bb9. MEMORANDUM	87-69-078							
	bb10. MEMORANDUM	MS862							
	bb11. MEMORANDUM	,01145							
	bb12. MEMORANDUM	,01146							
	bb13. MEMORANDUM	,01147							
	bb14. MEMORANDUM	,01334							
	bb15. MEMORANDUM	,01335							
	bb16. MEMORANDUM	,01336							
	bb17. MEMORANDUM								
	bb18. POWER DESIGN AND CONSTRUCTION DIVISION CONSTRUCTION WORK PACKAGE TRANSMITTAL MEMORANDUM	DC540							
	bc. OPERATING AND MAINTENANCE SCHEDULES								
	bd. OPERATIONAL REPORTS								
	bd1. VEHICLE TROUBLE REPORT	,00649							
	be. OPERATIONS & MAINTENANCE PROCEDURES								
	bf. PERMITS								
	bf1. PERMIT TO REMOVE EQUIPMENT	,02807							
	bg. PERSONNEL CONTRACTS								
	bh. POSITION DESCRIPTIONS								
	bh1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	bh2. DUTIES DESCRIPTION RECORD	MS 131							
	bh3. POSITION DESCRIPTION	PDES 3							
	bi. POWER OF ATTORNEY RECORDS								
	bi1. POWER OF ATTORNEY	21-10-0333							
	bj. PROCUREMENT/SALES CONTRACTS								
	bj1. CONTRACT								
	bk. PROGRESS PHOTOGRAPHS								
	bl. PROPOSALS								
	bl1. INFORMATION SYSTEMS PROPOSAL	68076-001							
	bl2. PROPOSAL								

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RECORDS RETENTION SCHEDULE (Original Official Records)

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Department of Water and Power
Office of (Original) Record
Management Information Ser

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bl3. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,02353							
	bm. PUBLIC RELATIONS COMMUNICATIONS								
	bm1. NEWSLETTER								
	bn. PURCHASE ORDERS								
	bn1. PURCHASE ORDER	,00001							
	bn2. PURCHASE ORDER	,00002							
	bn3. PURCHASE ORDER	,00003							
	bn4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	bn5. SUB-PURCHASE ORDER	,00008							
	bn6. SUB-PURCHASE ORDER	,00009							
	bo. RECORD TRANSMITTALS								
	bo1. RECORDS TRANSFER CONTROL	,02673							
	bp. RECORDS RETENTION AUTHORIZATIONS								
	bp1. RECORDS RETENTION AUTHORIZATION	,02317							
	bq. REQUISITIONS								
	bq1. BILL OF MATERIAL REQUISITION	DC545							
	bq2. EQUIPMENT TRANSFER	,01217							
	bq3. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	bq4. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	bq5. REPROGRAPHICS CENTER	MS452							
	bq6. REPROGRAPHICS COPY CENTER	MS452							
	bq7. REQUEST FOR FORM NUMBER ASSIGNMENT	,03400							
	bq8. REQUISITION FOR MATERIAL/SERVICES	,01658							
	bq9. REQUISITION FOR MATERIAL/SERVICES	,01659							
	bq10. REQUISITION FOR MATERIAL/SERVICES	,01660							
	bq11. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,00392							
	bq12. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	bq13. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	bq14. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	bq15. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	br. RETENTION SCHEDULES								
	br1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	br2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
	bs. ROUTING SLIPS								
	bs1. REFERENCE SLIP	185,14142							
	bt. SKETCHES								
	bu. SPACE/EQUIPMENT ALLOCATION RECORDS								

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

CITY CLERK Date: AUGUST 28, 1990 Sch. No. Department/Bureau 91 [illegible] FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: [illegible] Page: 19 of 22
City of Los A[illegible]s WP-08 Department of Water and P[illegible] By: (Dept. Head) ate
Form Gen. 60 (R[illegible] Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Management Information Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	bv. SPECIFICATIONS								
	bv1. CLASS SPECIFICATION	PDES 8							
	bw. STANDARDS								
	bx. STATUS REPORTS								
	bx1. ACTIVITY REPORT	,14686							
	bx2. AFFIRMATIVE ACTION STATUS REPORT								
	bx3. DAILY PRODUCTION PROBLEM REPORT	MS708							
	by. SURVEYS/QUESTIONNAIRES								
	bz. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bz1. TELECOPY COVER SHEET	OM-65							
	ca. TEST RECORDS								
	ca1. SPECIAL TEST & INVESTIGATION REPORT	,01774							
	cb. TIMEKEEPING RECORDS								
	cb1. ABSENCE FROM DUTY RECORD	,02588							
	cb2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	cb3. ATTENDANCE AUTHORITY	,02329							
	cb4. ATTENDANCE ROSTER								
	cb5. NOTICE OF ABSENCE	,02728							
	cb6. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	cb7. VACATION FORM	,01113							
	cc. TRANSMITTALS/ACKNOWLEDGEMENTS								
	cc1. BID TRANSMITTAL	,02280							
	cc2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	cc3. PURCHASING BID TRANSMITTAL	,02280							
	cc4. TRANSMITTAL	,00028							
	cc5. TRANSMITTAL SLIP	3014,03014							
	cd. VENDOR MANUALS/CATALOGS								
	ce. WAGE/SALARY STRUCTURE RECORDS								
	cf. WATER QUALITY STUDIES								
	cg. WORK PACKAGE RECORDS								
	cg1. CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601							
21	TIMEKEEPING FILES		3	--	3				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	b. LETTERS								
	c. MANAGEMENT PROCEDURES								
	d. M[illegible]ANDA								

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Form Gen. 60 (R 10-81)

RECORDS RETENTION SCHEDULE (Original Official Records)

WP-08 Rev. No. 1

Department of Water and Power
Office of (Original) Record
Management Information Ser

By: (City Clerk, Rec. Mgt. Off.)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	d1. MEMORANDUM	,01147							
	d2. MEMORANDUM	,01334							
	e. TIMEKEEPING RECORDS								
	e1. ATTENDANCE EVALUATION MEMO	C1218							
	e2. NOTICE OF ABSENCE	,02728							
	e3. TIMECARD	TC02							
22	DATA ENTRY LOGS		6M	--	~~6M~~ 2 yrs. *				*Reference: 91 000865 FJ
	a. BUDGET RECORDS - PROJECTED								
	b. LOGS/INDICES								
	b1. BATCH CONTROL	MS811							
	c. STATUS REPORTS								
23	TASK FILES		C+2	3	C+5				
	a. CHANGE DOCUMENTS								
	b. DRAWINGS								
	c. DWP FLOW DIAGRAMS								
	d. DWP MAPS								
	e. DWP PROJECT LAYOUT DRAWINGS								
	f. FOREIGN LOCATION DRAWINGS								
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. JOB SCHEDULES								
	i. LETTERS								
	j. LOGS/INDICES								
	k. MANAGEMENT PROCEDURES								
	l. MANAGEMENT REPORTS								
	l1. ORGANIZATION CHART								
	m. MEMORANDA								
	m1. MEMORANDUM	,01145							
	m2. MEMORANDUM	,01147							
	m3. MEMORANDUM	,01334							
	m4. MEMORANDUM								
	n. OPERATIONAL REPORTS								
	o. REQUISITIONS								
	o1. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	p. SPACE/EQUIPMENT ALLOCATION RECORDS						I		

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Form Gen. 60 (R 10-81)

WP-08

Department of Water and Power

RECORDS RETENTION SCHEDULE (Original Official Records)

Rev. No.

Office of (Original) Record: Management Information Se...

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
24	METER AND SERVICE ORDERS		--	P	--				
	a. CUSTOMER SERVICE RECORDS								
	a1. CHANGE METER NUMBER ELECTRIC	583							
	a2. CHANGE RECORDS ORDER	1063,14779							
	a3. COMPLAINT TEST: ELECTRIC METER	243							
	a4. STENCIL CHANGE ORDER	1307,15019							
	b. LOGS/INDICES								
	b1. DEMAND REGISTER	2041,15815							
	c. MEMORANDA								
	c1. ELECTRIC MEMO	554							
	d. REQUISITIONS								
	e. SURVEYS/QUESTIONNAIRES								
	e1. CLASSIFICATION SURVEY	186,14143							
25	DESTRUCTION AUTHORIZATION PACKAGES		1	P	--				
	a. AGENDA								
	a1. BOARD AGENDA								
	b. BID RECORDS								
	b1. BID	2850,16686							
	c. DESTRUCTION RECORDS								
	c1. OBSOLETE RECORDS RECOMMENDED FOR DESTRUCTION	3140,03140							
	c2. RECORDS RECOMMENDED FOR DESTRUCTION	3129,03129							
	c3. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	1455,15185							
	e. INVOICES/PAYMENTS								
	e1. DEPARTMENT BILL	1629,15363							
	f. JUDGEMENTS								
	g. LETTERS								
	h. LOGS/INDICES								
	i. MEMORANDA								
	i1. MEMORANDUM	1146,01146							
	i2. MEMORANDUM	1146,14857							
	i3. MEMORANDUM	1147,01147							
	j. RECORD TRANSMITTALS								
	k. TRANSMITTALS/ACKNOWLEDGEMENTS								

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Form Gen. 60 (R 10-81)

WP-08

RECORDS R NTION SCHEDULE Rev. No.
(Origina ficial Records)

Department of Water and Powe
Office of (Original) Record
Management Information Ser

By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Vital	Hist	Conf	REMARKS
			OFFICE	CENTER	DESTROY				
26	MICROFILM OF ITEMS #1 - 25 ABOVE		--	199	199				
27	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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CITY CL... Date: JULY 19, 1990
City of Los Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-11
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau S ...00720 FJ
Department of Water and Power
Office of (Original) Record 91 000720 FJ
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
1	ACCOUNT ANALYSIS, PLANTS IN SERVICE		10	P	--				LEDGERS OF CAPITAL PLANT EXPENDITURES
	a. FINANCIAL LEDGERS								BEGINNING IN 1902
2	ANALYSIS OF ACCOUNTS TAB NO. 12: ALL ACCOUNT BALANCES		2	48	50				
	a. FINANCIAL REPORTS								
3	ANALYSIS OF ACCOUNTS TAB NO. 14: OPEN ACCOUNT BALANCES		2	10	12				INFORMATION INCLUDED IN ANALYSIS OF ACCOUNTS
	a. FINANCIAL REPORTS								TAB NO. 12
4	ANALYSIS OF CONSUMPTION & EARNINGS (RP77 PRINTOUT)		3	17	20				
	a. BUDGET RECORDS - PROJECTED								
	b. MANAGEMENT REPORTS								
5	ARIZONA & UTAH STATE INCOME TAX WITHHELD		2	2	4				INFORMATION RETAINED IN FINAL PAYROLL TAB
	a. MEMORANDA								
	a1. MEMORANDUM	.01146							
	b. WAGE/SALARY STRUCTURE RECORDS								
6	AUDITOR'S REPORT, WATER & POWER REVENUE FUNDS		5	P	--				
	a. MANAGEMENT REPORTS								
7	AUTHORITY FOR BILLING		2	--	2				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	.01455							
	b. INVOICES/PAYMENTS								
	c. MEMORANDA								
	c1. MEMORANDUM FOR INVOICE COLLECTIBLE	.01400							
8	AUTHORIZATION CODE SHEETS		S+2	13	S+15				
9	AUTHORIZATION VOUCHERS		2	8	10				
10	AUTHORIZATIONS FOR EXPENDITURE & DETAILS		C+2	--	C+2				
	a. BUDGET RECORDS - PROJECTED								
	b. INVOICES/PAYMENTS								
	c. PURCHASE ORDERS								
	d. SPACE/EQUIPMENT ALLOCATION RECORDS								

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CITY CLE[illegible] Date: JULY 19, 1990
City of L[illegible]geles
Form Gen. 6[illegible]0-81)

Sch. No. WP-11
Rev. No.

Department/Bureau 900720 F[illegible]
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dep[illegible]Head) J. Bowen
By: (City Clerk, Rec. Mgt. Off.)

Page: 02 of 35
Date 8-15-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
11	AUTHORIZATIONS SUMMARY, TAB NO. 51		2	48	50				
12	BANK DEPOSIT SLIPS - RECEIPTED		4	--	4				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26 as of 6/20/91.
13	BILLINGS FOR CUSTOMER CONVENIENCE		2	8	10				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. INVOICES/PAYMENTS								
	b1. INVOICE								
	c. LEGAL APPLICATIONS								
	c1. AGREEMENT								
	d. LETTERS								
	e. MEMORANDA								
	e1. MEMORANDUM								
	f. REQUISITIONS								
14	BILLINGS TO OUTSIDE GOVERNMENT AGENCIES		C	10	C+10				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. LETTERS								
	e. MEMORANDA								
	e1. MEMORANDUM								
	f. REQUISITIONS								
15	BILLS COLLECTIBLE		1	2	3				
	a. INVOICES/PAYMENTS								
	a1. BILL COLLECTIBLE	87-00-050							
	a2. BILL COLLECTIBLE	,00050							
	a3. BILL COLLECTIBLE	,00168							
	a4. INVOICE								
	a5. WATER REVENUE FUND MISCELLANEOUS BUNDLE HEADER	AC343							

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

CITY CLE Date: JULY 19, 1990
City of Lo geles
Form Gen. 60 (10-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting 15

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) [signature]
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
16	BOULDER CONTRACT & BILLINGS		C+2	8	C+10				NOT CONSTRUCTION DATA
	a. FEASIBILITY STUDIES								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. JOB FILE DATA								
	e. OPERATIONAL REPORTS								
17	CALIFORNIA STATE SALES & USE TAX STATEMENTS		1	A9	A 10 yrs.				Reference: 91 000865 FJ
	a. INVOICES/PAYMENTS								
	a1. CHECK								
	a2. INVOICE COLLECTIBLE	.00859							
	a3. INVOICE COLLECTIBLE	.00861							
	a4. JOURNAL VOUCHER	.03103							
	a5. JOURNAL VOUCHER	.03109							
	a6. REQUEST FOR PAYMENT	.03078							
	a7. VOUCHER CONTROL FORM								
	b. TAX RECORDS								
18	CASH MEMORANDUM DAILY RECEIPTS		2	3	5				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
19	CASH MEMORANDUM RECEIPT (CMR)		2	3	5				
	a. INVOICES/PAYMENTS								
	a1. CASH MEMORANDUM RECEIPT	.00982							
20	CASH RECEIPTS & DISBURSEMENTS - MONTHLY REPORTS		2	4	6				
	a. BUDGET RECORDS - ACTUAL								
	b. FINANCIAL REPORTS								
	c. TRANSMITTALS/ACKNOWLEDGEMENTS								
	c1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
21	CASHIER'S DAILY WORKSHEET		2	--	2				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
22	CASHIER'S VOUCHERS (AUDITS) LISTING		2	--	2				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26

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CITY CLERK Date: JULY 19, 1990
City of Los les
Form Gen. 60 ( )

Sch. No. WP 11
Rev. No.

Department/Bureau 9 1 0 '20 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

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

By: (City Clerk, Rec. Mgt. Off.)

Page: 04 of 35
ate
8-15-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
23	CHECK TAPES		2	--	2				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
24	CHECKS ISSUED REPORT		2	--	2				REPORT TO CITY CONTROLLER
	a. TRANSMITTALS/ACKNOWLEDGEMENTS								
25	COLLECTOR'S REPORT OF COLLECTIONS & TRANSFERS		2	--	2				DAILY RECAP OF INVOICE COLLECTIBLES
	a. FINANCIAL REPORTS								
	a1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	a2. DETAIL OF COLLECTIONS	AC263							
	b. INVOICES/PAYMENTS								
	b1. CASH MEMORANDUM RECEIPT	,00982							
26	COLLECTOR'S REPORT TO CASHIER		2	--	2				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
27	COMBINED JOURNALS REPORT, TAB NO. 20 REPORT NO. 20		2	48	50				RETENTION OF GENERAL ACCOUNTING COPY ONLY; SEE DUPLICATE LISTING FOR OTHER COPIES
	a. FINANCIAL REPORTS								
28	CONSTRUCTION FUND BILLINGS		2	8	10				DATA IS ALSO CONTAINED IN AUTHORIZATIONS
	a. INVOICES/PAYMENTS								SUMMARY, TAB NO. 51
29	CONSTRUCTION WORK IN PROGRESS (145 ACCOUNT)		2	3	5				SPECIAL LEDGER; PLANT CONSTRUCTION DATA RETAINED IN PROJECT CONSTRUCTION RECORDS
30	CONTRACTS & LEGAL AGREEMENTS		C+2	23	C+25				
	a. BID RECORDS								
	b. CONTRACT ADMINISTRATION RECORDS								
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	,01155							
	d. EMPLOYEE ACCOUNTS RECORDS								
	d1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01445							
	e2. INTRA-DEPARTMENTAL	,01455							
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	f2. RECORD OF INVOICES PASSED	,00261							
	f3. REQUEST FOR PAYMENT	,03078							
	f4. VOUCHER CONTROL FORM	,01218							
	f5. VOUCHER CORRECTION/CANCELLATION	AC290							
	g. LEGAL APPLICATIONS								

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CITY CLEF Date: JULY 19, 1990
City of Los eles
Form Gen. 60 (R 10-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting 15

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Powers
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	g1. AGREEMENT								
	h. LEGAL ORDERS/FILINGS								
	h1. ORDINANCE								
	i. LETTERS								
	j. MEETING MINUTES								
	k. PROCUREMENT/SALES CONTRACTS								
	k1. CONTRACT								
	l. PURCHASE ORDERS								
	l1. PURCHASE ORDER	,00003							
	l2. PURCHASE ORDER	,00008							
	l3. SUB-ORDER RECORD SHEET	CONTR. 20							
	m. SPECIFICATIONS								
	n. TELEX/TWX/TELECOPY COMMUNICATIONS								
	n1. TELECOPY COVER SHEET	OM-65							
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								
	o1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	o2. TRANSMITTAL	,00028							
31	CORRESPONDENCE - CASHIER		6	--	6				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
32	CORRESPONDENCE - CHIEF ACCOUNTANT		2	10	12				
	a. AGENDA								
	a1. MEETING AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. BUDGET RECORDS - ACTUAL								
	e. BUDGET RECORDS - PROJECTED								
	e1. AUTHORIZATION FOR EXPENDITURE	2911							
	f. CONTRACT ADMINISTRATION RECORDS								
	g. CONVERSATION RECORDS								
	h. DRAWINGS								
	i. DWP INSPECTION RECORDS								
	j. EMPLOYEE ACCOUNTS RECORDS								
	j1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	j2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	87-00-045							
	j3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	k. FINANCIAL REPORTS								

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CITY CLER Date: JULY 19, 1990
City of Los ales
Form Gen. 60 (R 10-81)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 0 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	l. INTERDEPARTMENTAL COMMUNICATIONS								
	l1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	m. INTRADEPARTMENTAL COMMUNICATIONS								
	m1. INTRA-DEPARTMENTAL	,01455							
	n. INVOICES/PAYMENTS								
	n1. PETTY CASH VOUCHER	,00724							
	n2. VOUCHER CONTROL FORM	,01218							
	o. JUDGEMENTS								
	o1. RESOLUTION								
	p. LEGAL APPLICATIONS								
	p1. AGREEMENT								
	q. LEGAL NOTIFICATIONS								
	r. LEGAL ORDERS/FILINGS								
	r1. ORDINANCE								
	s. LETTERS								
	t. MANAGEMENT PROCEDURES								
	u. MANAGEMENT REPORTS								
	v. MEETING MINUTES								
	w. MEMORANDA								
	w1. MEMORANDUM	1147							
	x. PROCUREMENT/SALES CONTRACTS								
	x1. CONTRACT								
	y. PUBLIC RELATIONS COMMUNICATIONS								
	y1. NEWSLETTER								
	z. PURCHASE ORDERS								
	z1. PURCHASE ORDER	,00001							
	aa. REQUISITIONS								
	aa1. TRANSPORTATION ORDER	,01089							
	ab. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ac. STATUS REPORTS								
	ad. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ad1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ad2. TRANSMITTAL SLIP	3014							

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CITY CLE[illegible] Date: JULY 19, 1990
City of L[illegible]geles
Form Gen. 6[illegible]0-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 J0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.)

Page: 07 of 35
Date 8-15-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
33	COST DIFFERENCE REGISTER		2	8	10				
	a. FINANCIAL REPORTS								
	a1. STATIONERY STORE COST DIFFERENCE REGISTER ACCOUNT 2270679 CONTROLS LISTING	SS4160							
	a2. WATER STORES COST DIFFERENCE REGISTER ACCOUNT 2270009 CONTROLS LISTING	SG4160							
34	DAILY CASH TRANSACTION SUMMARY (RP29 PRINTOUT)		2	4	6				
	a. FINANCIAL REPORTS								
	b. MANAGEMENT REPORTS								
	c. OPERATIONAL REPORTS								
	d. STATUS REPORTS								
35	DAILY TRANSMITTED VOUCHER (AUDIT) JOURNAL, TAB NO. 1		1	9	10				
	a. FINANCIAL REPORTS								
36	DEMAND TRANSMITTALS		5	5	10				RETENTION OF ACCOUNTS PAYABLE COPY ONLY; SEE
	a. TRANSMITTALS/ACKNOWLEDGEMENTS								DUPLICATE LISTING FOR OTHER COPIES
	a1. DEMAND TRANSMITTAL	,01539							
37	DEMANDS & ROLLS FOR EMPLOYEE REIMBURSEMENTS		1	5	6				
	a. EDUCATION/TRAINING RECORDS								
	a1. TUITION REIMBURSEMENT APPLICATION	HR269							
	b. EMPLOYEE ACCOUNTS RECORDS								
	b1. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	d. INVOICES/PAYMENTS								
	d1. REQUEST FOR PAYMENT	,03078							
	e. WAGE/SALARY STRUCTURE RECORDS								
38	DEPARTMENT TRANSFERS		2	8	10				
	a. INVOICES/PAYMENTS								
	a1. INTERFUND BILLING FUND	1629							
	a2. INTERFUND BILLING POWER REVENUE FUND	,03099							
	a3. INTERFUND BILLING WATER REVENUE FUND	,03105							
	a4. JOURNAL VOUCHER	,03101							
	a5. JOURNAL VOUCHER	,03103							
	a6. JOURNAL VOUCHER	,03107							

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CITY CLERK Date: JULY 19, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Powers Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITA	HIST	CONT	REMARKS
	a7. JOURNAL VOUCHER	,03109							
	a8. SUPPLEMENT	,01407							
39	DEPARTMENT TRANSFERS & DETAIL		1	14	15				TRANSPORTATION & SHOP COPY
	a. FINANCIAL REPORTS								
	b. FUELS ADMINISTRATION RECORDS								
	c. INVOICES/PAYMENTS								
	c1. DEPARTMENT TRANSFER	,03101							
	c2. INVOICE								
	c3. SUPPLEMENT	,01407							
	d. OPERATIONAL REPORTS								
	e. REQUISITIONS								
	e1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	f. TIMEKEEPING RECORDS								
40	DEPOSIT CERTIFICATE		2	--	2				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
41	DEPRECIATION TAB		1	24	25				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. JOURNAL VOUCHER	,03109							
	b2. VOUCHER CONTROL FORM								
	c. MANAGEMENT REPORTS								
	d. REQUISITIONS								
42	DETAIL OF COLLECTIONS		1	✗ 9	✗ 10 yrs.				Reference: 91 000865 FJ
	a. FINANCIAL REPORTS								
	a1. DETAIL OF COLLECTIONS	AC263							
	b. INVOICES/PAYMENTS								
	b1. CREDIT VOUCHER	,00985							
	b2. ELECTRIC REFUND AUTHORIZATION	,00113							
	b3. INTERFUND BILLING POWER REVENUE FUND	,03099							
	b4. INTERNAL VOUCHER	GEN. 1							
	b5. INVOICE COLLECTIBLE	,00859							
	b6. INVOICE COLLECTIBLE	,00861							
	b7. INVOICE COLLECTIBLE	,00866							
	b8. JOURNAL VOUCHER	,03103							
	b9. JOURNAL VOUCHER	,03107							
	b10. JOURNAL VOUCHER	,03109							

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CITY CLEF Date: JULY 19, 1990
City of Lo: eles
Form Gen. 60 (Rev. 6-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 01 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting M5

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Powers
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	b11. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	b12. WATER REFUND AUTHORIZATION	,00572							
	c. LETTERS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	e. REQUISITIONS								
	e1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
	f1. INVOICE COLLECTIBLE CONTROL TRANSMITTAL	AC248							
	f2. TRANSMITTAL	,00028							
43	DETAIL OF MISCELLANEOUS POWER (MP) BILLINGS		2	8	10				"MISCELLANEOUS" IS OFFICIAL TITLE OF THIS
	a. INVOICES/PAYMENTS								SERIES
	a1. INVOICE COLLECTIBLE	,00861							
	b. JOB FILE DATA								
	c. MEMORANDA								
	c1. MEMORANDUM	,01334							
44	DETAIL TRIAL BALANCE REPORT, TAB NO. 11		1	49	50				RETENTION OF GENERAL ACCOUNTING COPY ONLY;
	a. FINANCIAL REPORTS								SEE DUPLICATE LISTING FOR OTHER COPIES
45	DISASTER CLAIMS		C	~~A5~~ 7 Reference: 91 000865 FJ	~~A5~~ C+7				RETAINED IN THE OFFICE UNTIL CLAIM IS FILED AND ACCEPTED; RETAINED IN RECORDS CENTER 5 YEARS AFTER AUDIT; PURGE FOR OUTSTANDING
46	DISTRIBUTION OF CHARGES TO AUTHORIZATIONS		10	5	15				CLAIMS BEFORE DESTRUCTION. Closed indicates final settlement of all claims.
	a. FINANCIAL REPORTS								Reference: 91 000865 FJ
	b. TIMEKEEPING RECORDS								
47	DISTRICT OFFICE DAILY REPORT OF RECEIPTS, TRANSFERS & DEPOSITS		2	3	5				RETENTION OF GENERAL ACCOUNTING COPY ONLY;
	a. FINANCIAL REPORTS								SEE DUPLICATE LISTING FOR OTHER COPIES
	a1. DISTRICT OFFICE DAILY REPORT OF RECEIPTS, TRANSFERS AND DEPOSITS	,00387							
	b. INVOICES/PAYMENTS								
	b1. ELECTRIC REFUND AUTHORIZATION	,00113							
	b2. WATER REFUND AUTHORIZATION	,00572							

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CITY CLERK Date: JULY 19, 1990
City of Los es
Form Gen. 60 ( )

Sch. No. WP-11
Rev. No.

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.)
Date 6-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
48	DISTRICT OFFICE FUND CANCELLED CHECKS		2	P	--				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
49	DISTRICT OFFICE FUND RECONCILEMENT SHEETS		2	--	2				THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
50	EBASCO SERVICES, INC. STUDY OF COST CONTROL & ACCOUNTING PROCEDURES		5	25	30				
51	EMPLOYEE SIGN-UP CARDS (EMPLOYEE HISTORY CARD)		T	80	T+80				
	a. EMPLOYMENT RECORDS								
	a1. EMPLOYEE SIGN-UP CARD (VITAL)	,02173				V			
52	ENGINEERING DAILY TIME SHEET & RECAP		2	13	15				
53	EQUIPMENT MAINTENANCE & OPERATION COST REPORTS		1	9	10				
54	EXPENSE CAPITAL RECAP - RECONCILIATION BOOK		2	--	2				WORKSHEETS FOR CHECKING TO VERIFY THAT DETAIL TRIAL BALANCE REPORT IS COMPLETE
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
55	FICA PAYMENT RECORDS		4	--	4				
	a. INVOICES/PAYMENTS								
	a1. REQUEST FOR PAYMENT	,03078							
	a2. VOUCHER CONTROL FORM	,01218							
	b. LETTERS								
	c. MANAGEMENT REPORTS								
	c1. AUDIT REPORT	PW0149P1							
	d. MEMORANDA								
	d1. MEMORANDUM								
	e. STATUS REPORTS								
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
56	FICA PAYROLL DEDUCTIONS LIST		2	3	5				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103							
	c. LETTERS								
	d. MANAGEMENT PROCEDURES								

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CITY CLE — Date: JULY 19, 1990
City of L[illegible]geles — Sch. No.
Form Gen. 60-[illegible]10-81) — WP-11 — Rev. No.

Department/Bureau: 91-00720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Coc
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date: 8-15-90

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
57	FIRE ARMS INVENTORY		5	45	50				
	a. INVOICES/PAYMENTS								
	a1. DEPARTMENT TRANSFER	,03104							
	a2. DWP FUND SHEET	,02650							
	b. MANAGEMENT REPORTS								
	b1. SUMMARY OF EQUIPMENT TRANSFERRED	,01217							
	c. MEMORANDA								
	c1. MEMORANDUM	,01146							
	d. SPACE/EQUIPMENT ALLOCATION RECORDS								
	d1. FIELD INVENTORY	,00405							
58	FISCAL YEAR-END REPORTS & SUPPORTING SCHEDULES		1	P	--				
	a. MANAGEMENT REPORTS								
59	GENERAL LEDGER TRIAL BALANCE		2	48	50				
	a. BUDGET RECORDS - ACTUAL								
60	HEALTH CARE DETAIL TABULATION		2	3	5				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. ADJUSTMENTS TO SUBSCRIBERS' LIST	AC129							
	a2. DWP RETIREMENT AUTOMATED PAYROLL SYSTEM PAYROLL YTD CHANGE FORM	MS912							
	a3. HEALTH PLAN CHANGE WORK SHEET	MS285							
	a4. RECAP OF EMPLOYEES INSURED	AC132							
	b. FINANCIAL REPORTS								
	b1. MEDICAL INSURANCE - COLLECTOR'S REPORT	MS342							
	b2. RECAPITULATION OF BASIC PREMIUM	AC131							
	c. INVOICES/PAYMENTS								
	c1. HEALTH PLAN PREMIUM REFUND	MS170							
	c2. REQUEST FOR PAYMENT	,03078							
	c3. VOUCHER CONTROL FORM	,01218							
	d. LOGS/INDICES								
61	HISTORY OF ACCOUNTS		10	40	50				ACCOUNTING PROCEDURES
	a. FINANCIAL REPORTS								

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CITY CLERK Date: JULY 19, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting AS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Bowen
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V i a	h i s t	c o n f	REMARKS
62	INTERDEPARTMENTAL ORDERS - TRANSPORTATION & CONSTRUCTION CHARGES		1	9	10				
	a. FINANCIAL REPORTS								
	b. INTERDEPARTMENTAL COMMUNICATIONS								
	b1. INTER DEPARTMENTAL ORDER	GEN. 33							
	b2. INTER DEPARTMENTAL SUB-ORDER	GEN. 34A							
	c. INVOICES/PAYMENTS								
	c1. JOURNAL VOUCHER	,03107							
	d. LETTERS								
63	INTERNAL DEMANDS		2	10	12				RETENTION OF ACCOUNTS PAYABLE COPY ONLY; SEE
	a. FINANCIAL REPORTS								DUPLICATE LISTING FOR OTHER COPIES
	b. INVOICES/PAYMENTS								
	b1. INTERNAL DEMAND RECORD (VITAL)	AC 287				V			
	b2. INTERNAL DEMAND RECORD (VITAL)	GEN. 1-C				V			
	b3. INTERNAL VOUCHER	GEN. 1							
64	INVESTMENT IN PLANT IN SERVICE		C	P	--				
	a. DWP MAPS								
	b. LETTERS								
	c. MANAGEMENT SCHEDULES								
65	INVOICE COLLECTIBLE		2	8	10				
	a. INVOICES/PAYMENTS								
	a1. AUTHORITY FOR BILLING FOR TEMPORARY SERVICE - CONTRACTED PRICE	66-95R							
	a2. INTERNAL VOUCHER	GEN. 1							
	a3. INTRADEPARTMENTAL ORDER	GEN. 33							
	a4. INVOICE COLLECTIBLE (VITAL)	,00859				V			
	a5. INVOICE COLLECTIBLE (VITAL)	,00861				V			
	a6. INVOICE COLLECTIBLE (VITAL)					V			
	a7. INVOICE COLLECTIBLE CREDIT SUPPLEMENT	,01417							
	a8. JOURNAL VOUCHER	,03101							
	a9. JOURNAL VOUCHER	,03107							
	a10. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	b. LETTERS								
	c. MEMORANDA								
	c1. MEMORANDUM								
	c2. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							

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CITY CLE Date: JULY 19, 1990
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Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)

Page: 13 of 35
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Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	d. REQUISITIONS								
	d1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	e. TIMEKEEPING RECORDS								
	e1. LABOR DISTRIBUTION	,02537							
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
	f1. TRANSMITTAL	,00028							
66	JOB CARDS MONTHLY TABS		1	14	15				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	c. FINANCIAL REPORTS								
67	JOURNAL VOUCHERS		2	48	50				
	a. CUSTOMER SERVICE RECORDS								
	b. INVOICES/PAYMENTS								
	b1. JOURNAL VOUCHER	,03103							
	c. MEMORANDA								
	c1. MEMORANDUM	,01145							
68	LABOR & ASSOCIATED CHARGES		2	13	15				
	a. FINANCIAL REPORTS								
69	LABOR DISTRIBUTION RECORDS		3	12	15				PLANT CONSTRUCTION DATA IN PROJECT CONSTRUCTION RECORDS
70	LABOR UNION DEDUCTIONS		2	3	5				
	a. LOGS/INDICES								
	b. MEMORANDA								
	b1. MEMORANDUM								
	c. WAGE/SALARY STRUCTURE RECORDS								
71	LEASES		E	6	E+6				DUPLICATE OFFICIAL SERIES IN REAL ESTATE
	a. DEPARTMENT REAL ESTATE RECORDS								DIVISION
	a1. LEASE								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	1455,15184							
	c. INVOICES/PAYMENTS								
	c1. INVOICE								
	c2. RECORD OF INVOICES PASSED	,00261							
	d. LETTERS								

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Page: 14 of 35
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	e. PURCHASE ORDERS								
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
	f1. TRANSMITTAL	,00028							
72	LEDGER JOURNALS		2	13	15				
	a. FINANCIAL REPORTS								
73	MAPS		P	--	--				
	a. DRAWING FORMS								
	b. DRAWINGS								
	c. DWP MAPS								
74	MEMORANDUM FOR INVOICE COLLECTIBLE		1	2	3				PAYROLL DEDUCTIONS FOR DWP SERVICES TO DWP
	a. CONVERSATION RECORDS								EMPLOYEES
	a1. CALL SLIP	,00148							
	b. FINANCIAL REPORTS								
	b1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	c. INVOICES/PAYMENTS								
	c1. INVOICE COLLECTIBLE	RP-91							
	c2. INVOICE COLLECTIBLE	,00861							
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	d2. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	e. TIMEKEEPING RECORDS								
	e1. TIME ROLL CORRECTION AUTHORITY	2734							
	e2. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
	f1. TRANSMITTAL	,00028							
	g. WAGE/SALARY STRUCTURE RECORDS								
	g1. SALARY ADJUSTMENT INVOICE COLLECTIBLE	AC25							
75	MONO & INYO COUNTY PROPERTY TAX		3	P	--				
	a. DWP MAPS								
	b. FINANCIAL REPORTS								
	c. LETTERS								
	d. TAX RECORDS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
76	MONTH-END TABS		3	3	6				THIS ITEM NUMBER TRANSFERRED TO WP-11 (DUPLICATE), ITEM 41
77	MONTHLY REPORT OF POWER REVENUE BY SIC CODE (RP79 PRINTOUT)		2	--	2				
	a. FINANCIAL REPORTS								
78	MONTHLY REPORT OF REVENUES & COLLECTIONS		2	4	6				
	a. FINANCIAL REPORTS								
79	MONTHLY VOUCHERS (AUDITS) REPORT, TAB NO. 2		1	9	10				RETENTION OF GENERAL ACCOUNTING COPY ONLY; SEE DUPLICATE LISTING FOR OTHER COPIES
	a. FINANCIAL REPORTS								
80	NEVADA INDUSTRIAL COMMISSION REPORTS		3	2	5				
	a. FINANCIAL REPORTS								
	b. MANAGEMENT REPORTS								
81	NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIV		2	8	10				
82	OUTSTANDING BALANCES OF CYCLE 65 ACCOUNTS		1	✗1	✗2 yrs.				Reference: 91 000865 FJ
	a. FINANCIAL REPORTS								
83	OVERTIME REPORTS		3	--	3				
	a. FINANCIAL REPORTS								
	b. MANAGEMENT REPORTS								
	c. MEMORANDA								
	c1. MEMORANDUM	.01147							
	d. WAGE/SALARY STRUCTURE RECORDS								
84	PAYROLL DEDUCTION RECAP (AGENCY RECAP PRINT)		2	--	2				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	b1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	.00065							
	c. INVOICES/PAYMENTS								
	c1. DEPARTMENT BILL	.03099							
	c2. ELECTRIC REFUND AUTHORIZATION	.00113							
	c3. WATER REFUND AUTHORIZATION	.00572							
	d. LETTERS								
	e. LOGS/INDICES								
	f. MEMORANDA								

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City of Los ales
Form Gen. 60 81)

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting 15

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Bowen
By: (City Clerk, Rec. Mgt. Off.)

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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01147							
	f3. MEMORANDUM	,01334							
	g. WAGE/SALARY STRUCTURE RECORDS								
85	PAYROLL DEDUCTIONS		1	/1	+2yrs.				Reference: 91 000865 FJ
	a. FINANCIAL REPORTS								
	a1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	b. INVOICES/PAYMENTS								
	b1. DWP MEDICAL/DENTAL INSURANCE DEDUCTIONS PREMIUM REFUND	MS/70							
	c. LETTERS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01334							
	e. STATUS REPORTS								
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
86	PAYROLL TABS		1	10	11				RETENTION OF PAYROLL COPY ONLY; SEE DUPLICATE LISTING FOR OTHER COPIES
	a. DEPARTMENT AWARDS RECORDS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	d2. MEMORANDUM	,01335							
	e. TRANSMITTALS/ACKNOWLEDGEMENTS								
	e1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	e2. DEMAND TRANSMITTAL	,01539							
	f. WAGE/SALARY STRUCTURE RECORDS								
	f1. PAYROLL RECAPITULATION	,02624							
	f2. POWER PAYROLL REVENUE FUND PAYROLL LIST	,01796							
	f3. WATER PAYROLL REVENUE FUND PAYROLL LIST	,01796							

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City of Le geles
Form Gen. 60 10-81)

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 3720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V i t	h i s t	c o n f	REMARKS
87	PERSONAL INJURY RECORDS & DEPARTMENT TRANSFERS		1	9	10				OFFICIAL COPY OF PERSONAL INJURY DOCUMENTS IN
	a. CUSTOMER SERVICE RECORDS								HEALTH SERVICES
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	c1. DEPARTMENT TRANSFER	.03109							
	c2. DEPARTMENT TRANSFER	.03110							
	c3. JOURNAL VOUCHER	.03103							
	c4. JOURNAL VOUCHER	.03109							
	d. MANAGEMENT REPORTS								
	e. MEMORANDA								
	e1. MEMORANDUM								
88	PERSONAL MILEAGE REIMBURSEMENT RECORDS		1	14	15				
	a. EMPLOYEE ACCOUNTS RECORDS								
	a1. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261							
	b. INVOICES/PAYMENTS								
	b1. JOURNAL VOUCHER	.03109							
	c. OPERATIONAL REPORTS								
89	PERSONNEL FILES		T	80	T+80				
	a. CLAIMS								
	b. DETAIL PHOTOGRAPHS								
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c1. EMPLOYEE CERTIFICATE OF DISABILITY	.02864							
	c2. RETURN TO WORK SLIP	.02202							
	c3. STATE OF CALIFORNIA EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OF ILLNESS	5020							
	d. EMPLOYMENT RECORDS								
	d1. INTERVIEW AND APPOINTMENT NOTICE	.00403							
	d2. INTERVIEW DATA SHEET	3381							
	d3. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	d4. RESUME								
	d5. TERMINATION OF EMPLOYMENT	.00723							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	.01455							
	f. JUDGEMENTS								
	f1. RESOLUTION								

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CITY CLER Date: JULY 19, 1990
City of Los ...les
Form Gen. 60 (...-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 91 ...720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Bowen
By: (City Clerk, Rec. Mgt. Off.)

Date 8-15-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	g. LETTERS								
	h. MEMORANDA								
	h1. MEMORANDUM	1344,01344							
	i. POSITION DESCRIPTIONS								
	i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	j. PURCHASE ORDERS								
	j1. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	k. TIMEKEEPING RECORDS								
	k1. ABSENCE FROM DUTY RECORD	2588,16422							
	k2. APPLICATION FOR OVERTIME OFF WITH PAY	2549,16375							
	k3. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	k4. TIME ROLL CORRECTION AUTHORITY	2734							
	k5. VACATION FORM	,01113							
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
90	PLANTS PURCHASED		C	P	--				
	a. BUDGET RECORDS - PROJECTED								
	b. DRAWING FORMS								
	c. FINANCIAL REPORTS								
	d. INVOICES/PAYMENTS								
	d1. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103							
	d2. REQUEST FOR PAYMENT	,03078							
	e. JUDGEMENTS								
	e1. RESOLUTION								
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01336							
91	PRELIMINARY DEDUCTION TAB		1	∠ 1	+ 2yrs.				Reference: 91 000865 FJ
	a. WAGE/SALARY STRUCTURE RECORDS								
92	PROJECT CONSTRUCTION RECORDS		C+2	T+10	T+10				RETAINED IN OFFICE 2 YEARS AFTER CONSTRUCTION COMPLETED THEN STORED AND RETAINED UNTIL 10 YEARS AFTER PLANT IS RETIRED

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CITY CLE[illegible] Date: JULY 19, 1990
City of Lo[illegible]geles
Form Gen. 60 (R 10-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting M5

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) [signature]
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
93	PROPERTY RECORD CARDS		P	--	--				
	a. OPERATIONAL REPORTS								
	a1. PROPERTY RECORD CARD	350							
94	PROPERTY TAX BILLS		1	9	10				EXCLUDES MONO & INYO COUNTIES
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. VOUCHER CONTROL FORM								
	c. LETTERS								
	d. MEMORANDA								
	d1. MEMORANDUM								
	e. TAX RECORDS								
95	PURCHASE ORDERS & SUB-PURCHASE ORDERS		1	10	11				RETENTION OF ACCOUNTS PAYABLE COPY ONLY; SEE
	a. INTRADEPARTMENTAL COMMUNICATIONS								DUPLICATE LISTING FOR OTHER COPIES
	a1. INTRA-DEPARTMENTAL	,01455							
	b. INVOICES/PAYMENTS								
	b1. INVOICE								
	b2. INVOICE CORRECTION NOTICE	,03081							
	b3. INVOICE CORRECTION NOTICE	,03082							
	b4. RECORD OF INVOICES PASSED	,00261							
	b5. REPORT OF GOODS RETURNED	,00400							
	b6. VOUCHER CONTROL FORM	,01218							
	b7. VOUCHER CORRECTION/CANCELLATION	AC290							
	c. LETTERS								
	d. MEMORANDA								
	d1. CORRECTION NOTICE	,00993							
	d2. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	e. PROCUREMENT/SALES CONTRACTS								
	e1. CONTRACT								
	f. PURCHASE ORDERS								
	f1. BATCH FORM	,00005							
	f2. PURCHASE ORDER	0002							
	f3. PURCHASE ORDER	,00003							
	f4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	f5. SUB-PURCHASE ORDER	,00008							
	f6. SUB-PURCHASE ORDER	,00009							
	f7. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
	g. SPECIFICATIONS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Powers
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. AGREEMENT REPLY CARD	PV029							
96	RATE LIST (TRANSPORTATION & CONSTRUCTION EQUIPMENT)		25	--	25				
	a. MEMORANDA								
	a1. MEMORANDUM								
97	RCAS CONVERSION REPORTS		2	8	10				
98	RECONCILIATION OF FUND BALANCES WITH CITY CONTROLLER'S RECORDS		1	9	10				
	a. FINANCIAL REPORTS								
99	RECORD OF ACCUMULATIVE OVERTIME CREDITS & DEBITS		5	5	10				
	a. TIMEKEEPING RECORDS								
100	RECORD OF PURCHASE BILLS (LEDGER CARDS)		2	18	20				
101	RENTED EQUIPMENT VOUCHER (AUDIT) RECORD		1	14	15				
	a. SPACE/EQUIPMENT ALLOCATION RECORDS								
102	REPORT OF TIME VOUCHERS ISSUED		2	--	2				
	a. INVOICES/PAYMENTS								
	a1. REPORT OF TIME VOUCHERS ISSUED	,00398							
103	RETIREMENT & DEATH BENEFITS CAPITALIZED		2	13	15				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. LETTERS								
104	SALARY ADJUSTMENTS		2	--	2				
	a. TIMEKEEPING RECORDS								
	a1. TIME ROLL CORRECTION AUTHORITY	2734							

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CITY CLE Date: JULY 19, 1990
City of L[illegible]geles
Form Gen. 60 (r 10-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
105	SALES & USE TAX TABULATION (NOT CALIFORNIA)		1	4	5				
	a. INVOICES/PAYMENTS								
	b. TAX RECORDS								
106	SAN JOAQUIN & MALIBU NUCLEAR PROJECTS CONSTRUCTION RECORDS		5	C+10	C+10				RETAIN FOR 10 YEARS AFTER CAPITALIZED AMORTIZATION COMPLETED
107	SHOP JOB CARDS		2	13	15				
108	SHOP LABOR TICKETS		2	13	15				TRANSPORTATION & SHOP DISCONTINUED SERIES IN 1978; NEW SERIES - GENERAL SERVICES
109	STATE UNEMPLOYMENT INSURANCE EARNINGS		2	2	4				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b. FINANCIAL REPORTS								
	c. TAX RECORDS								
110	STATEMENT OF EARNINGS & TAX WITHHELD		2	13	15				
	a. WAGE/SALARY STRUCTURE RECORDS								
111	STATEMENTS OF SETTLEMENT (DEMANDS)		2	13	15				
	a. INVOICES/PAYMENTS								
	a1. STATEMENT OF SETTLEMENT	,02121							
112	STOP PAYMENT & AFFIDAVIT FILE		3	7	10 yrs.				Reference: 91 000865 FJ
	a. INVOICES/PAYMENTS								
	b. LEGAL NOTIFICATIONS								
	b1. AFFIDAVIT AND AGREEMENT	CONTR128							
	c. LETTERS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
113	STORES MATERIAL CHARGED TO JOB CARDS, TAB NOS. 6 & 7		1	14	15				
	a. BUDGET RECORDS - ACTUAL								
114	STREET MAIN DEPOSITS		C+2	P	--				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. CASH MEMORANDUM RECEIPT	982,00982							
	b2. CHECK								
	b3. CREDIT STATEMENT	,03078							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 1)

Date: JULY 19, 1990

Sch. No. WP-11

Rev. No.

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V I P	h i s t	c o n f	REMARKS
	b4. DEPARTMENT TRANSFER WATER REVENUE FUND	3109,03109							
	b5. INVOICE COLLECTIBLE	,00859							
	b6. JOURNAL VOUCHER	,03109							
	b7. NOTICE TO ACCOUNTING DIVISION REQUESTING REFUND OF DEPOSIT	480,14362							
	b8. REQUEST FOR PAYMENT	,03078							
	b9. WATER REFUND AUTHORIZATION	,00571							
	c. LEGAL APPLICATIONS								
	c1. AGREEMENT								
	d. LETTERS								
	e. MEMORANDA								
	e1. MEMORANDUM	1145,01145							
	e2. MEMORANDUM	,01146							
	e3. MEMORANDUM	,01147							
	e4. MEMORANDUM								
	e5. MEMORANDUM FOR INVOICE COLLECTIBLE	1400,01400							
115	SURVEYS & STUDIES - JOINT COST ESTIMATES		T	--	T				WORKPAPERS OF STUDIES TO DISTRIBUTE COSTS WHEN JOINTLY INCURRED
	a. FEASIBILITY STUDIES								
	b. INVOICES/PAYMENTS								
	b1. INVOICE								
116	SUSPENSE COLLECTION LEDGERS		C+10	10	C+20				
	a. FINANCIAL LEDGERS								
	a1. LEDGER SHEET	236,00236							
	b. FINANCIAL REPORTS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01456							
	d. INVOICES/PAYMENTS								
	d1. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103							
117	TAX LISTINGS		1	3	4				
	a. FINANCIAL REPORTS								
	b. WAGE/SALARY STRUCTURE RECORDS								

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CITY CLEF Date: JULY 19, 1990
City of Lc jeles
Form Gen. 6(0-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) [signature] Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V i t a l	h i s t	c o n t	REMARKS
118	TIMEROLLS (EMPLOYEE FOLDERS)		3	9	12				
	a. CHANGE DOCUMENTS								
	a1. PAYROLL/PERSONNEL CHANGE DOCUMENT	GEN. 41,0322							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	c. EMPLOYMENT RECORDS								
	c1. CHANGE OF STATUS NOTICE	,03126							
	d. MEMORANDA								
	d1. MEMORANDUM	,01147							
	e. POSITION DESCRIPTIONS								
	e1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	f. TIMEKEEPING RECORDS								
	f1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	f2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	f3. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	f4. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	f5. TIME ROLL CORRECTION AUTHORITY	,02734							
	f6. TIMEKEEPER'S NOTICE OF 15TH DAY OF DISABILITY AND TERMINATION OF EMPLOYMENT	RP-123							
119	TRANSFER VOUCHERS		2	--	2				
	a. MEMORANDA								
	a1. MEMORANDUM	,01334							
120	TRANSPORTATION & CONSTRUCTION EQUIPMENT BILLING TO WORK ORDERS	TAB NO.	2	--	2				ARRANGED BY EQUIPMENT NUMBER
	a. OPERATIONAL REPORTS								
121	TRANSPORTATION & CONSTRUCTION USAGE DETAIL		1	14	15				
	a. OPERATIONAL REPORTS								
	b. REQUISITIONS								
	b1. TRANSPORTATION ORDER	,01089							
	c. SPACE/EQUIPMENT ALLOCATION RECORDS								
	d. TIMEKEEPING RECORDS								
	d1. OPERATOR'S DAILY TIME REPORT	,02249							

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CITY CLERK Date: JULY 19, 1990
City of Los [illegible]les
Form Gen. 60 (r[illegible]81)

Sch. No. WP-11
Rev. No.

Department/Bureau 01 [illegible]720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Powers
By: (City Clerk, Rec. Mgt. Off.)

Date 8-15-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
122	TRANSPORTATION & SHOP CHARGES		2	13	15				
123	U.S. SAVINGS BONDS PURCHASE RECORDS		3	12	15				
	a. BONDS								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. LETTERS								
	e. LOGS/INDICES								
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM								
	g. STOCKS								
124	UNCOLLECTIBLE WRITE-OFFS (RP72 PRINTOUT)		2	--	2				
	a. FINANCIAL REPORTS								
125	VACATION CLAIMS		1	10	11				
	a. FINANCIAL REPORTS								
	b. TIMEKEEPING RECORDS								
	b1. VACATION CLAIM	,02313							
126	VACATION TABS (BI-WEEKLY VACATION LEDGER)		2	--	2				
	a. TIMEKEEPING RECORDS								
127	VOIDED PAYROLL CHECKS (CHECK REWRITES)		2	--	2				
128	VOUCHERS (AUDITS)		3	15	18				SERIES CHANGED TO "VOUCHERS" 7/78; RETENTION
	a. EMPLOYEE ACCOUNTS RECORDS								OF ACCOUNTS PAYABLE COPY ONLY; SEE DUPLICATE
	a1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							LISTING FOR OTHER COPIES; FOR PLANT RECORDS,
	a2. ORDER FOR TRANSPORTATION	,00418							SEE PROJECT CONSTRUCTION RECORDS
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. INVOICES/PAYMENTS								
	d1. ACCOUNTS PAYABLE VOUCHER	AC286							
	d2. CROSS FUNDED ACCOUNTS PAYABLE VOUCHER (VITAL)					V			
	d3. INTERFUND BILLING WATER REVENUE FUND	,03105							
	d4. INVOICE								
	d5. REPORT OF MATERIAL RECEIVED	361,00361							

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CITY CLE[illegible] Date: JULY 19, 1990
City of Lo[illegible]eles
Form Gen. 60 (rev-10-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Powers
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	d6. REQUEST FOR PAYMENT	.03078							
	d7. SUB VOUCHER	.00046							
	d8. VOUCHER CONTROL FORM	.01218							
	d9. VOUCHER CONTROL FORM (VITAL)	.01218				V			
	d10. VOUCHER DETAIL (VITAL)					V			
	e. LETTERS								
	f. LOGS/INDICES								
	f1. CROSS REFERENCE SHEET	.03153							
	g. MEMORANDA								
	g1. MEMORANDUM	.01145							
	g2. MEMORANDUM								
	h. OPERATIONAL REPORTS								
	h1. GASOLINE DIESEL FUEL AND OIL REPORT	.03065							
	i. PURCHASE ORDERS								
129	VOUCHERS (AUDITS) UNDISTRIBUTED OR UNPAID, TAB NO. 15		1	9	10				
	a. LOGS/INDICES								
130	WATER & POWER DISABILITY, COMPENSATION & SUPPLEMENT		2	8	10				
131	WATER & POWER LAND COST ANALYSIS		5	45	50				
	a. FINANCIAL REPORTS								
132	WATER & POWER SYSTEM DEPRECIATION COMPUTATIONS		5	--	5				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	c. MEMORANDA								
	c1. MEMORANDUM								
133	WATER REFUND AUTHORIZATION		4	2	6				
	a. INVOICES/PAYMENTS								
134	WORK ORDER COST SUMMARY		2	8	10				PLANT COST DATA RETAINED IN ACCOUNT ANALYSIS,
	a. MANAGEMENT REPORTS								PLANTS IN SERVICE & PROJECT CONSTRUCTION RECORDS

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CITY CLERK Date: JULY 19, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 J720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) J Powers
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
135	W-4 CERTIFICATES		T	--	T				
	a. TAX RECORDS								
136	YEAR-END UNDISTRIBUTED VOUCHERS (AUDITS)		1	1	2				
	a. BUDGET RECORDS - ACTUAL								
	a1. TABULATION								
	b. BUDGET RECORDS - PROJECTED								
	b1. WORKSHEET								
	c. FINANCIAL REPORTS								
137	FLEET MASTER FILE		3	--	3				
	a. MANAGEMENT REPORTS								
138	ENERGY INFORMATION ADMINISTRATION ANNUAL REPORTS		2	10	12				
	a. MANAGEMENT REPORTS								
	a1. ENERGY INFORMATION ADMINISTRATION ANNUAL REPORT	EIA-412							
139	RECLASSIFICATION OF 145 ACCOUNT		2	3	5				
	a. FINANCIAL LEDGERS								
140	MINOR CWIP REPORTS		10	--	10				
	a. STATUS REPORTS								
141	DAMAGE CLAIM REPORTS		C+2	5	C+7				*Closed indicates final settlement of all claims. Reference: 91 000865 FJ
	a. EXTERNAL INSPECTION RECORDS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	c. INVOICES/PAYMENTS								
	c1. INVOICE								
	c2. VOUCHER CONTROL FORM								
	d. OPERATIONAL REPORTS								
	e. REQUISITIONS								
	f. TIMEKEEPING RECORDS								
142	RETIREMENT PERCENTAGE SCHEDULE		10	P	--				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. MANAGEMENT SCHEDULES								

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CITY CLERK Date: JULY 19, 1990
City of L geles
Form Gen. 0-81)

Sch. No. WP-11
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Department/Bureau 97 00720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head) Bowers
By: (City Clerk, Rec. Mgt. Off.)

Page: 27 of 35
Date 8-15-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITP	hist	conf	REMARKS
143	LINE EXTENSION DEPOSITS		C+2	--	C+2				
144	GENERAL ACCOUNTING CENTRAL FILE		AR	~~2~~	~~AR 2 yrs.~~ AR+2				Reference: 91 000865 FJ
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - ACTUAL								
	c. CUSTOMER SERVICE RECORDS								
	d. DWP INSPECTION RECORDS								
	e. FINANCIAL REPORTS								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	g. INVOICES/PAYMENTS								
	g1. CASH MEMORANDUM RECEIPT								
	g2. VOUCHER CONTROL FORM								
	h. JUDGEMENTS								
	h1. RESOLUTION								
	i. LETTERS								
	j. MANAGEMENT PROCEDURES								
	k. MANAGEMENT REPORTS								
	l. MANAGEMENT SCHEDULES								
	m. MEMORANDA								
	m1. MEMORANDUM								
	n. OPERATIONS & MAINTENANCE PROCEDURES								
	o. PUBLIC RELATIONS COMMUNICATIONS								
	p. REQUISITIONS								
	q. TRANSMITTALS/ACKNOWLEDGEMENTS								
	r. WAGE/SALARY STRUCTURE RECORDS								
	r1. SALARY ADJUSTMENT								
145	DENTAL PLAN TABULATIONS		1	~~2~~ 1	~~2 yrs.~~				Reference: 91 000865 FJ
146	DENTAL PLAN DETAIL		1	8	9				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	c1. INVOICE								
	c2. JOURNAL VOUCHER	.03103							
	c3. REQUEST FOR PAYMENT	.03078							
	c4. VOUCHER CONTROL FORM	.01218							
	d. LOGS/INDICES								
	e. MEMORANDA								

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

CITY CLERK Date: JULY 19, 1990
City of Los ıles
Form Gen. 60 1)

Sch. No. WP-11
Rev. No.

Department/Bureau 01 0720 FJ
Department of Water and P...
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V/A	hist	cont	REMARKS
	e1. MEMORANDUM	1147,01147							
147	W-2 RECONCILIATION		2	--	2				
	a. FINANCIAL REPORTS								
	b. WAGE/SALARY STRUCTURE RECORDS								
148	RECORDS MANAGEMENT FILE		P	--	--				
	a. MEMORANDA								
	a1. MEMORANDUM								
	b. RECORD TRANSMITTALS								
	c. RECORDS RETENTION AUTHORIZATIONS								
149	CUSTOMER INFORMATION SERVICE FILE		4	--	4				
	a. CUSTOMER SERVICE RECORDS								
	a1. STATEMENT OF ACCOUNT	,00010							
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	c1. INTERFUND BILLING	,03108							
	c2. INVOICE								
	c3. JOURNAL VOUCHER	,03103							
	c4. JOURNAL VOUCHER	,03109							
	c5. VOUCHER CONTROL FORM	,01218							
	d. JUDGEMENTS								
	d1. RESOLUTION								
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM	1147,01147							
	g. TRANSMITTALS/ACKNOWLEDGEMENTS								
150	ACCOUNTS RECEIVABLE RECONCILIATION		2	2	4				
	a. CUSTOMER SERVICE RECORDS								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01334							

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CITY CLE Date: JULY 19, 1990
City of Lo geles
Form Gen. 60 (R 10-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 000720 FJ
Department of Water and Power

Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head) Power
Date 8-15-90

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
151	DAILY WORK ORDER ACCOUNTING ACTIVITY REPORTS		3	--	3				
	a. FINANCIAL REPORTS								
152	WORK ORDER CLASSIFICATION		3	--	3				
	a. MANAGEMENT REPORTS								
153	DAILY STORES AUTHORIZATION		~~3Y~~ 1	/ 1	~~3Y~~ 2 yrs.				Reference: 91 000865 FJ
	a. FINANCIAL REPORTS								
154	DAMAGED CHECKS		~~6M~~ 1	/ 1	~~6M~~ 2 yrs.				Reference: 91 000865 FJ
	a. INVOICES/PAYMENTS								
155	INVOICE COLLECTIBLE LISTING		2	--	2				
	a. FINANCIAL REPORTS								
156	BI-WEEKLY LABOR CORRECTION		1	/ 1	x 2 yrs.				Reference: 91 000865 FJ
	a. FINANCIAL REPORTS								
157	BOARD RESOLUTIONS		P	--	--				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	.01445							
	a2. INTRA-DEPARTMENTAL	.01455							
	b. INVOICES/PAYMENTS								
	b1. INVOICE								
	b2. RECORD OF INVOICES PASSED	.00261							
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. LETTERS								
	e. LOGS/INDICES								
158	DERIVATION FORMAT CHANGES - WATER & POWER SYSTEMS		2	10	12				
	a. MANAGEMENT REPORTS								
159	PLANT SOLD		5	P	--				
	a. INVOICES/PAYMENTS								
	b. JUDGEMENTS								
	b1. RESOLUTION								
	c. LETTERS								

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

CITY CLERK Date: JULY 19, 1990
City of Los les
Form Gen. 60 1)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 (720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Powers
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
160	QUARTERLY & YEAR END FINANCIAL STATEMENT WORKING PAPERS		2	10	12				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. LEGAL APPLICATIONS								
	d1. AGREEMENT								
	e. MANAGEMENT SCHEDULES								
	f. MEMORANDA								
	f1. MEMORANDUM								
161	RETIREMENT BOARD RESOLUTIONS		1	5	6				
	a. INVOICES/PAYMENTS								
	a1. RECORD OF INVOICES PASSED	,00261							
	b. JUDGEMENTS								
	b1. RESOLUTION								
	c. LEGAL APPLICATIONS								
	c1. AGREEMENT								
	d. LETTERS								
	e. MEETING MINUTES								
162	CONTRACT FILE CARDS		20	--	20				
	a. LOGS/INDICES								
163	FREIGHT BILLS		3	3	6				
	a. INVOICES/PAYMENTS								
164	LINE EXTENSION DEPOSITS		C+2	--	C+2				
	a. FINANCIAL REPORTS								
	a1. REFUND STATEMENT	,03078							
	b. INVOICES/PAYMENTS								
	b1. CASH MEMORANDUM RECEIPT	,00982							
	b2. DEPARTMENT TRANSFER	,01412							
	b3. INVOICE COLLECTIBLE	,00861							
	b4. REQUEST FOR PAYMENT	,03078							
	c. LETTERS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	d2. MEMORANDUM								

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

CITY CLEF — Date: JULY 19, 1990
City of Lo — eles
Form Gen. 60 — J-81)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 — 0720 FJ
Department of Water and Power
Office of (Original) Record
Accounting 115

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	e. OPERATIONAL REPORTS								
	e1. REPORT OF SERVICES ON LINE EXTENSION - OVERHEAD	3053,03053							
	f. PROCUREMENT/SALES CONTRACTS								
	f1. AGREEMENT FOR EXTENSION OF UNDERGROUND ELECTRIC LINE TO SERVE REAL ESTATE SUBDIVISION, TRACT, HOUSING PROJECT, MULTI-FAMILY DWELLING OR COMMERCIAL DEVELOPMENT	DC647							
165	DAILY TIME REPORTS		5	--	5				
	a. TIMEKEEPING RECORDS								
	a1. DAILY TIME REPORT	,03244							
166	CHAPTER 13 BANKRUPTCIES		T	~~10~~	~~T+2~~ T+10				Reference: 91 000865 FJ
	a. LEGAL ORDERS/FILINGS								
167	PAYROLL SUPPORT DOCUMENTS		2	--	2				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	c. TIMEKEEPING RECORDS								
	d. TRANSMITTALS/ACKNOWLEDGEMENTS								
	e. WAGE/SALARY STRUCTURE RECORDS								
168	UNION TRUST FUNDS		5	--	5				
	a. FINANCIAL REPORTS								
169	BID BOND FILES		C+2	--	C+2				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	,01455							
	b. INVOICES/PAYMENTS								
	c. LETTERS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
170	FINANCE AND ACCOUNTING SYSTEM TRUST FUND		?	48	50				
	a. BUDGET RECORDS - ACTUAL								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. LEGAL NOTIFICATIONS								
	e. MEMORANDA								

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

CITY CLE Date: JULY 19, 1990
City of L[illegible]geles
Form Gen. 6[illegible]0-81)

Sch. No.
WP-11
Rev. No.

Department/Bureau 01 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting AS

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
174	DECEASED EMPLOYEE INSURANCE FILES		C+10	--	C+10				
	a. BUDGET RECORDS - ACTUAL								
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c. INVOICES/PAYMENTS								
	d. LEGAL NOTIFICATIONS								
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM								
	g. TAX RECORDS								
175	MEA TAXABLE INCOME FILES		T	10	T+10				
	a. BUDGET RECORDS - PROJECTED								
	b. EMPLOYMENT RECORDS								
	c. MEMORANDA								
	c1. MEMORANDUM								
	d. TAX RECORDS								
176	MEA LIFE INSURANCE FILES		E	10	E+10				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	c. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	e. FINANCIAL REPORTS								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	g. INVOICES/PAYMENTS								
	g1. VOUCHER CONTROL FORM								
	h. JUDGEMENTS								
	h1. RESOLUTION								
	i. LETTERS								
	j. MANAGEMENT REPORTS								
	k. MANAGEMENT SCHEDULES								
	l. MEMORANDA								
	l1. MEMORANDUM								
	m. PROPOSALS								
	n. PUBLIC RELATIONS COMMUNICATIONS								
	n1. NEWSLETTER								
	o. TAX RECORDS								

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

CITY CLERK Date: JULY 19, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dep Head) Bowen
By: (City Clerk, Rec. Mgt. Off.)

Page: 34 of 35
ate 8-15-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
177	BARGAINING UNIT STATISTICAL REPORT - UNITS M & V		2	--	2				
	a. MANAGEMENT REPORTS								
178	EMPLOYEE DDR CHANGES REPORT FOR BARGAINING UNITS M & V		2	18	20				
	a. POSITION DESCRIPTIONS								
179	AFFIRMATIVE ACTION BACKGROUND DOCUMENTATION		5	5	10				
	a. DESIGN CALCULATIONS								
	b. MANAGEMENT REPORTS								
	b1. REPORT								
180	GROUP INSURANCE ENROLLMENT CARDS		T+10	--	T+10				
	a. LOGS/INDICES								
181	INSURANCE CONTRACTS		T+10	--	T+10				
	a. PARTICIPANT CONTRACTS								
182	FEDERAL AND STATE MANDATED PROGRAMS		A+3	--	A+3				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. CLAIMS								
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	e. LETTERS								
	f. MANAGEMENT PROCEDURES								
	g. MEMORANDA								
	g1. MEMORANDUM								
183	FEDERAL/STATE DISASTER PROJECTS		A+3	--	A+3				
	a. CLAIMS								
	b. DWP INSPECTION RECORDS								
	c. FINANCIAL REPORTS								
	d. LEGAL ORDERS/FILINGS								
	e. LETTERS								
	f. LOGS/INDICES								
	g. MANAGEMENT REPORTS								
	h. MEMORANDA								
	h1. MEMORANDUM								
	i. REQUISITIONS								

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CITY CLE[illegible] Date: JULY 19, 1990
City of Lo[illegible]eles
Form Gen. 60[illegible]0-81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 720 FJ
Department of Water and Power
Office of (Original) Record
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) J Powers
Date 8-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	j. SPACE/EQUIPMENT ALLOCATION RECORDS								
	k. TIMEKEEPING RECORDS								
184	MICROFILM OF ITEMS #1 - 183 ABOVE (EXCEPT #23)		--	199	199				
185	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFI[illegible]M BLOWBACK		--	199	199				

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

CITY CLE[illegible] Date: JULY 19, 1990 | Sch. No. WP-11 | Department/Bureau 91 [illegible]721 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 1 of 6

City of Lo[illegible]eles | Department of Water and Power | By: (Dept. Head) [signature] | Date 8-15-90

Form Gen. 6[illegible]-81) | Rev. No. | Division Accounting MS 91 000721 FJ | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	AUTHORITIES - INFORMAL		3	7	10		PURCHASING
2	BANK RETURNED CHECK ORDER		2	--	2	1	ACCOUNTS PAYABLE; THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
3	BILLS OF LADING		1	--	1		GENERAL SERVICES
4	BOARD OF WATER & POWER COMMISSIONERS ANNUAL REPORT		2	--	2		PUBLIC AFFAIRS (FOR THE BOARD)
	a. MANAGEMENT REPORTS						
5	BOARD RESOLUTIONS - LAND PURCHASES & SALES		5	10	15		REAL ESTATE DIVISION
	a. JUDGEMENTS						
	a1. RESOLUTION						
6	CASH PAYMENTS - RETIREMENT		1	--	1		RETIREMENT
	a. INVOICES/PAYMENTS						
	a1. CASH RECEIPT - WATER & POWER EMPLOYEES	RP-25,16000					
	RETIREMENT						
7	COMPUTATION DISABILITY FUND BENEFIT		3	--	3		DISABILITY OFFICE
	a. FINANCIAL REPORTS						
8	DEATH BENEFIT CLAIM		1	--	1		RETIREMENT
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b. LEGAL NOTIFICATIONS						
	c. LETTERS						
	d. MEMORANDA						
	d1. MEMORANDUM	,01334					
	e. WAGE/SALARY STRUCTURE RECORDS						

NOTES:

1. OFFICIAL COPY IN ACCOUNTS PAYABLE "VOUCHER" SERIES

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

CITY CLERK Date: JULY 19, 1990
City of Los ...es
Form Gen. 61 (Rev. ...81)

Sch. No. WP-11
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 310 21 FJ
Department of Water and Power
Division Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
8-15-90 Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
9	DEMAND TRANSMITTALS		1	4	5		ACCOUNTS PAYABLE
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	c. LETTERS						
	d. MANAGEMENT REPORTS						
	e. TRANSMITTALS/ACKNOWLEDGEMENTS						
10	DISABILITY CLAIMS		1	--	1		RETIREMENT
11	DISTRICT OFFICE DAILY REPORT OF RECEIPTS, TRANSFERS & DEPOSITS		2	--	2		GENERAL ACCOUNTING; THIS ITEM NUMBER TRANSFERRED TO FINANCE DIVISION, WP-26
12	DUTIES DESCRIPTION RECORD		S	--	S		INDUSTRIAL RELATIONS
	a. INTRADEPARTMENTAL COMMUNICATIONS						
	a1. INTRA-DEPARTMENTAL	,01455					
	b. MEMORANDA						
	b1. MEMORANDUM	,01147					
	c. POSITION DESCRIPTIONS						
	c1. DUTIES DESCRIPTION RECORD	MS 131					
13	EQUIPMENT ON HAND REPORT		3	--	3		GENERAL SERVICES
	a. OPERATIONAL REPORTS						
14	EXTENSIONS OF TEMPORARY/EMERGENCY APPOINTMENTS		2	3	5		INDUSTRIAL RELATIONS
15	GENERAL LEDGER TABS		1	--	1		GENERAL ACCOUNTING
	a. FINANCIAL REPORTS						

NOTES:

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CITY CLERK Date: JULY 19, 1990
City of Los / ...s
Form Gen. 61 (R...)

Sch. No.
WP-11
Rev. No.

Department/Bureau 910 721 FJ
Department of Water and Power
Division
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) D Powers
By: (City Clerk, Rec. Mgt. Off.)
Date 8-15-90

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
16	INTER- & INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS,	& NOTICES	S	--	S		ORIGINATING OFFICE
17	INTERNAL DEMANDS		1	4	5		ACCOUNTS PAYABLE
	a. INVOICES/PAYMENTS						
	a1. INTERDEPARTMENTAL ORDER	GEN. 34					
	a2. INTERNAL DEMAND	GEN. 1-C					
	a3. INTERNAL DEMAND RECORD	AC 287					
18	LAND EASEMENT		E+5	--	E+5		REAL ESTATE DIVISION
	a. DEPARTMENT REAL ESTATE RECORDS						
	b. DWP MAPS						
	c. LITIGATION RECORDS						
	d. LOGS/INDICES						
19	LEASES FOR REAL PROPERTY		E+2	8	E+10		REAL ESTATE DIVISION
	a. DEPARTMENT REAL ESTATE RECORDS						
	a1. EASEMENT DEED						
	a2. LEASE						
	a3. LEASE CARD	1873,01873					
	a4. QUIT CLAIM OF DEED						
	b. DEPARTMENT/CONTRACTOR INSURANCE RECORDS						
	b1. CERTIFICATE OF INSURANCE						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. INVOICES/PAYMENTS						
	d1. BILLING INFORMATION CARD	1286,14998					
	d2. CASH MEMORANDUM RECEIPT	,00982					
	d3. DEPARTMENT TRANSFER	1404,15125					
	d4. INVOICE COLLECTIBLE	860,14609					
	d5. INVOICE COLLECTIBLE	,00861					
	d6. NOTICE OF SUSPENSE COLLECTION	618,14469					

NOTES:

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

CITY CLERK Date: JULY 19, 1990
City of Los ...les
Form Gen. 61 ...31)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 0(21 FJ
Department of Water and Power
Division
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6-15-90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d7. WATER REFUND AUTHORIZATION	,00572					
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LETTERS						
	g. LICENSES						
	h. MEMORANDA						
	h1. MEMORANDUM	1334,15047					
	h2. MEMORANDUM	,01335					
	h3. MEMORANDUM						
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
	i1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	i2. TRANSMITTAL	,00028					
20	LIFE SHEETS OF TRANSPORTATION & CONSTRUCTION		T	--	T		GENERAL SERVICES
21	MEDICAL DEDUCTIONS		1	--	1		HEALTH PLAN OFFICE
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b. FINANCIAL REPORTS						
	b1. DWP MEDICAL INSURANCE COLLECTOR'S REPORT	MS-342					
	b2. DWP MEDICAL INSURANCE COLLECTOR'S REPORT	MS-343					
	c. LOGS/INDICES						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
22	PAYROLL TABS		3M	--	3M		PAYROLL
	a. FINANCIAL REPORTS						
	b. WAGE/SALARY STRUCTURE RECORDS						

NOTES:

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

CITY CLERK Date: JULY 19, 1990
City of Los ... gs
Form Gen. 61 (R...)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 0 21 FJ
Department of Water and Power
Division Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 7-15-90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
23	PROJECT MATERIAL SPECIFICATIONS		1	--	1		POWER DESIGN & CONSTRUCTION/WATER ENGINEERING DESIGN
24	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
25	PURCHASE ORDERS		1	--	1		PURCHASING
26	REQUISITION FOR STATIONERY SUPPLIES		1	--	1		STATIONERY STORES
	a. INVOICES/PAYMENTS						
	a1. REPORT OF GOODS RETURNED	,00400					
	b. MEMORANDA						
	b1. MEMORANDUM	,01145					
	b2. MEMORANDUM	,01334					
	b3. MEMORANDUM	,01335					
	c. PURCHASE ORDERS						
	c1. PURCHASE ORDER	,00001					
	d. REQUISITIONS						
	d1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	d2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	d3. REQUISITION FOR STATIONERY SUPPLIES	,00903					
27	RETIREMENT DEDUCTIONS		1	--	1		RETIREMENT
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
28	RETIREMENT MEMBERSHIP LIST		1	--	1		RETIREMENT
	a. MEMORANDA						
	a1. MEMORANDUM	1344,15047					

NOTES:
1. NON-RECORD MATERIALS

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

CITY CLERK Date: JULY 19, 1990
City of Los . as
Form Gen. 61 (R 1)

Sch. No. WP-11
Rev. No.

Department/Bureau 91 00 1 FJ
Department of Water and Power
Division
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
8-15-90
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
29	RETIREMENT PLAN CORRECTIONS		6M	6M	1Y		CIVIL SERVICE COMMISSION
30	STORES TABULATION NO. 3 - MATERIAL ISSUED TO WORK ORDERS FOR	BOTH WATER	1	4	5	1,1	GENERAL SERVICES
	a. REQUISITIONS						
31	STORES TABULATION NO. 4 - EXCESS MATERIAL RETURNED FROM WORK	ORDERS	1	4	5	2,2	GENERAL SERVICES
	a. INVOICES/PAYMENTS						
32	STORES TABULATION NO. 5 - RECOVERED MATERIAL RETURNED TO STORES &/OR RET		1	4	5	3,3	GENERAL SERVICES
	a. INVOICES/PAYMENTS						
33	SUBPOENAS & RELATED CORRESPONDENCE		1	--	1		LEGAL
	a. CLAIMS						
	b. INVOICES/PAYMENTS						
	c. LEGAL ORDERS/FILINGS						
	c1. DECLARATION	AT025					
	d. LETTERS						
	e. MEMORANDA						
	e1. MEMORANDUM	,01145					
	f. WAGE/SALARY STRUCTURE RECORDS						
34	SUB-PURCHASE ORDERS		5	--	5		PURCHASING
	a. TIMEKEEPING RECORDS						
	a1. ABSENCE FROM DUTY RECORD	2588					
	a2. ATTENDANCE RECORD	3002					
	a3. VACATION FORM	,01113					

NOTES:

1. COPY RECEIVED BY GENERAL ACCOUNTING THROUGH 1977; ALL ISSUES STORED
2. COPY RECEIVED BY GENERAL ACCOUNTING THROUGH 1977; ALL ISSUES STORED
3. COPY RECEIVED BY GENERAL ACCOUNTING THROUGH 1977; ALL ISSUES STORED

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CITY CLERK Date: JULY 19, 1990
City of Los [illegible]s
Form Gen. 61 (R[illegible])

Sch. No. WP-11
Rev. No.

Department/Bureau 91 (721 FJ
Department of Water and Power
Division
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
8/15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
35	SURPLUS PRINTED MATERIALS		AR	--	AR	1	
36	VOUCHERS (AUDITS)		2	--	2		ACCOUNTS PAYABLE
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	b1. SUPPLEMENT	,01407					
	b2. VOUCHER CONTROL FORM	,01218					
	c. REQUISITIONS						
37	CASHIER VOUCHER STUBS		1	--	1		*Cashier's Office
38	SUB-PURCHASE ORDERS - 6 MONTH TO DATE REPORTS		2	--	2		*Purchasing Division
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
39	CASH MEMORANDUM RECEIPT RECONCILIATION		2	--	2		*Cashier's Office
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	b1. CASH MEMORANDUM RECEIPT						
40	BLANKET AUTHORITY		1	10	11		*Purchasing Division
	a. INVOICES/PAYMENTS						
41	MONTH END TABS		3	3	6		*Management Information Services
	a. FINANCIAL REPORTS						

NOTES:
1. NON-RECORD MATERIALS

*Reference: 91 000865 FJ

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CITY CLERK Date: JULY 19, 1990
City of Los [illegible]es
Form Gen. 61 ([illegible])

Sch. No. WP-11
Rev. No.

Department/Bureau 91 0 [illegible] 21 FJ
Department of Water and Power
Division
Accounting MS

Certified per Sec. 12.3(e) of L.A. Admin. Code.
By: (Dep[illegible]) [signature]
5-15-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
42	AFFIRMATIVE ACTION PROCEDURE AND GUIDELINES		S	--	S		*Human Resources Division
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. JUDGEMENTS						
43	AFFIRMATIVE ACTION SUBJECT/CORRESPONDENCE FILE		S	--	S		*Human Resources Division
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. EMPLOYMENT RECORDS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	d. INVOICES/PAYMENTS						
	d1. VOUCHER CONTROL FORM						
	e. LETTERS						
	f. LOGS/INDICES						
	g. MEETING MINUTES						
	h. MEMORANDA						
	h1. MEMORANDUM						
	i. PUBLIC RELATIONS COMMUNICATIONS						
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						
44	DWP PROJECT BUDGETS		2	--	2		*Originating Office
45	MICROFILM OF ITEMS #1 - 44 ABOVE		--	199	199		
46	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 183 ON WP-11 ORIGINAL (EXCEPT #23). HARDCOPY OF ITEMS #1 - 44 ON WP-11 DUPLICATE.
47	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

*Reference: 91 000865 FJ

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City os Angeles
Form (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) — Date: 5-30

By: (City Clerk, Rec. Mgt. Off.) — Date: 6/28/00

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
1	ACCOUNTS RECEIVABLE TRANSFERS		1Y	1Y	2Y				
	a. COST CALCULATIONS								
	b. CUSTOMER SERVICE RECORDS								
	b1. ADJUSTMENTS	,03319							
	b2. BILLING HISTORY CORRECTION	C0110,							
	b3. BILLING TRANSACTIONS	C0109,							
	b4. CASH REFUND/BRC	,03313							
	b5. CLOSING BILL TRANSACTION	C0111,							
	b6. CUSTOMER REQUEST MEMO	,03308							
	b7. DEPOSIT ORDER	,03321							
	b8. ERROR LIST	,03354							
	b9. FILE MAINTENANCE HEADER	,03324							
	b10. LATE PAYMENT INTEREST CHARGE	C0227,							
	b11. MISCELLANEOUS CHARGE TRANSACTIONS	,03195							
	b12. MULTIPLE LATE PAYMENT INTEREST CHARGE TRANSACTION	,03195							
	b13. PERSONAL DATA CHANGE	,03334							
	b14. RECORD CORRECTION ORDER	,03316							
	c. FINANCIAL REPORTS								
	c1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	d. INVOICES/PAYMENTS								
	d1. ACCOUNTS RECEIVABLE TRANSFERS	,03320							
	d2. SANITATION EQUIPMENT CHARGE	,C0206							
	e. LOGS/INDICES								
	f. MEMORANDA								
	f1. MEMORANDUM	,01147							
	g. OPERATIONAL REPORTS								
	g1. CUSTOMER STATUS	,03209							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. FILE MAINTENANCE TRANSMITTAL SLIP	,03328							

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
	h2. FILE MAINTENANCE TRANSMITTAL SLIP - CRITICAL TRANSACTION	,03375							
2	ADJUSTMENT VOUCHERS		2Y	3Y	5Y				
3	ADVANCE REPORT TO BOOKEEPING		2M	46M	4Y				
4	ANNUAL REPORT - COMMERCIAL DIVISION		10Y	P	–				RETENTION OF ADMINISTRATIVE SERVICES COPY ONLY. SEE DUPLICATE SCHEDULE FOR OTHER COPIES.
	a. MANAGEMENT REPORTS								
5	APPLICATIONS FOR SERVICE (APARTMENTS)		C+2Y	–	C+2Y				
6	APPLICATIONS FOR SERVICE		C	1Y	C+1Y				
	a. CONTRACT ADMINISTRATION RECORDS								
	b. CUSTOMER SERVICE RECORDS								
	b1. APPLICATION FOR LIFE-SUPPORT DEVICE DISCOUNT	C0143,							
	b2. APPLICATION FOR PARAPLEGIC, QUADRAPLEGIC AND MULTIPLE SCLEROSIS DISCOUNT	C0167,							
	b3. APPLICATION FOR SERVICE	,03388							
	b4. CUSTOMER REQUEST MEMO	,03308							
	b5. DEPOSIT BILL	,03200							
	c. LETTERS								
	c1. OUTGOING LETTER	,01895							
	d. LISTS/INVENTORIES								
	e. MANAGEMENT REPORTS								
	f. MEMORANDA								
	f1. BILLING MEMORANDUM	880,00880							
	f2. MEMORANDUM	,01147							
	g. REQUISITIONS								
	g1. PERMANENT APPLICATION REQUEST	,03310							
7	AUTO REPORTS		2Y	8Y	10Y				
	a. EMPLOYEE ACCOUNTS RECORDS								
	a1. AUTOMOBILE MILEAGE	,01794							
	a2. CHANGES TO MILEAGE AUTHORITY	C1050,							

R[illegible]ode: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent [illegible]erceded T = Termination

City of Los Angeles
Form [illegible] (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of [illegible] and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

By: (Dept. Head) Original Signed by Frederick Puglia — Date [illegible] 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	a3. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. LISTS/INVENTORIES								
	d. MEMORANDA								
	d1. MEMORANDUM	,01147							
	e. PROCEDURES/INSTRUCTIONS								
8	BANK RETURNED CHECKS		2Y	–	2Y				
	a. CUSTOMER SERVICE RECORDS								
	a1. ADJUSTMENTS	,03319							
	a2. BRC CHARGE AND TRANSFER	,03049							
	b. FINANCIAL REPORTS								
	b1. DAILY REPORT OF RECEIPTS, TRANSFERS AND DEPOSITS	,00387							
	c. INVOICES/PAYMENTS								
	c1. CHECK								
	d. NON-DWP NON-RECORDS								
9	BILLING MEMOS (SPECIAL INSTRUCTIONS)		–	1Y	1Y				
	a. CUSTOMER SERVICE RECORDS								
	a1. ADDITIONAL INFORMATION	,01792							
	a2. BILLING CALCULATION STATEMENT - RESIDENTIAL	C0021,							
	a3. COMPLAINT TEST: ELECTRIC METER	,02243							
	a4. CUSTOMER REQUEST MEMO	,03308							
	a5. ELECTRIC CLASS SURVEY	,03213							
	a6. ELECTRIC HIGH BILL COMPLAINT	,03213							
	a7. HOUSE AND METER CHECK	,03213							
	a8. HOUSE AND METER CHECK ELECTRIC WATER	,02188							
	a9. WATER CLASS SURVEY	,03213							
	a10. WATER MEMO	,03213							

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	a11. WATER WHY HIGH	,03213							
	b. INSPECTION RECORDS								
	b1. SERVICE INSPECTION REPORT	,02164							
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. MEMORANDA								
	d1. BILLING MEMORANDUM	880,00880							
	d2. ELECTRIC MEMO	554,							
	e. OPERATIONAL REPORTS								
	e1. CUSTOMER STATUS	,03209							
	f. STUDIES/SURVEYS								
	f1. CLASSIFICATION SURVEY	,00186							
10	BILLS COLLECTIBLE		2Y	3Y	5Y				
	a. CUSTOMER SERVICE RECORDS								
	b. INVOICES/PAYMENTS								
	b1. BILL COLLECTIBLE	87-00-050,00050							
	c. LETTERS								
	c1. OUTGOING LETTER	,01895							
	d. MEMORANDA								
	d1. BILLING MEMORANDUM	880,00880							
	d2. MEMORANDUM FOR BILLS COLLECTIBLE	,00600							
	e. OPERATIONAL REPORTS								
	e1. CUSTOMER STATUS	,03209							
11	BUDGET PREPARATION RECORDS		AR	5Y	AR+5Y				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. CORRECTION NOTICE	,00993							
	b. BUDGET RECORDS								
	c. CONFERENCE/MEETING RECORDS								
	d. CONTRACT ADMINISTRATION RECORDS								
	e. CUSTOMER SERVICE RECORDS								

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City of Los Angeles
Form (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No.	Department/Bureau	By: (Dept. Head)	Date
DWP-12	Department of and Power	Original Signed by Frederick Puglia	5/ /00
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date
	CUSTOMER SERVICES (COMMERCIAL)		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
	f. EMPLOYEE ACCOUNTS RECORDS								
	f1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	g. EMPLOYMENT RECORDS								
	h. FINANCIAL REPORTS								
	i. INSPECTION RECORDS								
	i1. OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	,14380							
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	j1. CALL SLIP	,00148							
	j2. INTRA-DEPARTMENTAL	,01455							
	k. INVOICES/PAYMENTS								
	k1. CHECK								
	k2. DEPARTMENT TRANSFER POWER REVENUE FUND	3103,							
	k3. INTERFUND BILLING POWER REVENUE FUND	,03099							
	k4. INVOICE	,00050							
	k5. INVOICE CORRECTION NOTICE	,03081							
	k6. JOURNAL VOUCHER	,03103							
	k7. LONG DISTANCE TICKET	,02848							
	k8. REQUEST FOR PAYMENT	,03078							
	k9. SUB VOUCHER	,00046							
	k10. SUPPLEMENT	,01407							
	k11. VOUCHER CONTROL FORM	,01218							
	l. LEGAL PROCEEDINGS RECORDS								
	l1. RESOLUTION	,03384							
	m. LETTERS								
	m1. BOARD LETTER	,03384							
	m2. OUTGOING LETTER	,01895							
	n. LISTS/INVENTORIES								
	o. LOGS/INDICES								
	p. MANAGEMENT REPORTS								

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3 Vol. of L.A. Admin. Code: Original Signed by
By: (Dept. Head) Frederick Puglia — Date 5-30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
	q. MEMORANDA								
	q1. MEMORANDUM	,01147							
	r. OPERATIONAL REPORTS								
	s. POSITION DESCRIPTIONS								
	t. PROCEDURES/INSTRUCTIONS								
	u. PURCHASE ORDERS								
	u1. PURCHASE ORDER	,02806							
	u2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	u3. SUB-PURCHASE ORDER ADJUSTMENT	,03009							
	v. REQUISITIONS								
	v1. EQUIPMENT TRANSFER	,01217							
	v2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	v3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	w. SCHEDULES								
	x. SPACE/EQUIPMENT ALLOCATION RECORDS								
	x1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744							
	y. SPECIFICATIONS								
	z. TIMEKEEPING RECORDS								
	z1. ATTENDANCE AUTHORITY	,02329							
	z2. BI-WEEKLY REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,							
	z3. OPERATOR'S DAILY TIME REPORT	,02269							
	z4. REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,							
	aa. TRANSMITTALS/ACKNOWLEDGEMENTS								
	aa1. PURCHASING BID TRANSMITTAL	,02280							
	ab. WAGE/SALARY STRUCTURE RECORDS								
	ab1. SALARY ADJUSTMENT								
12	CASH BATCH LISTING (RP02 PRINTOUT)		–	4Y	4Y				
13	CASH PAYMENT STUBS - OPTICAL		2M	46M	4Y				
	a. CUSTOMER SERVICE RECORDS								

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City of Los Angeles
Form (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date 5-10-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	d. MANAGEMENT REPORTS								
14	CASH POSTING LEDGER		5Y	–	5Y				
15	CASH REFUNDS		2Y	3Y	5Y				
	a. CUSTOMER SERVICE RECORDS								
	a1. CUSTOMER REQUEST MEMO	,03308							
	a2. CUSTOMER'S DEPOSITS REFUNDED IN EXCESS OF CLOSING BILLS	,03090							
	a3. DEPOSIT BILL	,03200							
	a4. DEPOSIT ORDER	,03321							
	a5. PAYMENT TRANSFER	,03339							
	b. INVOICES/PAYMENTS								
	b1. BILL	,03200							
	b2. CHECK								
	b3. CLOSING BILL	,03200							
	b4. CUSTOMER'S DEPOSIT RECEIPT	,00897							
	b5. ELECTRIC REFUND AUTHORIZATION	,00113							
	b6. GENERAL RECEIPT	,03196							
	c. LEGAL PROCEEDINGS RECORDS								
	d. LETTERS								
	d1. OUTGOING LETTER	,01895							
	e. LISTS/INVENTORIES								
	f. LOGS/INDICES								
	g. MEMORANDA								
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. RECORDS WITHDRAWAL SLIP	2220,02220							
16	SERVICE/VERIFICATION RECORDS		--	–	1Y				CIS = CUSTOMER INFORMATION SYSTEM
	a. CHANGE DOCUMENTS								
	a1. CIS REQUEST FOR ENHANCEMENT OR DESIGN CHANGE	C0031,							
	b. CUSTOMER SERVICE RECORDS								

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12 | Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) Original Signed by Frederick Puglia — Date 5-30-00

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	b1. CUSTOMER REQUEST MEMO	,03308							
	b2. NOTICE TO READ METER	,03197							
	c. FINANCIAL REPORTS								
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN 160,							
	e. INVOICES/PAYMENTS								
	e1. BILL	,03200							
	e2. BILLING STATEMENT - WATER	,C0218							
	f. LEGAL PROCEEDINGS RECORDS								
	f1. RESOLUTION	,03384							
	g. LETTERS								
	g1. OUTGOING LETTER	,01895							
	h. LOGS/INDICES								
	I. MEMORANDA								
	I1. MEMORANDUM	,01147							
	I2. OFFICE MEMORANDUM	GEN 34,							
	J. OPERATIONAL REPORTS								
	J1. CIS PROBLEM REPORT	C0032,							
	J2. CUSTOMER STATUS	,03209							
	k. SCHEDULES								
	l. STATUS REPORTS								
17	CLOSING BILL CASE FILES		C+5Y	5Y	C+10Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CUSTOMER SERVICE RECORDS								
	b1. CUSTOMER REQUEST MEMO	,03308							
	c. FINANCIAL REPORTS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. INVOICES/PAYMENTS								
	e1. BILL	,03200							
	f. LEGAL PROCEEDINGS RECORDS								

R[illegible] ode: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent [illegible]erceded T = Termination

City of Los Angeles
Form 30 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(a) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date 6-30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	f1. CASE FILE	,03222							
	g. LETTERS								
	g1. OUTGOING LETTER	,01895							
	h. MEMORANDA								
	h1. MEMORANDUM FOR BILLS COLLECTIBLE	,00600							
	i. OPERATIONAL REPORTS								
	i1. CUSTOMER STATUS	,03209							
18	COMMERCIAL DIVISION MANUALS HISTORICAL FILES		S+1Y	P	–				
19	COMMERCIAL DIVISION PROCEDURES HISTORICAL FILES		S+2Y	P	–				
20	ADMINISTRATIVE/MANAGEMENT FILES		1Y	1Y	2Y				
	a. CUSTOMER SERVICE RECORDS								
	b. FINANCIAL REPORTS								
	b1. BRANCH OFFICE ERROR REPORT	C2012,							
	b2. OVER AND SHORT PERFORMANCE REVIEW	C1138,							
	b3. OVER AND SHORT REPORT	C1142,							
	c. LISTS/INVENTORIES								
	c1. MONTHLY PERSONNEL ROSTER	C0013,							
	d. LOGS/INDICES								
	d1. RUBBISH REMOVAL SERVICES	C1172,							
	d2. WATER CONSERVATION KIT	WE314,							
	e. MEMORANDA								
	e1. MEMORANDUM	,01147							
	f. OPERATIONAL REPORTS								
	f1. AFTER-HOUR DEPOSITORY REPORT	C1140,							
	f2. DAILY ACTIVITY REPORT	C0049,							
	g. STATUS REPORTS								
	h. TEST RECORDS								
	h1. BRANCH OFFICE CAMERA AND ALARM TEST REPORT	C1187,							
	i. TIMEKEEPING RECORDS								
	i1. MONTHLY OVERTIME RECORD SHEET	C0003,							

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Department/Bureau: Department of Water and Power

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

By: (Dept. Head) Original Signed by Frederick Puglia | Date 5-30-00

By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
	l2. TIME CARD	C1173,							
21	CUSTOMER ACCOUNTS RECORDS (MICROFICHE)		10Y	–	10Y				RETENTION OF MASTER MICROFICHE ONLY - SEE DUPLICATE SCHEDULE FOR OTHER COPIES.
22	CUSTOMER BANKRUPTCIES		1Y	2Y	3Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CLAIMS								
	b1. CHAPTER 13 PROOF OF CLAIM	B-1042,							
	c. CUSTOMER SERVICE RECORDS								
	c1. CUSTOMER REQUEST MEMO	,03308							
	d. INVOICES/PAYMENTS								
	d1. CLOSING BILL	,03200							
	e. LEGAL PROCEEDINGS RECORDS								
	f. LETTERS								
	f1. OUTGOING LETTER	,01895							
	g. LOGS/INDICES								
	h. MEMORANDA								
	i. OPERATIONAL REPORTS								
	i1. CUSTOMER STATUS	,03209							
	j. PUBLIC RELATIONS COMMUNICATIONS								
	k. TAX RECORDS								
	k1. TAX EXEMPTION CERTIFICATE	C0215,							
23	CUSTOMER COMPLAINTS		C	5Y	C+5Y				
	a. CHANGE DOCUMENTS								
	a1. CIS REQUEST FOR ENHANCEMENT OR DESIGN CHANGE	C0031,							
	b. CUSTOMER SERVICE RECORDS								
	b1. ADDITIONAL INFORMATION	,01792							
	b2. APPLICATION FOR SERVICE	,03388							
	b3. BACK-UP SERVICE ORDER	,03401							
	b4. BILLING CALCULATION STATEMENT	C0021,							
	b5. BILLING CALCULATION STATEMENT - RESIDENTIAL	C0021,							

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Certified per Sec. 12.3(a) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date 10-80
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	b6. BILLING CORRECTION STATEMENT	,00015							
	b7. BILLING HISTORY CORRECTION	C0110,							
	b8. BILLING TRANSACTIONS	C0109,							
	b9. CASH REFUND/BRC	,03313							
	b10. COMPLAINT-TEST: ELECTRIC METER	,02243							
	b11. CUSTOMER COMPLAINT LETTER FILE (VITAL)					V			
	b12. CUSTOMER CONTACT RECORD	C1068,							
	b13. CUSTOMER REQUEST MEMO	,03308							
	b14. DEPOSIT BILL	,03200							
	b15. DEPOSIT BILL CUSTOMER CONTACT	,03185							
	b16. DEPOSIT ORDER	,03321							
	b17. DEPOSIT REQUEST MEMO	,03325							
	b18. HIGH/LOW REGISTER	,03353C							
	b19. MANUAL REVENUE ADJUSTMENT	,03337							
	b20. PAYMENT TRANSFER	,03339							
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. BILL OF SALE								
	d. EMPLOYMENT RECORDS								
	d1. EMPLOYEE CARD	2757,02757							
	e. FINANCIAL REPORTS								
	f. INSPECTION RECORDS								
	f1. SERVICE INSPECTION REPORT	,02164							
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN 160,							
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. CALL SLIP	,00148							
	h2. INTRA-DEPARTMENTAL	,01455							
	i. INVOICES/PAYMENTS								
	i1. ACCOUNTS RECEIVABLE TRANSFERS	,03320							
	i2. BILLING STATEMENT - WATER	,C0218							
	i3. CASH PAYMENT RECEIPT	,03335							

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City of Los Angeles
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Department of Water and Power
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CUSTOMER SERVICES (COMMERCIAL)

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By: (Dept. Head) Original Signed by Frederick Puglia
Date 5-30-00
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	i4. CHECK								
	i5. CHECK STUB	1630,							
	j. LEGAL PROCEEDINGS RECORDS								
	j1. CASE FILE	,03222							
	j2. RESOLUTION	,03384							
	k. LETTERS								
	k1. BOARD LETTER	,03384							
	k2. OUTGOING LETTER	,01895							
	l. MANAGEMENT REPORTS								
	m. MEMORANDA								
	m1. AUTHORIZATION MEMO	349,00349							
	m2. BILLING MEMORANDUM	880,00880							
	m3. ELECTRIC MEMO	554,							
	m4. MEMORANDUM	,01147							
	n. NON-DWP NON-RECORDS								
	o. OPERATIONAL REPORTS								
	o1. CUSTOMER STATUS	,03209							
	p. PUBLIC RELATIONS COMMUNICATIONS								
	q. ROUTING SLIPS								
	q1. HOLD FROM MAILING	,03332							
	r. STATUS REPORTS								
	s. TAX RECORDS								
	s1. TAX EXEMPTION CERTIFICATE	3136,03136							
	t. TRANSMITTALS/ACKNOWLEDGEMENTS								
24	DAILY AND MONTHLY REPORTS AND LISTINGS		1Y	1Y	2Y				
	a. CUSTOMER SERVICE RECORDS								
	a1. ADDITIONAL INFORMATION	,01792							
	a2. COMPLAINT TEST: ELECTRIC METER	,02243							
	a3. ELECTRIC HIGH BILL COMPLAINT	,03213							
	b. DETAIL PHOTOGRAPHS								
	c. FINANCIAL REPORTS								

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By: (Dept. Head) Original Signed by Frederick Puglia — Date 1-30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	d. INSPECTION RECORDS								
	d1. SERVICE INSPECTION REPORT	,02164							
	e. INVOICES/PAYMENTS								
	e1. CASH MEMORANDUM RECEIPT	,00982							
	f. LETTERS								
	g. LISTS/INVENTORIES								
	h. LOGS/INDICES								
	I. MANAGEMENT REPORTS								
	j. MEMORANDA								
	j1. BILLING MEMORANDUM	880,00880							
	j2. ELECTRIC MEMO	554,							
	j3. MEMORANDUM	,01147							
	k. OPERATIONAL REPORTS								
	k1. CUSTOMER STATUS	,03209							
	k2. DAILY FIELD REPORT	C1056,							
	k3. DAILY REPORT OF METERS SET	,00622							
	k4. DAILY VPF FACTOR	,03398							
	k5. INDIVIDUAL MONTHLY RECAP	,C 0160							
	k6. REPORT OF ACTIVITIES	C1169,							
	k7. REPORT OF FIELD ACTIVITIES	C1108,							
	k8. REPORT OF OFFICE ACTIVITIES	C1109,							
	l. STATUS REPORTS								
25	DATA CONTROL FILES		2M	22M	2Y				
26	DELINQUENT BILLS - ACTION STUBS		1Y	3Y	4Y				
	a. CUSTOMER SERVICE RECORDS								
	b. LOGS/INDICES								
27	DEPOSIT BILLS		2Y	--	2Y				
	a. CUSTOMER SERVICE RECORDS								
	a1. CUSTOMER REQUEST MEMO	,03308							
	a2. DEPOSIT BILL	,03200							
	a3. DEPOSIT BILL CUSTOMER CONTACT	,03185							

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City of Los Angeles
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Records Retention Schedule (Original/Official Records)

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By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
28	DEPOSIT LEDGER TAB CARDS		4Y	--	4Y				
29	OFFICE FUNDS		2Y	5Y	7Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. FINANCIAL REPORTS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. INVOICES/PAYMENTS								
	d1. AUDITOR CONTROLLERS SPECIAL WARRANT	76W275T,							
	d2. INVOICE	,00050							
	d3. REQUEST FOR PAYMENT	,03078							
	d4. SUB VOUCHER	,00046							
	d5. VOUCHER CONTROL FORM	,01218							
	e. MEMORANDA								
	e1. MEMORANDUM	,01147							
	e2. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	f. PROCEDURES/INSTRUCTIONS								
30	DOCUMENTATION OF RECEIPT OF FUNDS - CIS		2Y	3Y	5Y				CIS = CUSTOMER INFORMATION SYSTEM
	a. CUSTOMER SERVICE RECORDS								
	b. FINANCIAL REPORTS								
	b1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	c. INVOICES/PAYMENTS								
	c1. CASH PAYMENT	,03335							
	d. OPERATIONAL REPORTS								
31	DOCUMENTATION OF RECEIPT OF FUNDS - NON-CIS		2Y	8Y	10Y				CIS = CUSTOMER INFORMATION SYSTEM
	a. FINANCIAL REPORTS								
	a1. DAILY REPORT OF RECEIPTS, TRANSFERS AND DEPOSITS	,00387							
	b. INVOICES/PAYMENTS								
	c. LISTS/INVENTORIES								
	d. LOGS/INDICES								
32	EARNINGS REPORTS		5Y	5Y	10Y				

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City ...s Angeles
Form ... (R 10-81)

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Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	
DWP-12	Department of ... and Power	By: (Dept. Head) Original Signed by Frederick Puglia	Date ... 20-00
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date
	CUSTOMER SERVICES (COMMERCIAL)		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
33	ESCROW FILES		C	10Y	C+10Y				CLAIMS FOR BILL PAYMENTS ON BUSINESS PROPERTIES IN ESCROW.
	a. CONTRACT ADMINISTRATION RECORDS								
	b. CUSTOMER SERVICE RECORDS								
	b1. CREDIT NOTICE	,01701							
	b2. CUSTOMER REQUEST MEMO	,03308							
	c. INVOICES/PAYMENTS								
	c1. CHECK STUB	1630,							
	c2. CLOSING BILL	,03200							
	d. LETTERS								
	d1. OUTGOING LETTER	,01895							
	e. MEMORANDA								
	f. OPERATIONAL REPORTS								
	f1. CUSTOMER STATUS	,03209							
34	GOVERNMENTAL ACCOUNTS FILES		2Y	3Y	5Y				
	a. CONTRACT ADMINISTRATION RECORDS								
	b. CUSTOMER SERVICE RECORDS								
	b1. BACK-UP SERVICE ORDER	,03401							
	b2. BILLING CALCULATION STATEMENT	C0021,							
	b3. CUSTOMER REQUEST MEMO	,03308							
	b4. FIELD APPLICATION FOR RESIDENTIAL SERVICE	,03389							
	b5. METER AND SERVICE ORDER	,330396-1							
	b6. REQUEST FOR UTILITY INSTALLATION AND/OR SERVICE	7-A-33,							
	c. INVOICES/PAYMENTS								
	c1. BILL	,03200							
	c2. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	1034,							
	c3. REPORT OF MISCELLANEOUS CHARGES	0022 FCD,							
	c4. REPORT OF MISCELLANEOUS CHARGES	76R337,							
	d. LETTERS								
	d1. OUTGOING LETTER	,01895							

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City Clerk
City of Los Angeles
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By: (Dept. Head) Original Signed by Frederick Puglia — Date 5-30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	e. LOGS/INDICES								
	f. MEMORANDA								
	g. PURCHASE ORDERS								
	g1. PURCHASE ORDER	,02806							
	h. REQUISITIONS								
	h1. ORDER FOR SUPPLIES OR SERVICES	GSA 300,							
	I. TRANSMITTALS/ACKNOWLEDGEMENTS								
35	HIGH-LOW REJECT REGISTER (RP18 PRINTOUT)		1Y	1Y	2Y				
36	HOUSE CHECK, CLASS SURVEY		1Y	4Y	5Y				
37	LITIGATION SUPPORT FILES – COMMERCIAL		C+2Y	8Y	C+10Y				
38	MANUALS AND PROCEDURES		S+2Y	–	S+2Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CHANGE DOCUMENTS								
	c. LISTS/INVENTORIES								
	d. LOGS/INDICES								
	e. MEMORANDA								
	e1. MEMORANDUM	,01147							
	f. OPERATIONS & MAINTENANCE PROCEDURES								
	g. PROCEDURES/INSTRUCTIONS								
	h. RECORD TRANSMITTALS								
	I. SCHEDULES								
	I1. CIS OPERATING SCHEDULE	C1229,							
	I2. CIS OPERATING SCHEDULE MONTHLY ACCOUNTS	C1128,							
	I3. CIS OPERATION SCHEDULE BI-MONTHLY ACCOUNTS	,01159							
39	MEDALLION APARTMENT FILES		2Y	P	–				
40	METER OUT SHEETS		1Y	2Y	3Y				
41	METER READ SHEETS		2W	206W	4Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CUSTOMER SERVICE RECORDS								
	c. EMPLOYEE ACCOUNTS RECORDS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	c1. CHANGES TO MILEAGE AUTHORITY	C1050,							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. LETTERS								
	e1. OUTGOING LETTER	,01895							
	f. LOGS/INDICES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01147							
	h. NON-DWP NON-RECORDS								
42	METER READING ROUTE DESIGN DOCUMENTS		C	2Y	C+2Y				
	a. CUSTOMER SERVICE RECORDS								
	a1. ROUTE EVALUATION REQUEST	C0195,							
	a2. SEGMENT FILE CARD	C0168,							
	b. DRAWINGS								
	c. INSPECTION RECORDS								
	d. LISTS/INVENTORIES								
	e. LOGS/INDICES								
	f. MANAGEMENT REPORTS								
	g. OPERATIONAL REPORTS								
	g1. CYCLE ASSIGNMENT AND CONTROL	C 1211,							
	h. STATUS REPORTS								
43	NON-CASH DEPOSIT FILES		C	4Y	C+4Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BONDS								
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CUSTOMER SERVICE RECORDS								
	d1. APPLICATION FOR SERVICE	,03388							
	d2. CUSTOMER REQUEST MEMO	,03308							
	d3. DEPOSIT BILL	,03200							
	d4. DEPOSIT BILL CUSTOMER CONTACT	,03185							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	d5. RELEASE OF NON-CASH DEPOSIT CERTIFICATE	C0094,							
	e. INVOICES/PAYMENTS								
	e1. CHECK								
	f. LEGAL PROCEEDINGS RECORDS								
	g. LETTERS								
	g1. OUTGOING LETTER	,01895							
	h. MEMORANDA								
	h1. MEMORANDUM	,01147							
	I. OPERATIONAL REPORTS								
	I1. CUSTOMER STATUS	,03209							
	j. STOCKS								
	j1. SURETY BOND								
44	OSHA FILES		5Y	5Y	10Y				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CONFERENCE/MEETING RECORDS								
	c. CUSTOMER SERVICE RECORDS								
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. LETTERS								
	f1. OUTGOING LETTER	,01895							
	g. LISTS/INVENTORIES								
	h. MANAGEMENT REPORTS								
	h1. ACCIDENT ANALYSIS	,02747							
	h2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187							
	I. MEMORANDA								
	I1. MEMORANDUM	,01147							
	j. PROCEDURES/INSTRUCTIONS								
	k. VIDEOTAPES								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
45	PERSONNEL - EMPLOYEE FILES		T	80Y	T+80Y				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE RESPONSE	LR-002,							
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN 77,							
	a3. NOTICE TO CORRECT DEFICIENCIES	GEN 78,							
	a4. UNFAIR EMPLOYEE RELATIONS PRACTICE CLAIM AGAINST MANAGEMENT	ERB-3,							
	b. ANNOUNCEMENTS/BULLETINS								
	c. CUSTOMER SERVICE RECORDS								
	c1. METER READ SHEET	87-03-199,							
	c2. METER RECORD	,00171							
	d. EDUCATION/TRAINING RECORDS								
	d1. TUITION REIMBURSEMENT APPLICATION	HR 269,							
	e. EMPLOYEE ACCOUNTS RECORDS								
	e1. AUTOMOBILE MILEAGE	,01794							
	e2. CHANGES TO MILEAGE AUTHORITY	C1050,							
	f. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	f1. APPLICATION FOR NORMAL RETIREMENT	OM-238,							
	f2. DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011,							
	f3. DUTY CERTIFICATE	PDAS 43,							
	f4. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	f5. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	OSHA 5020,							
	f6. EXAMINATION FOR RETURN TO DUTY	2249,02249							
	f7. REPORT OF PERSONAL INJURIES	,00032							
	f8. RETURN TO WORK SLIP	,02202							
	g. EMPLOYMENT RECORDS								
	g1. APPLICATION FOR EMPLOYMENT	PDR 1,							
	g2. APPLICATION FOR MILITARY SERVICE COMPENSATION	,02808							
	g3. AUTOMOBILE UTILITY WORK SIGN	COO97,							

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12 | Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) Original Signed by Frederick Puglia — Date 5-30-00

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	g4. CHANGE OF EMERGENCY INFORMATION	,03395							
	g5. CHANGE OF HOME ADDRESS	,00466							
	g6. COMMERCIAL DIVISION EMPLOYEE RATING	,16000							
	g7. EMPLOYEE APPLICATION FOR REASSIGNMENT	,14155							
	g8. EMPLOYEE CARD	2757,02757							
	g9. EMPLOYEE EVALUATION REPORT	PDAS 28,							
	g10. EMPLOYEES RECORD	,02757							
	g11. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	g12. INTERVIEW AND APPOINTMENT NOTICE	,00403							
	g13. INTERVIEW DATA SHEET	3381,							
	g14. NOTICE OF COMMENDATION	GEN. 79,							
	g15. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878,							
	g16. RECORD OF APPLICANT'S EDUCATION AND EXPERIENCE	,03070							
	g17. REPORT OF APPOINTMENT	,02762							
	g18. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	g19. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24,							
	g20. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B,							
	g21. REQUEST TO FILL POSITION	424,00424							
	g22. RESUME								
	g23. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730,							
	g24. SUPERVISOR'S REPORT OF EMPLOYEE'S PHYSICAL CHARACTERISTICS/BEHAVIOR	HRD/OHA B-2886,							
	g25. TERMINATION OF EMPLOYMENT	GEN 44,							
	h. FINANCIAL REPORTS								
	I. INTERDEPARTMENTAL COMMUNICATIONS								
	I1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN 160,							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	j1. CALL SLIP	,00148							
	j2. INTRA-DEPARTMENTAL	,01455							
	k. INVOICES/PAYMENTS								
	k1. CASH MEMORANDUM RECEIPT	,00982							
	k2. INVOICE	,00050							
	l. LEGAL PROCEEDINGS RECORDS								
	l1. RELEASE	,00504							
	l2. RESOLUTION	,03384							
	m. LETTERS								
	m1. OUTGOING LETTER	,01895							
	n. LISTS/INVENTORIES								
	o. LOGS/INDICES								
	p. MANAGEMENT REPORTS								
	p1. STATEMENT OF ACCIDENT	,00970							
	p2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187							
	q. MEDICAL RECORDS								
	q1. CERTIFICATION FOR DISABILITY AND/OR RETURN TO WORK OR SCHOOL (CONFIDENTIAL)	12-0016,						C	
	q2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948,							
	q3. RETURN TO DUTY EXAMINATION	2263,02263							
	r. MEMORANDA								
	r1. MEMORANDUM	,01147							
	s. OPERATIONAL REPORTS								
	s1. DAILY ACTIVITY REPORT	C0049,							
	s2. DAILY FIELD REPORT	C1056,							
	t. POSITION DESCRIPTIONS								
	t1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	u. ROUTING SLIPS								
	u1. REFERENCE SLIP	,00185							

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By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	v. STUDIES/SURVEYS								
	w. TIMEKEEPING RECORDS								
	w1. ABSENCE FROM DUTY RECORD	,02588							
	w2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	w3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819							
	w4. ATTENDANCE EVALUATION MEMO	C1218,							
	w5. CERTIFICATE OF JURY SERVICE	76C805A,							
	w6. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	w7. DAILY TIME REPORT	,03244							
	w8. EMPLOYEE ATTENDANCE RECORD	C0058,							
	w9. NOTICE OF ABSENCE	,02727							
	w10. REQUEST FOR LEAVE OF ABSENCE	GEN 38,							
	w11. VACATION CLAIM	,02313							
	w12. VACATION FORM	,01113							
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								
46	PERSONNEL ADMINISTRATIVE FILES		2Y	–	2Y				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN 77,							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS								
	e. CUSTOMER SERVICE RECORDS								
	e1. ADDITIONAL INFORMATION	,01792							
	f. EDUCATION/TRAINING RECORDS								
	g. EMPLOYMENT RECORDS								
	g1. APPLICATION FOR EMPLOYMENT	PDR 1,							
	g2. EMPLOYEE RATING	,16000							

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By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	g3. INTERVIEW DATA SHEET	3381,							
	g4. NOTICE OF COMMENDATION	GEN. 79,							
	g5. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878,							
	g6. PERSONNEL BID INFORMATION	0599,							
	g7. REPORT OF APPOINTMENT	,02762							
	g8. REPORT OF EXAMINATION	PDAS 21,							
	g9. REQUEST FOR CERTIFICATION	PDAS 15,							
	g10. RESUME								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. CALL SLIP	,00148							
	h2. INTRA-DEPARTMENTAL	,01455							
	I. LETTERS								
	j. LISTS/INVENTORIES								
	k. LOGS/INDICES								
	k1. INSPECTOR'S BADGE CARD	OM-153,							
	k2. SIGNATURE CARD	OM-151,							
	k3. SIGNATURE CARD	1413,01413							
	l. MANAGEMENT REPORTS								
	m. MEDICAL RECORDS								
	m1. ATTENDING PHYSICIAN SLIP	,01844							
	n. MEMORANDA								
	n1. MEMORANDUM	,01147							
	o. OPERATIONAL REPORTS								
	o1. IMPLEMENTATION PROGRESS REPORT	C 02019,							
	p. POSITION DESCRIPTIONS								
	p1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	p2. POSITION DESCRIPTION	PDES 3,							
	q. PROCEDURES/INSTRUCTIONS								
	r. PUBLIC RELATIONS COMMUNICATIONS								
	s. REQUISITIONS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	s1. CENTRAL SERVICES PRINTING REQUISITION	,03068							
	s2. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	t. ROUTING SLIPS								
	u. SCHEDULES								
	v. SPECIFICATIONS								
	v1. CLASS SPECIFICATION	PDES 8,							
	w. STUDIES/SURVEYS								
	x. TIMEKEEPING RECORDS								
	x1. ABSENCE FROM DUTY RECORD	,02588							
	x2. ATTENDANCE EVALUATION MEMO	C1218,							
	x3. ATTENDANCE IMPROVEMENT PROGRAM QUARTERLY REPORT	C1184,							
	x4. ATTENDANCE ROSTER	MS 518,							
	x5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	y. TRANSMITTALS/ACKNOWLEDGEMENTS								
	z. WAGE/SALARY STRUCTURE RECORDS								
47	PROPERTY RESEARCH FILES		1Y	4Y	5Y				
48	RECORDS MANAGEMENT FILES		S+2Y	–	S+2Y				
	a. DATA SHEETS								
	a1. VITAL RECORDS INFORMATION SHEET	GEN. 66,							
	b. DESTRUCTION RECORDS								
	b1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48,							
	c. INVOICES/PAYMENTS								
	c1. BILLING AUTHORITY	2679,16514							
	d. LETTERS								
	d1. OUTGOING LETTER	,01895							
	e. LISTS/INDICES								
	f. LOGS/INDICES								
	f1. RECORDS CENTER STORAGE SPACE	MS884,							
	f2. RECORDS CENTER STORAGE SPACE VAULTS AND UNBOXED ITEMS	MS887,							

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By: (Dept. Head) Original Signed By Frederick Puglia — Date 30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	g. MEMORANDA								
	g1. MEMORANDUM	,01147							
	h. PROCEDURES/INSTRUCTIONS								
	I. RECORD TRANSMITTALS								
	I1. RECORDS TRANSFER CONTROL FORM	,02673							
	J. RECORDS RETENTION AUTHORIZATIONS								
	J1. RECORDS RETENTION AUTHORIZATION	,02317							
49	REPORTS & STUDIES		1Y	1Y	2Y				
	a. LETTERS								
	b. MEMORANDA								
	b1. MEMORANDUM	,01147							
	c. PROPOSALS								
	d. PUBLIC RELATIONS COMMUNICATIONS								
	e. SCHEDULES								
50	SELECTION INTERVIEW PACKAGES		T+2Y	8Y	T+10Y				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. DISCIPLINARY PAY STATUS AGREEMENT	PDES 77,							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID CANDIDATES LIST	C1130,							
	c2. BID NOTICE	,03214							
	d. CONFERENCE/MEETING RECORDS								
	e. EDUCATION/TRAINING RECORDS								
	f. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	f1. DOCTOR'S RELEASE	,02202							
	g. EMPLOYMENT RECORDS								
	g1. APPLICATION FOR EMPLOYMENT	PDR 1,							
	g2. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	g3. INTERVIEW DATA SHEET	3381,							
	g4. NOMINATION FOR EMERGENCY APPOINTMENT	GEN 76,							

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By: (Dept. Head) Original Signed by
By: (City Clerk, Rec. Mgt. Div.) Patricia Puglia
Date: 5-30-00

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	g5. NOTICE TO REPORT FOR JOB INTERVIEW	PDAS 27,							
	g6. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878,							
	g7. PERSONNEL BID INFORMATION	0599,							
	g8. REPORT OF APPOINTMENT	,02762							
	g9. REPORT OF EXAMINATION	PDAS 21,							
	g10. REQUEST FOR CERTIFICATION	PDAS 15,							
	g11. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B,							
	g12. REQUEST TO FILL POSITION	424,00424							
	g13. RESUME								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	,01455							
	i. LETTERS								
	i1. OUTGOING LETTER	,01895							
	j. LICENSES/PERMITS								
	k. LISTS/INVENTORIES								
	k1. CERTIFICATION LIST	PDAS 4,							
	l. MEMORANDA								
	l1. MEMORANDUM	,01147							
	m. OPERATIONAL REPORTS								
	n. POSITION DESCRIPTIONS								
	n1. POSITION DESCRIPTION	PDES 3,							
	o. SCHEDULES								
	p. TIMEKEEPING RECORDS								
	p1. EMPLOYEE ATTENDANCE RECORD	C0058,							
	q. WAGE/SALARY STRUCTURE RECORDS								
51	SMALL CLAIMS COURT CASES		C+2Y	8Y	C+10Y				DELINQUENT CUSTOMER CLOSING BILLS HANDLED IN SMALL CLAIMS COURT
	a. ANNOUNCEMENTS/BULLETINS								
	b. CUSTOMER SERVICE RECORDS								
	b1. CUSTOMER REQUEST MEMO	,03308							

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DWP-12	Department of Water and Power	Original Signed by Frederick Puglia	30-00
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date
	CUSTOMER SERVICES (COMMERCIAL)		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	c. DATA SHEETS								
	d. EMPLOYMENT RECORDS								
	e. FINANCIAL REPORTS								
	f. INVOICES/PAYMENTS								
	f1. CASH MEMORANDUM RECEIPT	,00982							
	f2. CHECK								
	f3. CLOSING BILL	,03200							
	g. LEGAL PROCEEDINGS RECORDS								
	g1. CASE FILE	,03222							
	h. LETTERS								
	h1. OUTGOING LETTER	,01895							
	i. LICENSES/PERMITS								
	j. OPERATIONAL REPORTS								
	k. REQUISITIONS								
	k1. REQUEST FOR INFORMATION FROM REGISTRATION RECORD	,03137							
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
52	STREET INDEX GUIDE		S+2Y	--	S+2Y				
53	STREET LIGHT ACCOUNT RECORDS		2Y	3Y	5Y				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. NOTICE OF CHANGE IN STREET LIGHT SYSTEM ELECTROLIER MULTIPLE SERIES	DC035,							
	b. FINANCIAL REPORTS								
	c. OPERATIONAL REPORTS								
	c1. INSTALLATION OR REMOVAL OF STREET LIGHTS	C0136,							
54	SUB-VOUCHERS (FOR PETTY CASH PAYMENTS)		2Y	8Y	10Y				
55	SUBJECT AND CORRESPONDENCE FILES		AR	2Y	AR+2Y				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE RESPONSE	LR-002,							
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN 77,							
	b. ANNOUNCEMENTS/BULLETINS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	VITAL	HIST	CONF	REMARKS
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS								
	d1. BUDGET REPORT								
	d2. DAILY POSTAGE EXPENSE SHEET	,C0033							
	e. CHANGE DOCUMENTS								
	e1. INSTANT CHANGE NOTICE	MS308,							
	f. CHARTS/GRAPHS								
	f1. ORGANIZATION CHART								
	g. CONFERENCE/MEETING RECORDS								
	h. CONTRACT ADMINISTRATION RECORDS								
	i. CUSTOMER SERVICE RECORDS								
	i1. CUSTOMER REQUEST MEMO	,03308							
	i2. DEPOSIT BILL CUSTOMER CONTACT	,03185							
	j. DATA SHEETS								
	k. DEPARTMENT REAL ESTATE RECORDS								
	k1. GRANT DEED								
	l. DRAWINGS								
	m. EDUCATION/TRAINING RECORDS								
	n. EMPLOYEE ACCOUNTS RECORDS								
	n1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	n2. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	n3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	o. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	o1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	OSHA 5020,							
	o2. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	p. EMPLOYEE SUGGESTION PLANS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
	q. EMPLOYMENT RECORDS								
	q1. APPLICATION FOR EMPLOYMENT	PDR 1,							
	q2. INTERVIEW DATA SHEET	3381,							
	q3. NOTICE OF COMMENDATION	GEN. 79,							
	q4. REPORT OF EXAMINATION	PDAS 21,							
	q5. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730,							
	r. FINANCIAL REPORTS								
	r1. REPORT OF BILLINGS AND UNCOLLECTIBLE CHARGES	C1116,							
	s. INTERDEPARTMENTAL COMMUNICATIONS								
	s1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN 160,							
	t. INTRADEPARTMENTAL COMMUNICATIONS								
	t1. INTRA-DEPARTMENTAL	,01455							
	u. INVOICES/PAYMENTS								
	u1. DELIVERY RECEIPT	,00817							
	u2. INVOICE	,00050							
	u3. PETTY CASH VOUCHER	,00724							
	u4. REQUEST FOR PAYMENT	,03078							
	v. LEGAL PROCEEDINGS RECORDS								
	v1. CONFLICT OF INTEREST CODE	GEN 167A,							
	v2. RESOLUTION	,03384							
	w. LETTERS								
	w1. OUTGOING LETTER	,01895							
	x. LICENSES/PERMITS								
	y. LISTS/INVENTORIES								
	z. LOGS/INDICES								
	z1. CIS TURNOVER AND CHANGE LOG	MS058,							
	aa. MANAGEMENT REPORTS								
	aa1. PLANNING REPORT	ERA 160,							
	aa2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	ab. MEMORANDA								
	ab1. MEMORANDUM	,01147							
	ac. OPERATIONAL REPORTS								
	ac1. CIS PROBLEM REPORT	C0032,							
	ac2. CUSTOMER STATUS	,03209							
	ac3. DAILY FIELD REPORT	C1056,							
	ad. POLICIES/PLANS								
	ae. POSITION DESCRIPTIONS								
	ae1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	ae2. POSITION DESCRIPTION	PDES 3,							
	af. PROCEDURES/INSTRUCTIONS								
	af1. ADMINISTRATIVE PROCEDURE	OM-155,							
	ag. PROPOSALS								
	ag1. PROPOSAL								
	ah. PUBLIC RELATIONS COMMUNICATIONS								
	al. PURCHASE ORDERS								
	al1. PURCHASE ORDER	,02806							
	al2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	aj. RECORD TRANSMITTALS								
	aj1. RECORDS TRANSFER CONTROL	2673,16508							
	aj2. RECORDS TRANSFER CONTROL	2673,02673							
	aj3. RECORDS TRANSFER CONTROL FORM	,02673							
	ak. REQUISITIONS								
	ak1. ANNUAL WORK ORDER	,02826							
	ak2. EQUIPMENT TRANSFER	,01217							
	ak3. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	ak4. LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735							
	ak5. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ak6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							

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By: (Dept. Head) Original Signed by Frederick Puglia — Date 30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	ak7. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	al. RETENTION SCHEDULES								
	am. ROUTING SLIPS								
	am1. REFERENCE SLIP	,00185							
	an. SCHEDULES								
	ao. SPECIFICATIONS								
	ao1. CLASS SPECIFICATION	PDES 8,							
	ap. STANDARDS								
	aq. STATUS REPORTS								
	ar. STUDIES/SURVEYS								
	as. SURVEYS/QUESTIONNAIRES								
	at. TELEX/TWX/TELECOPY COMMUNICATIONS								
	au. TIMEKEEPING RECORDS								
	au1. ABSENCE FROM DUTY RECORD	,02588							
	au2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	au3. ATTENDANCE AUTHORITY	,02329							
	au4. ATTENDANCE EVALUATION MEMO	C1218,							
	au5. ATTENDANCE IMPROVEMENT PROGRAM QUARTERLY REPORT	C1184,							
	au6. BI-WEEKLY REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,							
	au7. CONFIRMATION OF DAILY TIME	2857,02857							
	au8. CONFIRMATION OF SATURDAY OVERTIME	,03125							
	au9. REQUEST FOR LEAVE OF ABSENCE	GEN 38,							
	av. TRANSMITTALS/ACKNOWLEDGEMENTS								
	aw. TURNOVER PACKAGE RECORDS								
	ax. VENDOR MANUALS/CATALOGS								
	ay. WAGE/SALARY STRUCTURE RECORDS								
56	TIMEKEEPING FILES		2Y	–	2Y				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								

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

City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: 5-30-00
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				
	a1. DOCTOR'S RELEASE	,02202							
	a2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	a3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	a4. MEDICAL REFERENCE	,03236							
	a5. RETURN TO WORK SLIP	,02202							
	b. LETTERS								
	c. LISTS/INVENTORIES								
	c1. MONTHLY PERSONNEL ROSTER	C0013,							
	d. LOGS/INDICES								
	e. MANAGEMENT REPORTS								
	e1. ACCIDENT ANALYSIS	,02747							
	f. MEDICAL RECORDS								
	f1. CERTIFICATION FOR DISABILITY AND/OR RETURN TO WORK OR SCHOOL (CONFIDENTIAL)	12-0016,						C	
	f2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948,							
	g. MEMORANDA								
	g1. MEMORANDUM	,01147							
	h. OPERATIONAL REPORTS								
	i. PROCEDURES/INSTRUCTIONS								
	j. SCHEDULES								
	j1. VACATION SCHEDULE	,02294							
	k. TIMEKEEPING RECORDS								
	k1. ABSENCE FROM DUTY RECORD	,02588							
	k2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	k3. ATTENDANCE EVALUATION MEMO	C1218,							
	k4. ATTENDANCE RECORD	3002,							
	k5. ATTENDANCE ROSTER	MS 518,							
	k6. CONFIRMATION OF DAILY TIME	2857,02857							
	k7. CONFIRMATION OF SATURDAY OVERTIME	,03125							

R ode: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent perceded T = Termination

City of Los Angeles
Form 0 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) Originally Signed by Frederick Puglia — Date 30-00

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	k8. DAILY TIME REPORT	,03244							
	k9. EMPLOYEE ATTENDANCE RECORD	C0058,							
	k10. NOTICE OF ABSENCE	,02727							
	k11. REQUEST FOR LEAVE OF ABSENCE	GEN 38,							
	k12. TIME ROLL CORRECTION AUTHORITY	2734,							
	k13. VACATION FORM	,01113							
	l. WAGE/SALARY STRUCTURE RECORDS								
	l1. SALARY ADJUSTMENT								
57	UTILITY USERS TAX FILES		5Y	--	5Y				RETENTION OF ADMINISTRATIVE SERVICES COPY ONLY; SEE DUPLICATE LISTING FOR OTHER COPIES
58	INCOMING CALL LOG		3M	--	3M				
59	CIS SECURITY INFORMATION		S	--	S				
	a. TRANSMITTALS/ACKNOWLEDGEMENTS								
	a1. CUSTOMER INFORMATION SYSTEM SECURITY ACKNOWLEDGEMENT	C0211,							
60	MAGNETIC TAPES		S	--	S				
	a. OPERATIONAL REPORTS								
61	MICROFILM OF ITEMS #1 - 59, & #63 - 66 (EXCEPT #21)		--	--	--				NO LONGER USED
62	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	--	--				NO LONGER USED
63	POWER SERVICE METER RECORDS		--	P	--				
	a. CUSTOMER SERVICE RECORDS								
	a1. CHANGE METER NUMBER ELECTRIC	583,14442							
	a2. CHANGE RECORDS ORDER	,01063							
	a3. COMPLAINT TEST: ELECTRIC METER	,02243							
	a4. STENCIL CHANGE ORDER	1307,15019							
	b. FINANCIAL REPORTS								
	b1. DEMAND REGISTER	2041,15815							
	c. MEMORANDA								
	c1. ELECTRIC MEMO	554,							
	d. REQUISITIONS								
	e. STUDIES/SURVEYS								

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12 | Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) Original Signed by Frederick Puglia — Date 5-30-00

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
	e1. CLASSIFICATION SURVEY	,00186							
64	SMALL CLAIMS - DISMISSED/AGENCY FILES		C+6M	42M	C+4Y				
	a. BID RECORDS								
	b. CONTRACT ADMINISTRATION RECORDS								
	c. CUSTOMER SERVICE RECORDS								
	d. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	e. FINANCIAL REPORTS								
	e1. ACCOUNTS REFERRED TO AGENCY FOR COLLECTION	C0070,							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL MEMORANDUM	DC750,							
	g. INVOICES/PAYMENTS								
	g1. CASH MEMORANDUM RECEIPT	,00982							
	h. LEGAL PROCEEDINGS RECORDS								
	h1. CASE FILE	,03222							
	I. LETTERS								
	J. LISTS/INVENTORIES								
	k. MEMORANDA								
	k1. MEMORANDUM	,01147							
	l. OPERATIONAL REPORTS								
	m. PROPOSALS								
	m1. PROPOSAL								
65	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINT FILES		~~2Y~~ TE	~~8Y~~ 5	10Y TE+5				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. CASE ACTION SUMMARY	CRIM-100,							
	a2. DISCIPLINARY PAY STATUS AGREEMENT	PDES 77,							
	a3. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN 77,							
	a4. NOTICE TO CORRECT DEFICIENCIES	GEN 78,							
	b. CONFERENCE/MEETING RECORDS								
	c. CUSTOMER SERVICE RECORDS								

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City of Los Angeles
Form 0 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

By: (Dept. Head) Original Signed by Frederick Puglia — Date 7-30-00
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	VITAL	HIST	CONF	REMARKS
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	d1. REPORT OF PERSONAL INJURIES	,00032							
	e. EMPLOYMENT RECORDS								
	e1. EMPLOYEE CARD	2757,02757							
	e2. EMPLOYEE PERFORMANCE AND DEVELOPMENT REVIEW	C0134,							
	e3. INTERVIEW DATA SHEET	3381,							
	e4. TERMINATION OF EMPLOYMENT	GEN 44,							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LEGAL PROCEEDINGS RECORDS								
	h. LETTERS								
	h1. OUTGOING LETTER	,01895							
	I. MANAGEMENT REPORTS								
	I1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187							
	j. MEDICAL RECORDS								
	j1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948,							
	k. MEMORANDA								
	k1. MEMORANDUM	,01147							
	l. OPERATIONAL REPORTS								
	l1. CUSTOMER STATUS	,03209							
	m. TIMEKEEPING RECORDS								
	m1. ATTENDANCE EVALUATION MEMO	C1218,							
	m2. CONFIRMATION OF DAILY TIME	2857,02857							
66	HISTORICAL RECORDS		–	P	–				
	a. LOGS/INDICES								
	a1. INDEX (HISTORICAL)						H		
67	AGREEMENT/CONTRACT FILES		E	5Y	E+5Y				

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City Clerk
City of Los Angeles
Form Gen. 60 (R 10-81)

Records Retention Schedule (Original/Official Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) Original Signed by Frederick Puglia — Date 5-30-00

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	CONF	REMARKS
			OFFICE	CENTER	DESTROY				

R[illegible]ode: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permaner[illegible]uperceded T = Termination

Certification for Approval of Duplicate Records Retention Schedules

Business Unit or Office: Customer Services

I hereby certify that the following determinations have been made for the records listed on the attached Records Retention Schedule.

Duplicate Schedule No. DWP-12 Dated: March 3, 2000

1. The records are under the management control of the named Department Head or Designee.

2. The records listed have been scheduled in accordance with:
   a. The operational requirements of the Department.
   b. The City requirements for historical, fiscal, legal or cultural purposes.
   c. A City Council policy adopted by resolution, or a City Council request, if applicable.

3. All conditions set forth in Section 12.3 of the Los Angeles Administrative Code have been satisfied.

4. The provisions of City Charter Section 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

Head of Business Unit or Office: _____ Date: 5-30-00

Head of Department or Designee: _____ Date: 5-30-00

City Records Management Officer: _____ Date: 6/28/00

Attached Listings: No. of Items: 33
No. of Pages: 8

Customer Services, DWP-12
Proposed Records Retention Schedule
Duplicate Records

Note: changes reflected in italics and bold

RS#	Record Series Title	old retention office/rec ctr/total	new retention office/rec ctr/total
29	Microfilm of Items #1- 28 Above (Except #9 & 27)	--- / 199Y / 199Y	
	No longer used		***--- / --- / ---***
30	Hardcopy of Records Which Have Been Microfilmed	--- / 6M / 6M	
	No longer used		***--- / --- / ---***
31	Hardcopy of Records Which Could Not Produce A Quality Microfilm Blowback	--- / 199Y / 199Y	
	No longer used		***--- / --- / ---***
32 new	***Customer Claims/Complaint Files***		***1Y / --- 1Y***
33 new	***Cash Payment Stubs – Hard Copy***		***S / --- / S***

M Month
S Superceded
Y Year

City Clerk
City of Los Angeles
Form [illegible] (R 10-81)

Date: March 03, 2000

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) [signature] Date 5-30-00

By: (City Clerk, Rec. Mgt. Off.) [signature] Date 6/28/00

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCOUNTING REPORTS OF EXPENDITURES		2Y	--	2Y	Comment: ACCOUNTING
2	ACQUISITIONS AND DETACHMENTS OF SERVICES		2Y	--	2Y	Comment: REAL ESTATE
3	ANALYSIS OF CONSUMPTION AND EARNINGS REPORTS		3Y	2Y	5Y	Comment: ACCOUNTING
4	AUDITOR'S REPORTS		1Y	--	1Y	Comment: INTERNAL AUDITING
5	BANK DEPOSIT RECEIPTS		1Y	--	1Y	Comment: ACCOUNTING
6	COLLECTION AGENCY FILES		2Y	--	2Y	Comment: ACCOUNTING
7	ACTIVITY REPORTS		2Y	--	2Y	Comment: ORIGINATING OFFICE
	a. CUSTOMER SERVICE RECORDS					
	a1. ADJUSTMENTS	,03319				
	a2. MISCELLANEOUS COMPLAINT ELECTRIC	,00698				
	b. EMPLOYEE ACCOUNTS RECORDS					
	b1. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261				
	c. FINANCIAL REPORTS					
	d. INSPECTION RECORDS					
	d1. VALLEY/METROPOLITAN/HARBOR FIELD INVESTIGATION REPORT	C1110,				
	e. LOGS/INDICES					
	f. MANAGEMENT REPORTS					
	g. MEMORANDA					
	g1. MEMORANDUM	,01147				
	h. OPERATIONAL REPORTS					
	h1. DAILY ACTIVITY REPORT	C0049,				
	h2. INDIVIDUAL MONTHLY RECAP	,C 0160				
	h3. UNIT MONTHLY REPORT	C1194,				
	h4. WATER SYSTEM MONTHLY REPORT	,03384				
	i. SCHEDULES					
	j. STATUS REPORTS					
	j1. MONTHLY REPORT OF PRODUCTIVE HOURS	C-0194,				
	k. TEST RECORDS					

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City Clerk
City of Los Angeles
Form Gen. 61 (R 10-81)

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	k1. BRANCH OFFICE CAMERA AND ALARM TEST REPORT	C1187,				
	l. TIMEKEEPING RECORDS					
	l1. ABSENCE FROM DUTY RECORD	,02588				
	l2. ATTENDANCE EVALUATION MEMO	C1218,				
	l3. ATTENDANCE IMPROVEMENT PROGRAM QUARTERLY REPORT	C1184,				
	l4. BI-WEEKLY REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,				
8	COMMISSIONERS' FILE		2Y	–	2Y	Comment: BOARD OF COMMISSIONERS
	a. CONFERENCE/MEETING RECORDS					
	b. INTRADEPARTMENTAL COMMUNICATIONS					
	b1. INTRA-DEPARTMENTAL	,01455				
	c. LEGAL PROCEEDINGS RECORDS					
	d. LETTERS					
	d1. OUTGOING LETTER	,01895				
	e. MEMORANDA					
	e1. MEMORANDUM	,01147				
	f. OPERATIONAL REPORTS					
9	CUSTOMER ACCOUNTS RECORDS (MICROFICHE)		4Y	–	4Y	Comment: ORIGINATING OFFICE
	a. CUSTOMER SERVICE RECORDS					
	b. FINANCIAL REPORTS					
	c. OPERATIONAL REPORTS					
10	DEPARTMENT TRANSFERS & DEPARTMENT BILLS		2Y	2Y	4Y	Comment: ACCOUNTING
11	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINT FILES		2Y	–	2Y	Comment: HUMAN RESOURCES
12	EMPLOYEE PERSONAL EXPENSE FILES		1Y	–	1Y	Comment: ACCOUNTING
13	INTER- & INTRA- DEPARTMENTAL BULLETINS, MANUALS, & PROCEDURES		S	–	S	Comment: ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS					
	b. CONFERENCE/MEETING RECORDS					
	c. EDUCATION/TRAINING RECORDS					
	INTRADEPARTMENTAL COMMUNICATIONS					

Rete ue: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent ceded T = Termination

City Clerk
City of Los Angeles
Form General (R 10-81)

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Div.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d1. INTRA-DEPARTMENTAL	,01455				
	e. LETTERS					
	e1. BOARD LETTER	,03384				
	e2. OUTGOING LETTER	,01895				
	f. MEMORANDA					
	f1. MEMORANDUM	,01147				
	g. PROCEDURES/INSTRUCTIONS					
14	INTERNAL DEMAND RECORDS		2Y	–	2Y	Comment: ACCOUNTING
	a. INVOICES/PAYMENTS					
	a1. INTERNAL DEMAND RECORD	AC 287,				
	a2. INTERNAL VOUCHER	GEN. 1,				
15	LIFELINE EXEMPTION APPLICATIONS		1Y	–	1Y	Comment: CITY CLERK
	a. CUSTOMER SERVICE RECORDS					
16	PERIODIC PAY INCREASES LIST		1Y	–	1Y	Comment: ACCOUNTING
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	b. TIMEKEEPING RECORDS					
	b1. NEW MEMBERS OF THE RETIREMENT PLAN	RP 001,				
	c. WAGE/SALARY STRUCTURE RECORDS					
17	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	–	AR	Comment: NON-RECORD
18	PURCHASE/REQUISITION RECORDS		1Y	3Y	4Y	Comment: PURCHASING
	a. ANNOUNCEMENTS/BULLETINS					
	b. DATA SHEETS					
	c. FINANCIAL REPORTS					
	c1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045				
	d. INTRADEPARTMENTAL COMMUNICATIONS					
	d1. INTRA-DEPARTMENTAL	,01455				
	e. INVOICES/PAYMENTS					
	e1. BILL OF LADING	,00056				
	e2. INVOICE	,00050				

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City Clerk
City of Los Angeles
Form Gen. 61 (R 10-81)

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.39 of the Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e3. REQUEST FOR PAYMENT	,03078				
	e4. VOUCHER CONTROL FORM	,01218				
	f. LISTS/INVENTORIES					
	g. MANAGEMENT REPORTS					
	h. MEMORANDA					
	h1. MEMORANDUM	,01147				
	i. PURCHASE ORDERS					
	i1. PURCHASE ORDER	,02806				
	j. RECORD TRANSMITTALS					
	j1. RECORDS TRANSFER CONTROL	2673,16508				
	j2. RECORDS TRANSFER CONTROL	2673,02673				
	j3. RECORDS TRANSFER CONTROL FORM	,02673				
	k. REQUISITIONS					
	k1. BUSINESS CARD ORDER FORM	,41398				
	k2. CENTRAL SERVICES PRINTING REQUISITION	,03068				
	k3. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068				
	k4. REQUEST FOR SUPPLIES	1321,01321				
	k5. REQUISITION FOR MATERIAL/SERVICES	,01660				
	k6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211				
	k7. REQUISITION FOR STATIONERY SUPPLIES	,00903				
	l. ROUTING SLIPS					
	l1. REFERENCE SLIP	,00185				
	m. TRANSMITTALS/ACKNOWLEDGEMENTS					
	n. VENDOR MANUALS/CATALOGS					
19	RENTAL TRANSACTIONS		E+5Y	--	E+5Y	Comment: REAL ESTATE
20	REPORTS OF BILLINGS AND UNCOLLECTIBLE CHARGES (WRITE-OFFS)		2Y	--	2Y	Comment: ADMINISTRATIVE SERVICES (COMMERCIAL) EARNINGS REPORTS SERIES
21	REPORTS OF COLLECTIONS AND TRANSFERS		2W	--	2W	Comment: ACCOUNTING
	a. FINANCIAL REPORTS					

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

City Clerk
City of Los Angeles
Form [illegible]1 (R 10-81)

Records Retention Schedule (Duplicate Records)

Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 8 of 8
DWP-12	Department of Water and Power	By: (Dept. Head) Original Signed by Frederick Puglia	Date MAY 30 2000
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date
	CUSTOMER SERVICES (COMMERCIAL)		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	a1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065				
	b. INVOICES/PAYMENTS					
	b1. CASH MEMORANDUM RECEIPT	,00982				
	b2. ELECTRIC REFUND AUTHORIZATION	,00113				
	b3. GENERAL RECEIPT	,03196				
	b4. LOOMIS ARMORED RECEIPT	LA-2,				
	c. LOGS/INDICES					
	c1. CIS BATCH CONTROL LOG	,03374				
22	SUBJECT AND CORRESPONDENCE FILES		2Y	--	2Y	Comment: ORIGINATING OFFICE
23	SUGGESTIONS		2M	--	2M	Comment: HUMAN RESOURCES
24	SUPPLY AND PRINTING REQUISITIONS		1Y	--	1Y	Comment: INDUSTRIAL GRAPHICS/INTEGRATED SUPPORT SERVICES
25	SURPLUS PRINTED MATERIALS		AR	--	AR	Comment: NON-RECORD
26	TIMEKEEPING FILES		2Y	--	2Y	Comment: ACCOUNTING
	a. AFFIRMATIVE ACTION/EEO RECORDS					
	a1. NOTICE TO CORRECT DEFICIENCIES	GEN 78,				
	b. EDUCATION/TRAINING RECORDS					
	c. EMPLOYEE ACCOUNTS RECORDS					
	c1. AUTOMOBILE MILEAGE	,01794				
	c2. CHANGES TO MILEAGE AUTHORITY	C1050,				
	c3. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261				
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	d1. DOCTOR VERIFICATION	MS122,				
	d2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864				
	d3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032				
	e. EMPLOYMENT RECORDS					
	e1. NOTICE OF COMMENDATION	GEN. 79,				
	e2. REPORT OF APPOINTMENT	,02762				
	f. LETTERS					

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

City Clerk
City of Los Angeles
Form Gen. 61 (R 10-81)

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. LISTS/INVENTORIES					
	g1. MONTHLY PERSONNEL ROSTER	C0013,				
	h. LOGS/INDICES					
	i. MANAGEMENT REPORTS					
	i1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187				
	j. MEMORANDA					
	j1. MEMORANDUM	,01147				
	k. OPERATIONAL REPORTS					
	k1. DAILY FIELD REPORT	C1056,				
	l. POSITION DESCRIPTIONS					
	l1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
	l2. POSITION DESCRIPTION	PDES 3,				
	m. PROCEDURES/INSTRUCTIONS					
	n. STATUS REPORTS					
	n1. MONTHLY REPORT OF PRODUCTIVE HOURS	C-0194,				
	o. TIMEKEEPING RECORDS					
	o1. ABSENCE FROM DUTY RECORD	,02588				
	o2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485				
	o3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549				
	o4. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819				
	o5. ATTENDANCE IMPROVEMENT PROGRAM QUARTERLY REPORT	C1184,				
	o6. ATTENDANCE RECORD	3002,				
	o7. BI-WEEKLY REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,				
	o8. CERTIFICATION OF JURY SERVICE	J095,				
	o9. CONFIRMATION OF DAILY TIME	2857,02857				
	o10. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075				

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City of Los Angeles
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Sch. No. DWP-12 Rev. No.	Department/Bureau: Department of Water and Power	Certified per Sec. 12.3(e) of L.A. Admin. Code: By: (Dept. Head) Original Signed by Frederick Puglia	Date: MAY 30 2000
	Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)	By: (City Clerk, Rec. Mgt. Off.)	Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	o11. DAILY TIME REPORT	,03244				
	o12. EMPLOYEE ATTENDANCE RECORD	C0058,				
	o13. NOTICE OF ABSENCE	,02727				
	o14. NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485				
	o15. REQUEST FOR LEAVE OF ABSENCE	GEN 38,				
	o16. TIME ROLL CORRECTION AUTHORITY	2734,				
	o17. VACATION CLAIM	2313,16136				
	o18. VACATION FORM	,01113				
	p. WAGE/SALARY STRUCTURE RECORDS					
	p1. SALARY ADJUSTMENT					
27	MICROFICHE REPORTS		S	--	S	Comment: ACCOUNTING
28	COMPUTER PRINTOUT REPORTS		3M	--	3M	Comment: CIS
	a. FINANCIAL REPORTS					
	b. LOGS/INDICES					
	c. MANAGEMENT REPORTS					
	d. OPERATIONAL REPORTS					
29	MICROFILM OF ITEMS #1 - 28 & 32 - 33 ABOVE (EXCEPT #9 & 27)		--	--	--	Comment: NO LONGER USED
30	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	--	--	Comment: NO LONGER USED
31	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	--	--	Comment: NO LONGER USED
32	CUSTOMER CLAIMS/COMPLAINT FILES		1Y	--	1Y	Comment: ORIGINATING OFFICE
	a. CONTRACT ADMINISTRATION RECORDS					
	b. CUSTOMER SERVICE RECORDS					
	b1. ADDITIONAL INFORMATION	,01792				
	b2. APPLICATION FOR SERVICE	,03388				
	b3. COLLECTOR'S NOTE	,01059				
	b4. CUSTOMER CONTACT RECORD	C1068,				
	b5. CUSTOMER REQUEST MEMO	,03308				
	b6. DMV DRIVER RECORD INFORMATION	DL414,				

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City of Los Angeles
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Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	b7. WATER INVESTIGATION REQUEST	,03213				
	b8. WATER MEMO	,03213				
	c. DEPARTMENT REAL ESTATE RECORDS					
	c1. QUIT CLAIM OF DEED					
	d. FINANCIAL REPORTS					
	e. INTRADEPARTMENTAL COMMUNICATIONS					
	e1. CALL SLIP	,00148				
	e2. INTRA-DEPARTMENTAL	,01455				
	f. INVOICES/PAYMENTS					
	f1. BILL	,03200				
	f2. CASH PAYMENT	,03335				
	f3. CHECK					
	g. LEGAL PROCEEDINGS RECORDS					
	g1. CASE FILE	,03222				
	h. LETTERS					
	h1. OUTGOING LETTER	,01895				
	i. LOGS/INDICES					
	j. MANAGEMENT REPORTS					
	j1. STATEMENT OF ACCIDENT	,00970				
	k. MEMORANDA					
	k1. BILLING MEMORANDUM	880,00880				
	k2. MEMORANDUM	,01147				
	l. OPERATIONAL REPORTS					
	l1. CIS PROBLEM REPORT	C0032,				
	l2. CUSTOMER STATUS	,03209				
	l3. DAILY FIELD REPORT	C1056,				
	m. TRANSMITTALS/ACKNOWLEDGEMENTS					
33	CASH PAYMENT STUBS - HARD COPY		S	–	S	Comment: SUPERCEDED BY OPTICAL IMAGE

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City of Los Angeles
Form Gen. 61 (R 10-81)

Date: March 03, 2000

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

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

By: (Dept. Head) [signature] Date 5-30-00

By: (City Clerk, Rec/Mgt. Off.) [signature] Date 6/28/00

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCOUNTING REPORTS OF EXPENDITURES		2Y	--	2Y	Comment: ACCOUNTING
2	ACQUISITIONS AND DETACHMENTS OF SERVICES		2Y	--	2Y	Comment: REAL ESTATE
3	ANALYSIS OF CONSUMPTION AND EARNINGS REPORTS		3Y	2Y	5Y	Comment: ACCOUNTING
4	AUDITOR'S REPORTS		1Y	--	1Y	Comment: INTERNAL AUDITING
5	BANK DEPOSIT RECEIPTS		1Y	--	1Y	Comment: ACCOUNTING
6	COLLECTION AGENCY FILES		2Y	--	2Y	Comment: ACCOUNTING
7	ACTIVITY REPORTS		2Y	--	2Y	Comment: ORIGINATING OFFICE
	a. CUSTOMER SERVICE RECORDS					
	a1. ADJUSTMENTS	,03319				
	a2. MISCELLANEOUS COMPLAINT ELECTRIC	,00698				
	b. EMPLOYEE ACCOUNTS RECORDS					
	b1. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261				
	c. FINANCIAL REPORTS					
	d. INSPECTION RECORDS					
	d1. VALLEY/METROPOLITAN/HARBOR FIELD INVESTIGATION REPORT	C1110,				
	e. LOGS/INDICES					
	f. MANAGEMENT REPORTS					
	g. MEMORANDA					
	g1. MEMORANDUM	,01147				
	h. OPERATIONAL REPORTS					
	h1. DAILY ACTIVITY REPORT	C0049,				
	h2. INDIVIDUAL MONTHLY RECAP	,C 0160				
	h3. UNIT MONTHLY REPORT	C1194,				
	h4. WATER SYSTEM MONTHLY REPORT	,03384				
	i. SCHEDULES					
	j. STATUS REPORTS					
	j1. MONTHLY REPORT OF PRODUCTIVE HOURS	C-0194,				
	k. TEST RECORDS					

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City Clerk
City of Los Angeles
Form Gen. 61 (R 10-81)

Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	k1. BRANCH OFFICE CAMERA AND ALARM TEST REPORT	C1187,				
	l. TIMEKEEPING RECORDS					
	l1. ABSENCE FROM DUTY RECORD	,02588				
	l2. ATTENDANCE EVALUATION MEMO	C1218,				
	l3. ATTENDANCE IMPROVEMENT PROGRAM QUARTERLY REPORT	C1184,				
	l4. BI-WEEKLY REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,				
8	COMMISSIONERS' FILE		2Y	–	2Y	Comment: BOARD OF COMMISSIONERS
	a. CONFERENCE/MEETING RECORDS					
	b. INTRADEPARTMENTAL COMMUNICATIONS					
	b1. INTRA-DEPARTMENTAL	,01455				
	c. LEGAL PROCEEDINGS RECORDS					
	d. LETTERS					
	d1. OUTGOING LETTER	,01895				
	e. MEMORANDA					
	e1. MEMORANDUM	,01147				
	f. OPERATIONAL REPORTS					
9	CUSTOMER ACCOUNTS RECORDS (MICROFICHE)		4Y	–	4Y	Comment: ORIGINATING OFFICE
	a. CUSTOMER SERVICE RECORDS					
	b. FINANCIAL REPORTS					
	c. OPERATIONAL REPORTS					
10	DEPARTMENT TRANSFERS & DEPARTMENT BILLS		2Y	2Y	4Y	Comment: ACCOUNTING
11	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINT FILES		2Y	–	2Y	Comment: HUMAN RESOURCES
12	EMPLOYEE PERSONAL EXPENSE FILES		1Y	–	1Y	Comment: ACCOUNTING
13	INTER- & INTRA- DEPARTMENTAL BULLETINS, MANUALS, & PROCEDURES		S	–	S	Comment: ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS					
	b. CONFERENCE/MEETING RECORDS					
	c. EDUCATION/TRAINING RECORDS					
	RADEPARTMENTAL COMMUNICATIONS					

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Records Retention Schedule (Duplicate Records)

Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	
DWP-12	Department of Water and Power	By: (Dept. Head) Original Signed by Frederick Puglia	Date MAY 30 2006
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Div.)	Date
	CUSTOMER SERVICES (COMMERCIAL)		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY	DEPARTMENT & OFFICE
	d1. INTRA-DEPARTMENTAL	,01455				
	e. LETTERS					
	e1. BOARD LETTER	,03384				
	e2. OUTGOING LETTER	,01895				
	f. MEMORANDA					
	f1. MEMORANDUM	,01147				
	g. PROCEDURES/INSTRUCTIONS					
14	INTERNAL DEMAND RECORDS		2Y	–	2Y	Comment: ACCOUNTING
	a. INVOICES/PAYMENTS					
	a1. INTERNAL DEMAND RECORD	AC 287,				
	a2. INTERNAL VOUCHER	GEN. 1,				
15	LIFELINE EXEMPTION APPLICATIONS		1Y	–	1Y	Comment: CITY CLERK
	a. CUSTOMER SERVICE RECORDS					
16	PERIODIC PAY INCREASES LIST		1Y	–	1Y	Comment: ACCOUNTING
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	b. TIMEKEEPING RECORDS					
	b1. NEW MEMBERS OF THE RETIREMENT PLAN	RP 001,				
	c. WAGE/SALARY STRUCTURE RECORDS					
17	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	–	AR	Comment: NON-RECORD
18	PURCHASE/REQUISITION RECORDS		1Y	3Y	4Y	Comment: PURCHASING
	a. ANNOUNCEMENTS/BULLETINS					
	b. DATA SHEETS					
	c. FINANCIAL REPORTS					
	c1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045				
	d. INTRADEPARTMENTAL COMMUNICATIONS					
	d1. INTRA-DEPARTMENTAL	,01455				
	e. INVOICES/PAYMENTS					
	e1. BILL OF LADING	,00056				
	e2. INVOICE	,00050				

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City Clerk
City of Los Angeles
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Records Retention Schedule (Duplicate Records)

Sch. No. DWP-12
Rev. No.

Department/Bureau: Department of Water and Power
Office of (Original) Record: CUSTOMER SERVICES (COMMERCIAL)

Certified per Sec. 12.3(a) of the Admin. Code:
By: (Dept. Head) Original Signed by Frederick Puglia — Date: MAY 30 2000
By: (City Clerk, Rec. Mgt. Off.) — Date:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e3. REQUEST FOR PAYMENT	,03078				
	e4. VOUCHER CONTROL FORM	,01218				
	f. LISTS/INVENTORIES					
	g. MANAGEMENT REPORTS					
	h. MEMORANDA					
	h1. MEMORANDUM	,01147				
	i. PURCHASE ORDERS					
	i1. PURCHASE ORDER	,02806				
	j. RECORD TRANSMITTALS					
	j1. RECORDS TRANSFER CONTROL	2673,16508				
	j2. RECORDS TRANSFER CONTROL	2673,02673				
	j3. RECORDS TRANSFER CONTROL FORM	,02673				
	k. REQUISITIONS					
	k1. BUSINESS CARD ORDER FORM	,41398				
	k2. CENTRAL SERVICES PRINTING REQUISITION	,03068				
	k3. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068				
	k4. REQUEST FOR SUPPLIES	1321,01321				
	k5. REQUISITION FOR MATERIAL/SERVICES	,01660				
	k6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211				
	k7. REQUISITION FOR STATIONERY SUPPLIES	,00903				
	l. ROUTING SLIPS					
	l1. REFERENCE SLIP	,00185				
	m. TRANSMITTALS/ACKNOWLEDGEMENTS					
	n. VENDOR MANUALS/CATALOGS					
19	RENTAL TRANSACTIONS		E+5Y	–	E+5Y	Comment: REAL ESTATE
20	REPORTS OF BILLINGS AND UNCOLLECTIBLE CHARGES (WRITE-OFFS)		2Y	–	2Y	Comment: ADMINISTRATIVE SERVICES (COMMERCIAL) EARNINGS REPORTS SERIES
21	REPORTS OF COLLECTIONS AND TRANSFERS		2W	–	2W	Comment: ACCOUNTING
	a. FINANCIAL REPORTS					

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City of Los Angeles
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Records Retention Schedule (Duplicate Records)

Sch. No.	Department/Bureau	Certified per Sec. 12.3[e] of L.A. Admin. Code: By: (Dept. Head)	Date	Page 2 of 3
DWP-12	Department of Water and Power	Original Signed by Frederick Puglia	MAY 30 2000	
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date	
	CUSTOMER SERVICES (COMMERCIAL)			

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	a1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065				
	b. INVOICES/PAYMENTS					
	b1. CASH MEMORANDUM RECEIPT	,00982				
	b2. ELECTRIC REFUND AUTHORIZATION	,00113				
	b3. GENERAL RECEIPT	,03196				
	b4. LOOMIS ARMORED RECEIPT	LA-2,				
	c. LOGS/INDICES					
	c1. CIS BATCH CONTROL LOG	,03374				
22	SUBJECT AND CORRESPONDENCE FILES		2Y	–	2Y	Comment: ORIGINATING OFFICE
23	SUGGESTIONS		2M	–	2M	Comment: HUMAN RESOURCES
24	SUPPLY AND PRINTING REQUISITIONS		1Y	–	1Y	Comment: INDUSTRIAL GRAPHICS/INTEGRATED SUPPORT SERVICES
25	SURPLUS PRINTED MATERIALS		AR	–	AR	Comment: NON-RECORD
26	TIMEKEEPING FILES		2Y	–	2Y	Comment: ACCOUNTING
	a. AFFIRMATIVE ACTION/EEO RECORDS					
	a1. NOTICE TO CORRECT DEFICIENCIES	GEN 78,				
	b. EDUCATION/TRAINING RECORDS					
	c. EMPLOYEE ACCOUNTS RECORDS					
	c1. AUTOMOBILE MILEAGE	,01794				
	c2. CHANGES TO MILEAGE AUTHORITY	C1050,				
	c3. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261				
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	d1. DOCTOR VERIFICATION	MS122,				
	d2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864				
	d3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032				
	e. EMPLOYMENT RECORDS					
	e1. NOTICE OF COMMENDATION	GEN. 79,				
	e2. REPORT OF APPOINTMENT	,02762				
	f. LETTERS					

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. LISTS/INVENTORIES					
	g1. MONTHLY PERSONNEL ROSTER	C0013,				
	h. LOGS/INDICES					
	i. MANAGEMENT REPORTS					
	i1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187				
	j. MEMORANDA					
	j1. MEMORANDUM	,01147				
	k. OPERATIONAL REPORTS					
	k1. DAILY FIELD REPORT	C1056,				
	l. POSITION DESCRIPTIONS					
	l1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
	l2. POSITION DESCRIPTION	PDES 3,				
	m. PROCEDURES/INSTRUCTIONS					
	n. STATUS REPORTS					
	n1. MONTHLY REPORT OF PRODUCTIVE HOURS	C-0194,				
	o. TIMEKEEPING RECORDS					
	o1. ABSENCE FROM DUTY RECORD	,02588				
	o2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485				
	o3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549				
	o4. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819				
	o5. ATTENDANCE IMPROVEMENT PROGRAM QUARTERLY REPORT	C1184,				
	o6. ATTENDANCE RECORD	3002,				
	o7. BI-WEEKLY REPORT OF OVERTIME HOURS, PRODUCTIVE HOURS, AND LOST TIME	C-0194,				
	o8. CERTIFICATION OF JURY SERVICE	J095,				
	o9. CONFIRMATION OF DAILY TIME	2857,02857				
	CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075				

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Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:		Page 7 of 3
DWP-12	Department of Water and Power	By: (Dept. Head) Original Signed by Frederick Puglia	Date MAY 30 2000	
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date	
	CUSTOMER SERVICES (COMMERCIAL)			

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY	DEPARTMENT & OFFICE
	o11. DAILY TIME REPORT	,03244				
	o12. EMPLOYEE ATTENDANCE RECORD	C0058,				
	o13. NOTICE OF ABSENCE	,02727				
	o14. NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485				
	o15. REQUEST FOR LEAVE OF ABSENCE	GEN 38,				
	o16. TIME ROLL CORRECTION AUTHORITY	2734,				
	o17. VACATION CLAIM	2313,16136				
	o18. VACATION FORM	,01113				
	p. WAGE/SALARY STRUCTURE RECORDS					
	p1. SALARY ADJUSTMENT					
27	MICROFICHE REPORTS		S	--	S	Comment: ACCOUNTING
28	COMPUTER PRINTOUT REPORTS		3M	--	3M	Comment: CIS
	a. FINANCIAL REPORTS					
	b. LOGS/INDICES					
	c. MANAGEMENT REPORTS					
	d. OPERATIONAL REPORTS					
29	MICROFILM OF ITEMS #1 - 28 & 32 - 33 ABOVE (EXCEPT #9 & 27)		--	--	--	Comment: NO LONGER USED
30	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	--	--	Comment: NO LONGER USED
31	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	--	--	Comment: NO LONGER USED
32	CUSTOMER CLAIMS/COMPLAINT FILES		1Y	--	1Y	Comment: ORIGINATING OFFICE
	a. CONTRACT ADMINISTRATION RECORDS					
	b. CUSTOMER SERVICE RECORDS					
	b1. ADDITIONAL INFORMATION	,01792				
	b2. APPLICATION FOR SERVICE	,03388				
	b3. COLLECTOR'S NOTE	,01059				
	b4. CUSTOMER CONTACT RECORD	C1068,				
	b5. CUSTOMER REQUEST MEMO	,03308				
	b6. DMV DRIVER RECORD INFORMATION	DL414,				

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Records Retention Schedule (Duplicate Records)

Sch. No.	Department/Bureau	Certified per Sec. 12.3(e) of L.A. Admin. Code:	Page 8 of 8
DWP-12	Department of Water and Power	By: (Dept. Head) Original Signed by Frederick Puglia	Date MAY 30 2008
Rev. No.	Office of (Original) Record	By: (City Clerk, Rec. Mgt. Off.)	Date
	CUSTOMER SERVICES (COMMERCIAL)		

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY	DEPARTMENT & OFFICE
	b7. WATER INVESTIGATION REQUEST	,03213				
	b8. WATER MEMO	,03213				
	c. DEPARTMENT REAL ESTATE RECORDS					
	c1. QUIT CLAIM OF DEED					
	d. FINANCIAL REPORTS					
	e. INTRADEPARTMENTAL COMMUNICATIONS					
	e1. CALL SLIP	,00148				
	e2. INTRA-DEPARTMENTAL	,01455				
	f. INVOICES/PAYMENTS					
	f1. BILL	,03200				
	f2. CASH PAYMENT	,03335				
	f3. CHECK					
	g. LEGAL PROCEEDINGS RECORDS					
	g1. CASE FILE	,03222				
	h. LETTERS					
	h1. OUTGOING LETTER	,01895				
	i. LOGS/INDICES					
	j. MANAGEMENT REPORTS					
	j1. STATEMENT OF ACCIDENT	,00970				
	k. MEMORANDA					
	k1. BILLING MEMORANDUM	880,00880				
	k2. MEMORANDUM	,01147				
	l. OPERATIONAL REPORTS					
	l1. CIS PROBLEM REPORT	C0032,				
	l2. CUSTOMER STATUS	,03209				
	l3. DAILY FIELD REPORT	C1056,				
	m. TRANSMITTALS/ACKNOWLEDGEMENTS					
33	CASH PAYMENT STUBS - HARD COPY		S	–	S	Comment: SUPERCEDED BY OPTICAL IMAGE

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

CITY CLERK Date: JANUARY 10, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-13
Rev. No. 1

Department/Bureau 91 25 FJ
Department of Water and Pow
Office of (Original) Record
Internal Auditing UHR

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6-15-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
1	AUDIT REPORTS AND WORK PAPERS - INTERNAL		5	5	10				
2	CASH MEMORANDUM RECEIPTS		2	--	2				THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 5, 1990
3	CUSTOMER GUARANTEES		2	--	2				THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 5, 1990
4	PHYSICAL INVENTORY WORK PAPERS OF STORES		2	--	2				THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 5, 1990
5	CUSTOMER PARKING RECEIPTS		2	--	2				THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 5, 1990
6	PROJECT AUDIT REPORTS AND WORK PAPERS		T+2	10	T+12				
7	PURCHASE MONEY OBLIGATIONS		2	--	2				THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 5, 1990
8	PROJECT AUDIT NON-FINANCIAL SUPPORTING DOCUMENTS a. LEGAL APPLICATIONS b. MEETING MINUTES c. PROCUREMENT/SALES CONTRACTS		T+2	10	T+12				
9	MICROFILM OF ITEMS #1 - 8 ABOVE		--	199	199				
10	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLERK
City of Los [illegible]les
Form Gen. 61 [illegible]31)

Date: JANUARY 10, 1990

Sch. No. WP-13

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 726 FJ
Department of Water and Power

Division
Internal Auditing WHK

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

By: (City Clerk, Rec. Mgt. Off.)

Date 8-15-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
1	INTER- AND INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS & NOTICES		AR	--	AR		ORIGINATING OFFICE
	a. PUBLIC RELATIONS COMMUNICATIONS						
2	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
3	SURPLUS PRINTED MATERIALS		AR	--	AR	2	
4	SUBJECT/CORRESPONDENCE FILES		5	--	5		
	a. ANNOUNCEMENTS/BULLETINS						
	b. DATA SHEETS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. JUDGEMENTS						
	e. LETTERS						
	f. MANAGEMENT REPORTS						
	g. MEETING MINUTES						
	h. MEMORANDA						
	h1. MEMORANDUM	,01145					
5	TIMEKEEPING RECORDS		6	--	6		
	a. BUDGET RECORDS - PROJECTED						
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	c. TIMEKEEPING RECORDS						
	c1. ABSENCE FROM DUTY RECORD	,02588					
	c2. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	c3. TIME ROLL CORRECTION AUTHORITY	2734					
	c4. VACATION FORM	,01113					

NOTES:

1. NON-RECORD MATERIALS. THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 3, 1990
2. NON-RECORD MATERIALS. THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 3, 1990

CITY CLERK
City of Los Angeles
Form Gen. 61 (Rev. 6-81)

Date: JANUARY 10, 1990

Sch. No. WP-13

Rev. No.

91 C 726 FJ

Department/Bureau
Department of Water and Power

Division
Internal Auditing WHR

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

By: (City Clerk, Rec. Mgt. Div.)

Date 8-15-90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
6	PURCHASING RECORDS		1	--	1		
	a. INVOICES/PAYMENTS						
	a1. VOUCHER CONTROL FORM	,01218					
	b. REQUISITIONS						
7	BUDGET FILES		2	--	2		
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
8	MICROFILM OF ITEMS #1 - 7 ABOVE		--	199	199		
9	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 8 ON WP-13 ORIGINAL.
10	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		HARDCOPY OF ITEMS #1 - 7 ON WP 13 DUPLICATE.

NOTES:

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

CITY CLERK Date: SEPTEMBER 12, 1990 | Sch. No. | Department/Bureau 97 727 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Cor | Page: 01 of 23

City of Los Angeles | WP-14 | Department of Water and Power | By: (Dept. Head) ✓ Paul L. Kruth | Date OCT 9 '90

Form Gen. 60 ( ) | Rev. No. 1 | Office of (Original) Record: Water Executive X (W) 91 090727 FJ | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V i a	h i s t	c o n f	REMARKS
1	AUDIT DOCUMENTATION - (DISASTERS)		C+1	P	--				
	a. BUDGET RECORDS - PROJECTED								
	a1. AUTHORIZATION FOR EXPENDITURE	,01612							
	a2. WORKSHEET								
	b. ENGINEERING STUDIES								
	b1. DAMAGE SURVEY REPORT	OMB-063							
	c. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	e. INVOICES/PAYMENTS								
	e1. DEPARTMENT TRANSFER WATER REVENUE FUND	,03109							
	e2. INVOICE								
	e3. VOUCHER CONTROL FORM								
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	h. OPERATIONAL REPORTS								
	i. PERMITS								
	i1. FINAL INSPECTION REPORT	OMB-063-R1423							
	j. PUBLIC RELATIONS COMMUNICATIONS								
	k. PURCHASE ORDERS								
	l. REQUISITIONS								
	m. SPACE/EQUIPMENT ALLOCATION RECORDS								
	m1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744							
	n. TIMEKEEPING RECORDS								
	n1. TIME REPORT								
	o. TRIP REPORTS								
2	BUDGET - CAPITAL AND EXPENSE PROGRAM DOCUMENTATION		5	5	10				
3	BUILDING CONSTRUCTION DOCUMENTATION - GENERAL OFFICE BUILDING	WATER SYS	5	10	15				
4	COMMUNICATIONS DOCUMENTATION - MAIL, TELEPHONE, AND RADIO		C+5	6	C+11				C - COMPLETION OF AGREEMENT
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. CONTRACT ADMINISTRATION RECORDS								
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								

Retention Code: A - Audit | AR - Annual Review | C - Closed for Completion | E - Expiration | P - Permanent | S - Superceded | T - Termination

CITY CLEF Date: SEPTEMBER 12, 1990
City of Lo eles
Form Gen. 60 81)

Sch. No. WP-14
Rev. No. 1

Department/Bureau
Department of Water and Power
Office of (Original) Record
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Dept. Head) Brenda Smith
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	e1. INTRA-DEPARTMENTAL	.01455							
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LETTERS								
	i. LOGS/INDICES								
	j. MANAGEMENT PROCEDURES								
	k. MEETING MINUTES								
	l. MEMORANDA								
	l1. MEMORANDUM	.01147							
	m. PURCHASE ORDERS								
	m1. PURCHASE ORDER	0002							
	n. REQUISITIONS								
	n1. COMMUNICATION JOB OR EQUIPMENT BUDGET REQUEST	OM-494							
	o. STATUS REPORTS								
	p. TRANSMITTALS/ACKNOWLEDGEMENTS								
5	CONTRACTS - CONSULTANTS, SPECIAL INVESTIGATIONS		C+5	15	C+20				
	a. BID RECORDS								
	b. CONSULTING CONTRACTS								
	b1. APPLICATION FOR FEDERAL ASSISTANCE	EPA FORM							
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	e. CONVERSATION RECORDS								
	e1. CALL SLIP	.00148							
	f. EMPLOYMENT RECORDS								
	f1. RESUME								
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	.01455							
	h. INVOICES/PAYMENTS								
	h1. INVOICE								
	h2. VOUCHER CONTROL FORM								
	i. JUDGEMENTS								
	i1. RESOLUTION								
	j. LEGAL APPLICATIONS								
	j1. AGREEMENT								
	k. LEGAL ORDERS/FILINGS								
	l. LETTERS								

CITY CLERK Date: SEPTEMBER 12, 1990
City of Los eles
Form Gen. 60 31)

Sch. No. WP-14
Rev. No. 1

Department/Bureau
Department of Water and Power
Office of (Original) Record
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Co
By: (Dept. Head)
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	m. MANAGEMENT REPORTS								
	m1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	n. MEMORANDA								
	n1. CORRECTION NOTICE	993,00993							
	n2. MEMORANDUM	,01147							
	o. PARTICIPANT CONTRACTS								
	o1. JOINT FUNDING AGREEMENT FOR WATER RESOURCES INVESTIGATION	DEPT. OF INTERIOR							
	p. PROPOSALS								
	p1. PROPOSAL								
	q. PUBLIC RELATIONS COMMUNICATIONS								
	r. PURCHASE ORDERS								
	r1. PURCHASE ORDER	,00001							
	r2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	s. REQUISITIONS								
	s1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	t. STATUS REPORTS								
	u. TIMEKEEPING RECORDS								
	u1. TIME REPORT								
	v. TRANSMITTALS/ACKNOWLEDGEMENTS								
	v1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	v2. TRANSMITTAL	,00028							
	w. WATER QUALITY STUDIES								
6	CORRESPONDENCE - SUBJECT FILE		AR	P	--				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	c1. NOTICE OF PREPARATION	GEN. 154							
	d. BUDGET RECORDS - PROJECTED								
	d1. COST ESTIMATE	,03038							
	e. CHANGE DOCUMENTS								
	f. CLAIMS								
	f1. CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A							
	g. CONSULTING CONTRACTS								
	h. CONTRACT ADMINISTRATION RECORDS								
	i. CONTRACT AMENDMENTS								
	j. CUSTOMER SERVICE RECORDS								

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

CITY CLERK Date: SEPTEMBER 12, 1990
City of Los Angeles
Form Gen. 60-81)

Sch. No. WP-14
Rev. No. 1

Department/Bureau: Department of Water and Power
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	j1. WATER TROUBLE ORDER	.01871							
	k. DATA SHEETS								
	l. DEPARTMENT REAL ESTATE RECORDS								
	l1. APPRAISAL REPORT								
	l2. CORPORATION GRANT DEED								
	l3. DEED								
	l4. DIRECTOR'S DEED								
	l5. LEASE								
	l6. QUIT CLAIM OF DEED								
	m. DETAIL PHOTOGRAPHS								
	n. DWP INSPECTION RECORDS								
	o. DWP MAPS								
	p. EMPLOYEE SUGGESTION PLANS								
	q. ENGINEERING STUDIES								
	r. ENVIRONMENTAL REPORTS								
	s. FEASIBILITY STUDIES								
	t. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	u. INTERDEPARTMENTAL COMMUNICATIONS								
	u1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	v. INTERROGATORIES								
	w. INTRADEPARTMENTAL COMMUNICATIONS								
	w1. INTRA-DEPARTMENTAL	1455,15185							
	w2. INTRA-DEPARTMENTAL	.01455							
	x. INVOICES/PAYMENTS								
	x1. CHECK								
	x2. INVOICE								
	y. JOB FILE DATA								
	z. JUDGEMENTS								
	z1. DECISION								
	z2. RESOLUTION								
	aa. LEGAL APPLICATIONS								
	aa1. AGREEMENT								
	aa2. NEGATIVE DECLARATION	GEN. 157							
	ab. LEGAL NOTIFICATIONS								
	ab1. NOTICE OF SALE								
	ab2. SUMMONS								
	ac. LEGAL ORDERS/FILINGS								
	ac1. ORDINANCE								
	ad. LETTERS								

Retention Code: A = Audit Ann = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superceded T = Terminatio

CITY CLERK Date: SEPTEMBER 12, 1990 | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. C | Page: 05 of 23

City of Los Angeles | WP-14 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 6 (Rev. 9-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

1 | Water Executive

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	v i t a l	h i s t	c o n f	REMARKS
	ae. LICENSES								
	af. LITIGATION RECORDS								
	ag. LOGS/INDICES								
	ah. MANAGEMENT PROCEDURES								
	ai. MANAGEMENT REPORTS								
	ai1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	aj. MEETING MINUTES								
	ak. MEMORANDA								
	ak1. MEMORANDUM	1334,15047							
	ak2. MEMORANDUM	,01145							
	ak3. MEMORANDUM	,01146							
	ak4. MEMORANDUM	,01147							
	ak5. MEMORANDUM	,01336							
	ak6. MEMORANDUM								
	ak7. OFFICE MEMORANDUM	140							
	ak8. OFFICE MEMORANDUM	GEN. 53							
	al. OPERATIONAL REPORTS								
	al1. PROJECT REPORT								
	al2. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	,03191							
	am. PARTICIPANT CONTRACTS								
	an. PERMITS								
	ao. POWER OF ATTORNEY RECORDS								
	ap. PROCUREMENT/SALES CONTRACTS								
	aq. PROPOSALS								
	aq1. PROPOSAL								
	ar. PUBLIC RELATIONS COMMUNICATIONS								
	ar1. NEWSLETTER								
	ar2. PUBLICATION								
	as. PURCHASE ORDERS								
	as1. PURCHASE ORDER	,00003							
	at. STATUS REPORTS								
	au. SURVEYS/QUESTIONNAIRES								
	av. TAX RECORDS								
	aw. TECHNICAL REPORTS								
	ax. TEST RECORDS								
	ax1. LAB REPORT OF ANALYSIS	205							
	ax2. REPORT OF WATER ANALYSIS	201							
	ay. TRANSMITTALS/ACKNOWLEDGEMENTS								

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

CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 8-81)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power

Office of (Original) Record: Water Executive

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

By: (Dept. Head)

Date

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ae. LICENSES								
	af. LITIGATION RECORDS								
	ag. LOGS/INDICES								
	ah. MANAGEMENT PROCEDURES								
	ai. MANAGEMENT REPORTS								
	ai1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	aj. MEETING MINUTES								
	ak. MEMORANDA								
	ak1. MEMORANDUM	1334,15047							
	ak2. MEMORANDUM	,01145							
	ak3. MEMORANDUM	,01146							
	ak4. MEMORANDUM	,01147							
	ak5. MEMORANDUM	,01336							
	ak6. MEMORANDUM								
	ak7. OFFICE MEMORANDUM	140							
	ak8. OFFICE MEMORANDUM	GEN. 53							
	al. OPERATIONAL REPORTS								
	al1. PROJECT REPORT								
	al2. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	,03191							
	am. PARTICIPANT CONTRACTS								
	an. PERMITS								
	ao. POWER OF ATTORNEY RECORDS								
	ap. PROCUREMENT/SALES CONTRACTS								
	aq. PROPOSALS								
	aq1. PROPOSAL								
	ar. PUBLIC RELATIONS COMMUNICATIONS								
	ar1. NEWSLETTER								
	ar2. PUBLICATION								
	as. PURCHASE ORDERS								
	as1. PURCHASE ORDER	,00003							
	at. STATUS REPORTS								
	au. SURVEYS/QUESTIONNAIRES								
	av. TAX RECORDS								
	aw. TECHNICAL REPORTS								
	ax. TEST RECORDS								
	ax1. LAB REPORT OF ANALYSIS	205							
	ax2. REPORT OF WATER ANALYSIS	201							
	ay. TRANSMITTALS/ACKNOWLEDGEMENTS								

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

CITY CLEP' Date: SEPTEMBER 12, 1990 | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. C | Page: 06 of 23

City of Lo eles | WP-14 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 60 -81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

1 | Water Executive

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ay1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ay2. TRANSMITTAL	CAO 649B							
	ay3. TRANSMITTAL	,00028							
7	EMPLOYEE PERSONNEL FILES		T+2	78	T+80				
8	HISTORICAL DOCUMENTS		5	P	--				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. CONFERENCE/SEMINAR ARRANGEMENTS								
	d. DEPARTMENT AWARDS RECORDS								
	e. DESTRUCTION RECORDS								
	e1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	f. DETAIL PHOTOGRAPHS								
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	h. JUDGEMENTS								
	h1. RESOLUTION								
	i. LEGAL ORDERS/FILINGS								
	i1. ORDINANCE								
	j. LETTERS								
	k. MANAGEMENT REPORTS								
	l. MEMORANDA								
	l1. MEMORANDUM	,01147							
	l2. MEMORANDUM								
	m. PROPOSALS								
	m1. PROPOSAL								
	n. PUBLIC RELATIONS COMMUNICATIONS								
	o. TRANSMITTALS/ACKNOWLEDGEMENTS								
	o1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
9	LOS ANGELES DAM AND RESERVOIR CONSTRUCTION DOCUMENTATION		2	P	--				

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

CITY CLER' Date: SEPTEMBER 12, 1990 | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. C | Page: 07 of 23

City of Lo eles | WP-14 | Department of Water and Power | By: (Dept. Head) | Date 10 5 90

Form Gen. 60 81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

1 | Water Executive

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
10	PERSONNEL FILES		10	--	10				POLICIES, NOT CONFIDENTIAL
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID NOTICE	.03214							
	e. CLAIMS								
	f. CONTRACT ADMINISTRATION RECORDS								
	g. DATA SHEETS								
	h. DETAIL PHOTOGRAPHS								
	i. EDUCATION/TRAINING RECORDS								
	j. EMPLOYEE ACCOUNTS RECORDS								
	j1. PERSONAL AUTOMOBILE AUTHORITY	.02586							
	k. EMPLOYMENT RECORDS								
	k1. APPLICATION FOR EMPLOYMENT	PDR-1							
	k2. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	.00469							
	k3. INTERVIEW DATA SHEET	3381							
	k4. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	k5. REPORT OF EXAMINATION	PDAS 21							
	k6. REQUEST FOR CERTIFICATION	PDAS 15							
	k7. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	k8. RESUME								
	l. EXTERNAL INSPECTION RECORDS								
	l1. EMPLOYER'S REPORT OF CORRECTED CONDITIONS OF ALLEGED SERIOUS, GENERAL AND REGULATORY VIOLATIONS	I.S.160							
	m. FEASIBILITY STUDIES								
	n. INTERDEPARTMENTAL COMMUNICATIONS								
	n1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	o. INTRADEPARTMENTAL COMMUNICATIONS								
	o1. INTRA-DEPARTMENTAL	.01455							
	p. INVOICES/PAYMENTS								
	q. JUDGEMENTS								
	q1. RESOLUTION								

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

CITY CLERK Date: SEPTEMBER 12, 1990
City of Los les
Form Gen. 60 (31)

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Cc
By: (Dept. Head)
Date: 8 3 90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	r. LEGAL APPLICATIONS								
	r1. AGREEMENT								
	s. LEGAL NOTIFICATIONS								
	t. LEGAL ORDERS/FILINGS								
	u. LETTERS								
	v. LITIGATION RECORDS								
	w. MANAGEMENT PROCEDURES								
	x. MANAGEMENT REPORTS								
	x1. ORGANIZATION CHART								
	y. MANAGEMENT SCHEDULES								
	z. MEETING MINUTES								
	aa. MEMORANDA								
	aa1. MEMORANDUM	,01145							
	aa2. MEMORANDUM	,01147							
	aa3. OFFICE MEMORANDUM	GEN. 53							
	ab. PERMITS								
	ac. POSITION DESCRIPTIONS								
	ac1. POSITION DESCRIPTION	PDES 3							
	ad. PROPOSALS								
	ad1. PROPOSAL								
	ae. PUBLIC RELATIONS COMMUNICATIONS								
	ae1. NEWSLETTER								
	ae2. PUBLICATION								
	af. STATUS REPORTS								
	af1. AFFIRMATIVE ACTION STATUS REPORT								
	ag. TIMEKEEPING RECORDS								
	ag1. ATTENDANCE ROSTER	MS 518							
	ah. TRANSMITTALS/ACKNOWLEDGEMENTS								
11	REPORTS - WELLS, PUMPING PLANTS (COST OF PUMPING WATER)		5	P					
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BUDGET RECORDS - PROJECTED								
	c1. AUTHORIZATION FOR EXPENDITURE	2911							
	c2. WORKSHEET								
	d. CONTRACT ADMINISTRATION RECORDS								
	e. CUSTOMER SERVICE RECORDS								
	f. DESIGN CRITERIA RECORDS								
	g. DWP MAPS								

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CITY CLERK — Date: SEPTEMBER 12, 1990
City of Los [illegible]les — Sch. No.
Form Gen. 60 ( ) — WP-14

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. 1

Department/Bureau: Department of Water and
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature] Date [illegible]
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	h. ENVIRONMENTAL REPORTS								
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	i2. INTRA-DEPARTMENTAL	,01456							
	j. INVOICES/PAYMENTS								
	j1. INVOICE								
	j2. VOUCHER CONTROL FORM	,01218							
	k. JOB FILE DATA								
	l. JUDGEMENTS								
	l1. RESOLUTION								
	m. LEGAL APPLICATIONS								
	m1. AGREEMENT								
	n. LEGAL NOTIFICATIONS								
	o. LETTERS								
	p. LICENSES								
	q. MANAGEMENT REPORTS								
	r. MEMORANDA								
	r1. MEMORANDUM	1334,15047							
	r2. MEMORANDUM	,01145							
	r3. MEMORANDUM	,01146							
	r4. MEMORANDUM	,01147							
	s. OPERATIONAL REPORTS								
	t. PERMITS								
	u. PUBLIC RELATIONS COMMUNICATIONS								
	v. PURCHASE ORDERS								
	v1. PURCHASE ORDER	,00001							
	w. REQUISITIONS								
	w1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	x. STATUS REPORTS								
	y. TRANSMITTALS/ACKNOWLEDGEMENTS								
	y1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	y2. TRANSMITTAL	,00028							

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CITY CLERK Date: SEPTEMBER 12, 1990
City of Lo eles
Form Gen. 60 81)

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Dept. Head) David Kuelz — Date
By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	DIST	CONF	REMARKS
12	RESERVOIRS CONSTRUCTION DOCUMENTATION		5	P	--				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. CONSULTING CONTRACTS								
	e. CONTRACT ADMINISTRATION RECORDS								
	e1. NOTICE OF AWARD	,02846							
	f. CONTRACT AMENDMENTS								
	g. DEPARTMENT REAL ESTATE RECORDS								
	g1. EASEMENT DEED								
	g2. LEASE								
	h. DESIGN REPORTS								
	i. DETAIL PHOTOGRAPHS								
	j. DWP INSPECTION RECORDS								
	k. ENGINEERING STUDIES								
	l. ENVIRONMENTAL REPORTS								
	m. FEASIBILITY STUDIES								
	n. INTRADEPARTMENTAL COMMUNICATIONS								
	n1. INTRA-DEPARTMENTAL	,01455							
	o. INVOICES/PAYMENTS								
	o1. CHECK								
	p. JOB SCHEDULES								
	q. JUDGEMENTS								
	q1. RESOLUTION								
	r. LEGAL APPLICATIONS								
	r1. AGREEMENT								
	s. LEGAL NOTIFICATIONS								
	t. LEGAL ORDERS/FILINGS								
	t1. ORDINANCE								
	u. LETTERS								
	v. LICENSES								
	w. LOGS/INDICES								
	w1. TEST HOLE LOG	R-101							
	x. MANAGEMENT REPORTS								
	y. MEETING MINUTES								
	z. MEMORANDA								
	z1. MEMORANDUM	,01146							
	z2. MEMORANDUM	,01147							
	z3. MEMORANDUM	,01334							

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CITY CLERK
City of Los eles
Form Gen. 60 81)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power

Office of (Original) Record: Water Executive

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

By: (Dept. Head)

Date

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	aa. OPERATIONAL REPORTS								
	aa1. PROJECT REPORT								
	ab. OPERATIONS & MAINTENANCE PROCEDURES								
	ac. PERMITS								
	ac1. SPECIAL USE APPLICATION & REPORT	FS 2700-3							
	ad. PUBLIC RELATIONS COMMUNICATIONS								
	ad1. PUBLICATION								
	ae. PURCHASE ORDERS								
	ae1. PURCHASE ORDER	,00003							
	af. STATUS REPORTS								
	ag. TEST RECORDS								
	ah. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ah1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
13	TIMEROLLS (TIMEKEEPING RECORDS)		3	10	13				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	b. MEMORANDA								
	b1. MEMORANDUM	,01145							
	c. TIMEKEEPING RECORDS								
	c1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	c2. CONFIRMATION OF OVERTIME WORKED	,03124							
	c3. CONFIRMATION OF TIME OFF FOR JURY DUTY	3075,03075							
	c4. NOTICE OF ABSENCE	,02728							
	c5. TIME ROLL CORRECTION AUTHORITY	2734							
	c6. VACATION FORM	,01113							
	d. WAGE/SALARY STRUCTURE RECORDS								
	d1. SALARY ADJUSTMENT	AC125							
14	WATER CONSERVATION - DOCUMENTATION		5	15	20				
	a. DWP MAPS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. LETTERS								
	e. MANAGEMENT REPORTS								
	e1. PROGRAM DESCRIPTION								

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CITY CLERK Date: SEPTEMBER 12, 1990 | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 12 of 23

City of Los les | WP-14 | Department of Water and | By: (Dept. Head) | Date

Form Gen. 60 I) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

1 | Water Executive

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	f. MEMORANDA								
	f1. MEMORANDUM	.01147							
	f2. MEMORANDUM								
	g. OPERATIONAL REPORTS								
	g1. METROPOLITAN WATER DISTRICT OF SOUTHERN	37-97							
	CALIFORNIA MEMBER AGENCIES ESTIMATED WATER								
	REQUIREMENTS IN ACRE-FEET								
	h. PUBLIC RELATIONS COMMUNICATIONS								
	h1. PUBLICATION								
	i. SURVEYS/QUESTIONNAIRES								
15	WATER EXECUTIVE FINANCE AND ACCOUNTING DOCUMENTATION		2	3	5				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. ANALYSIS OF PROPOSED CONTRACT	CAO-661							
	d. BUDGET RECORDS - ACTUAL								
	e. BUDGET RECORDS - PROJECTED								
	e1. REVENUE ESTIMATE ANALYSIS	CAO-170							
	f. CONFERENCE/SEMINAR ARRANGEMENTS								
	g. CONSULTING CONTRACTS								
	h. CONTRACT ADMINISTRATION RECORDS								
	i. CONTRACT AMENDMENTS								
	j. EMPLOYEE ACCOUNTS RECORDS								
	j1. AUTHORITY TO OBTAIN TRANSPORTATION	.00280							
	j2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045							
	j3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT	.02316							
	AUTHORITY								
	k. FINANCIAL REPORTS								
	l. INTERDEPARTMENTAL COMMUNICATIONS								
	l1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	m. INTERROGATORIES								
	n. INTRADEPARTMENTAL COMMUNICATIONS								
	o. INVOICES/PAYMENTS								
	o1. CHECK								
	o2. INVOICE								
	o3. VOUCHER CONTROL FORM	.01218							
	p. JUDGEMENTS								
	p1. RESOLUTION								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	q. LEGAL APPLICATIONS								
	q1. AGREEMENT								
	r. LEGAL NOTIFICATIONS								
	s. LETTERS								
	t. LITIGATION RECORDS								
	u. MANAGEMENT PROCEDURES								
	v. MANAGEMENT REPORTS								
	v1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	w. MEMORANDA								
	w1. MEMORANDUM	,01145							
	w2. MEMORANDUM								
	x. PROPOSALS								
	x1. PROPOSAL								
	y. PUBLIC RELATIONS COMMUNICATIONS								
	z. TAX RECORDS								
	aa. TIMEKEEPING RECORDS								
	aa1. ATTENDANCE AUTHORITY	,02329							
	ab. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ab1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ab2. TRANSMITTAL	,00028							
16	WATER SYSTEM CONSOLIDATED REPORT OF RECEIPTS AND EXPENDITURES		5	30	35				
	a. FINANCIAL REPORTS								
17	WATER SYSTEM FINANCIAL FORECAST - COMPUTER TABS		5	15	20				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. LETTERS								
	e. MEMORANDA								
	e1. MEMORANDUM	1146,01146							
	e2. MEMORANDUM	,01147							
	f. PUBLIC RELATIONS COMMUNICATIONS								

CITY CLERK Date: SEPTEMBER 12, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
18	WATER SYSTEM RULES, REGULATIONS POLICIES		5	P	--				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. DATA SHEETS								
	d. FEASIBILITY STUDIES								
	e. FINANCIAL REPORTS								
	f. INTERDEPARTMENTAL COMMUNICATIONS								
	g. INTERROGATORIES								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	i. JUDGEMENTS								
	il. RESOLUTION								
	j. LEGAL APPLICATIONS								
	k. LEGAL NOTIFICATIONS								
	l. LEGAL ORDERS/FILINGS								
	m. LETTERS								
	n. MANAGEMENT PROCEDURES								
	o. MANAGEMENT REPORTS								
	p. MEETING MINUTES								
	q. MEMORANDA								
	ql. MEMORANDUM	.01147							
	r. OPERATIONAL REPORTS								
	s. PUBLIC RELATIONS COMMUNICATIONS								
	sl. NEWSLETTER								
	t. TIMEKEEPING RECORDS								
	tl. ATTENDANCE AUTHORITY	.02329							
	u. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ul. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
19	WATER SYSTEM CONSOLIDATED REPORT OF RECEIPTS AND EXPENDITURES	(MICROFICH	20	--	20				
	a. FINANCIAL REPORTS								
20	LEGISLATIVE MONITORING FILES		2	--	2				

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Sch. No. WP-14 | Rev. No. 1

Department/Bureau: Department of Water and
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature] Date [illegible]
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
21	WATER SYSTEM CONSOLIDATED REPORT OF RECEIPTS & EXPENDITURES BACKGROUND D		5	--	5				
	a. AGENDA								
	b. BUDGET RECORDS - ACTUAL								
	c. BUDGET RECORDS - PROJECTED								
	c1. WORKSHEET								
	d. DATA SHEETS								
	e. DESIGN CALCULATIONS								
	f. FINANCIAL REPORTS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	h. REQUISITIONS								
	h1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	i. TRANSMITTALS/ACKNOWLEDGEMENTS								
	i1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
22	WATER RATE ORDINANCE		P	--	--				
	a. LEGAL ORDERS/FILINGS								
23	WATER RATE ORDINANCE BACKGROUND FILES		10	--	10				
	a. BID RECORDS								
	b. FINANCIAL REPORTS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. JUDGEMENTS								
	d1. RESOLUTION								
	e. LEGAL APPLICATIONS								
	e1. NEGATIVE DECLARATION	GEN. 157							
	f. LEGAL NOTIFICATIONS								
	g. LEGAL ORDERS/FILINGS								
	h. LETTERS								
	i. MANAGEMENT REPORTS								
	i1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO							
	j. MEMORANDA								
	j1. MEMORANDUM	,01147							
	k. OPERATIONAL REPORTS								
	l. PUBLIC RELATIONS COMMUNICATIONS								
	l1. PUBLICATION								
	m. REQUISITIONS								

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

CITY CLERK
City of Los / es
Form Gen. 60 (R)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Po...
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	m1. WORD PROCESSING CENTER JOB REQUEST	3361							
	n. TRANSMITTALS/ACKNOWLEDGEMENTS								
24	DWP WATER RATE PUBLICATIONS		10	--	10				
	a. PUBLIC RELATIONS COMMUNICATIONS								
25	WATER RATE PUBLICATIONS - BACKGROUND FILES		3	--	3				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. JUDGEMENTS								
	d. LEGAL ORDERS/FILINGS								
	e. LETTERS								
	f. MANAGEMENT REPORTS								
26	WATER RATE DESIGN CRITERIA		P	--	--				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. LEGAL NOTIFICATIONS								
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01147							
	g. OPERATIONAL REPORTS								
	h. REQUISITIONS								
	i. TRANSMITTALS/ACKNOWLEDGEMENTS								
	i1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
27	MICROFILM OF ITEMS #1 - 26 & #29 - 41 (EXCEPT #19)		--	199	199				

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CITY CLERK Date: SEPTEMBER 12, 1990
City of Los les
Form Gen. 60 1)

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Co
By: (Dept. Head) [signature] Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
28	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				
29	RECORDS MANAGEMENT FILES		AR	P	--				
	a. RECORD TRANSMITTALS								
	a1. RECORDS TRANSFER CONTROL	2673,02673							
	a2. RECORDS TRANSFER CONTROL	2673,16508							
	b. RECORDS RETENTION AUTHORIZATIONS								
	b1. RECORDS RETENTION AUTHORIZATION	,02317							
	c. TRANSMITTALS/ACKNOWLEDGEMENTS								
30	STATISTICAL INFORMATION		5	5	10				
	a. EMPLOYMENT RECORDS								
	b. INTERDEPARTMENTAL COMMUNICATIONS								
	c. LETTERS								
	d. MANAGEMENT REPORTS								
	e. MEMORANDA								
	e1. MEMORANDUM								
31	BUILDINGS, YARDS. DOCUMENTATION		5	10	15				
	a. ANNOUNCEMENTS/BULLETINS								
	b. DRAWINGS								
	c. ENVIRONMENTAL REPORTS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. JUDGEMENTS								
	e1. RESOLUTION								
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							
	g3. MEMORANDUM	,01334							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
32	DEPARTMENTAL RELATIONS		10	10	20				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. CHANGE DOCUMENTS								
	c1. CHANGE ORDER								
	d. CONTRACT AMENDMENTS								

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CITY CLERK Date: SEPTEMBER 12, 1990
City of Los es
Form Gen. 60 (R)

Sch. No. WP-14
Rev. No. 1

Department/Bureau: Department of Water and Power
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date: 11-8-90

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	e. CUSTOMER SERVICE RECORDS								
	e1. CITY OF LOS ANGELES PRODUCTIVITY IMPROVEMENT PROGRAM PROJECT REPORT	CAO-122							
	f. ENGINEERING STUDIES								
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	i. INVOICES/PAYMENTS								
	i1. INVOICE								
	j. JUDGEMENTS								
	j1. RESOLUTION								
	k. LEGAL APPLICATIONS								
	k1. AGREEMENT								
	k2. NEGATIVE DECLARATION	GEN. 157							
	l. LEGAL NOTIFICATIONS								
	m. LEGAL ORDERS/FILINGS								
	m1. ORDINANCE								
	n. LETTERS								
	o. MANAGEMENT PROCEDURES								
	p. MANAGEMENT REPORTS								
	p1. ORGANIZATION CHART								
	p2. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	q. MEETING MINUTES								
	r. MEMORANDA								
	r1. MEMORANDUM	,01145							
	s. OPERATIONAL REPORTS								
	t. PERMITS								
	t1. APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE & EXCAVATE AND FOR PLANT REQUIRED BY EXECUTIVE OFFICER	400-A							
	u. PUBLIC RELATIONS COMMUNICATIONS								
	u1. NEWSLETTER								
	v. STATUS REPORTS								
	w. TECHNICAL REPORTS								
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								
	x1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	x2. TRANSMITTAL	CAO 6490							
	x3. TRANSMITTAL	,00028							

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

City of Los Angeles
Form Gen. 60 (P [illegible]1)

RECORDS [illegible]ENTION SCHEDULE
(Original/Official Records)

Sch. No. WP-14 | Rev. No. 1

Department/Bureau: Department of Water and P
Office of (Original) Record: Water Executive

By: (Dept. Head) [signature] Date [illegible]
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
33	ENGINEERING PRACTICES, COMPUTER		10	--	10				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	,01455							
	b. LETTERS								
	c. MEMORANDA								
	c1. MEMORANDUM	,01147							
	d. PUBLIC RELATIONS COMMUNICATIONS								
34	AFFIRMATIVE ACTION FILES		10	--	10				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. EMPLOYMENT RECORDS								
	b1. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	d. LETTERS								
	e. MANAGEMENT REPORTS								
	e1. REPORT								
	f. MEETING MINUTES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							
	h. STATUS REPORTS								
	h1. AFFIRMATIVE ACTION STATUS REPORT								
	i. TIMEKEEPING RECORDS								
	j. TRANSMITTALS/ACKNOWLEDGEMENTS								
35	CORRESPONDENCE/SUBJECT FILES - STATE AND FEDERAL GOVERNMENT		10	--	10				
	a. AGENDA								
	b. AGENDA ITEMS								
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	1455,15184							
	f. INVOICES/PAYMENTS								
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LEGAL APPLICATIONS								
	h1. AGREEMENT								

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

City of Los Angeles
Form Gen. 60 (R 12-91)

Sch. No. WP-14 | Department/Bureau: Department of Water and Po | By: (Dept. Head) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. 1 | Office of (Original) Record: Water Executive | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	i. LEGAL NOTIFICATIONS								
	j. LEGAL ORDERS/FILINGS								
	k. LETTERS								
	l. LITIGATION RECORDS								
	m. LOGS/INDICES								
	n. MANAGEMENT PROCEDURES								
	o. MANAGEMENT REPORTS								
	p. MEETING MINUTES								
	q. MEMORANDA								
	q1. MEMORANDUM	,01145							
	q2. MEMORANDUM	,01146							
	q3. MEMORANDUM	,01147							
	r. PERMITS								
	r1. GENERAL INFORMATION CONSOLIDATED PERMITS PROGRAM	3510-1							
	s. POSITION DESCRIPTIONS								
	t. PUBLIC RELATIONS COMMUNICATIONS								
	t1. NEWSLETTER								
	u. REQUISITIONS								
	u1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	v. STATUS REPORTS								
	w. SURVEYS/QUESTIONNAIRES								
	w1. SURVEY OF LOCAL GOVERNMENT RESEARCH & DEVELOPMENT	OMB-99-578009							
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								
	x1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	x2. TRANSMITTAL	,00028							
36	WATER RATE CORRESPONDENCE FILES		10	10	20				
	a. JUDGEMENTS								
	a1. RESOLUTION								
	b. LEGAL ORDERS/FILINGS								
	c. LETTERS								
	d. SURVEYS/QUESTIONNAIRES								
	e. TRANSMITTALS/ACKNOWLEDGEMENTS								

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CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No.
City of Los A[illegible]s WP-14
Form Gen. 60 (R[illegible]) Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and P[illegible]
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature] Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
37	EXECUTIVE, ADMINISTRATIVE, W&P COMMISSIONERS SUBJECT FILES		10	10	20				
	a. AGENDA								
	a1. MEETING AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. CUSTOMER SERVICE RECORDS								
	d. DATA SHEETS								
	e. DETAIL PHOTOGRAPHS								
	f. EMPLOYMENT RECORDS								
	f1. RESUME								
	g. FEASIBILITY STUDIES								
	h. INTERDEPARTMENTAL COMMUNICATIONS								
	h1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	j. INVOICES/PAYMENTS								
	j1. INVOICE								
	j2. WATER SERVICE FACILITY RECEIPT	2328							
	k. JUDGEMENTS								
	k1. RESOLUTION								
	l. LEGAL APPLICATIONS								
	l1. AGREEMENT								
	m. LETTERS								
	n. MANAGEMENT REPORTS								
	n1. REPORT								
	o. MEETING MINUTES								
	p. MEMORANDA								
	p1. MEMORANDUM	,01147							
	q. PERMITS								
	r. PROPOSALS								
	r1. PROPOSAL								
	s. PUBLIC RELATIONS COMMUNICATIONS								
	s1. PUBLICATION								
	t. PURCHASE ORDERS								
	t1. PURCHASE ORDER	,00003							
	u. REQUISITIONS								
	u1. TRANSPORTATION ORDER	,01089							
	v. STATUS REPORTS								
	w. TELEX/TWX/TELECOPY COMMUNICATIONS								
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Sch. No. WP-14
Rev. No. 1

Department/Bureau: Department of Water and [illegible]
Office of (Original) Record: Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Richard Kwiatkowski Date [illegible]
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	x1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
38	CUSTOMER SERVICE AND BILLINGS DOCUMENTATION		5	10	15				
	a. INTERDEPARTMENTAL COMMUNICATIONS								
	a1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. LETTERS								
	d. MANAGEMENT REPORTS								
	d1. REPORT								
	e. MEMORANDA								
	e1. MEMORANDUM								
	f. PUBLIC RELATIONS COMMUNICATIONS								
	g. TRANSMITTALS/ACKNOWLEDGEMENTS								
	g1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
39	METERS, SERVICES, FIRE HYDRANT DOCUMENTATION		5	10	15				
	a. DRAWINGS								
	b. JUDGEMENTS								
	b1. RESOLUTION								
	c. LEGAL APPLICATIONS								
	c1. AGREEMENT								
	d. LETTERS								
	e. MANAGEMENT REPORTS								
	e1. REPORT								
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01147							
	g. TRANSMITTALS/ACKNOWLEDGEMENTS								
	g1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	g2. TRANSMITTAL	,00028							

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CITY CLERK
City of Los [illegible]s
Form Gen. 60

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and [illegible]

Office of (Original) Record: Water Executive

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

By: (Dept. Head) [signature] Date [illegible]

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V I T A	h I S T	C O N F	REMARKS
40	METROPOLITAN WATER DISTRICT - OTHER UTILITIES		10	--	10				
	a. LETTERS								
	b. MEMORANDA								
	b1. MEMORANDUM	,01145							
	c. PUBLIC RELATIONS COMMUNICATIONS								
	c1. NEWSLETTER								
	c2. PUBLICATION								
41	SUPPLIES, EQUIPMENT		5	10	15				
	a. ANNOUNCEMENTS/BULLETINS								
	b. DRAWINGS								
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. JUDGEMENTS								
	e1. RESOLUTION								
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT								
	g. LETTERS								
	h. MEMORANDA								
	h1. MEMORANDUM	,01147							
	h2. MEMORANDUM								

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CITY CLERK
City of Los A s
Form Gen. 61 (R)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 28 FJ
Department of Water and Power
Division
Water Executive

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

By: (City Clerk, Rec. Mgt. Off.)

Date OCT 3 '90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ANALYSIS OF CONSUMPTION & EARNINGS - COMPUTER TAB		5	20	25		ACCOUNTING
	a. MANAGEMENT REPORTS						
2	BONDS - DATA FOR PROSPECTUS, RESOLUTIONS		10	--	10		CHIEF FINANCIAL OFFICER
	a. BUDGET RECORDS - PROJECTED						
	a1. WORKSHEET						
	b. FINANCIAL REPORTS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. JUDGEMENTS						
	d1. RESOLUTION						
	e. LEGAL APPLICATIONS						
	e1. AGREEMENT						
	f. MANAGEMENT REPORTS						
	f1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649					
	g. MANAGEMENT SCHEDULES						
	h. MEMORANDA						
	h1. MEMORANDUM	,01145					
	i. PUBLIC RELATIONS COMMUNICATIONS						
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						
	j1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
3	BILLINGS TO OUTSIDE GOVERNMENT AGENCIES		C+6	--	C+6		C = COMPLETED BILLING ACCOUNTING
	a. ANNOUNCEMENTS/BULLETINS						
	b. BUDGET RECORDS - PROJECTED						
	c. CLAIMS						
	d. CONSULTING CONTRACTS						
	e. CONTRACT AMENDMENTS						
	f. DEPARTMENT REAL ESTATE RECORDS						

NOTES:

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CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No.
City of Los [illegible]s
Form Gen. 61 (R[illegible]) WP-14

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. 1

Department/Bureau 91 (728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. DWP MAPS						
	h. INTRADEPARTMENTAL COMMUNICATIONS						
	h1. INTRA-DEPARTMENTAL	,01455					
	i. INVOICES/PAYMENTS						
	i1. INVOICE						
	i2. REQUEST FOR PAYMENT	,03078					
	j. JUDGEMENTS						
	j1. RESOLUTION						
	k. LEGAL APPLICATIONS						
	k1. AGREEMENT						
	l. LETTERS						
	m. MANAGEMENT REPORTS						
	n. MEMORANDA						
	n1. MEMORANDUM	,01145					
	n2. MEMORANDUM	,01147					
	o. PURCHASE ORDERS						
	o1. PURCHASE ORDER	,00003					
	p. SURVEYS/QUESTIONNAIRES						
	q. TRANSMITTALS/ACKNOWLEDGEMENTS						
	q1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
4	CORRESPONDENCE - SUBJECT FILES		10	--	10		WATER SYSTEM DIVISIONS
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. DISCRIMINATION COMPLAINT APPEAL	EEO-003					
	a2. DISCRIMINATION COMPLAINT RESPONSE	EEO-002					
	a3. GRIEVANCE APPEAL	LR-003					
	a4. GRIEVANCE INITIATION	LR-001					
	a5. GRIEVANCE RESPONSE	LR-002					
	a6. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					

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CITY CLERK
City of Los / s
Form Gen. 61 (R

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 9 1 0 28 F J
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	a7. NOTICE TO CORRECT DEFICIENCIES	GEN. 78					
	b. AGENDA						
	c. ANNOUNCEMENTS/BULLETINS						
	c1. NOTICE OF PREPARATION	GEN. 154					
	d. BID RECORDS						
	e. BUDGET RECORDS - PROJECTED						
	e1. WORKSHEET						
	f. CONFERENCE/SEMINAR ARRANGEMENTS						
	g. CONTRACT ADMINISTRATION RECORDS						
	h. CUSTOMER SERVICE RECORDS						
	i. DATA SHEETS						
	j. DWP MAPS						
	k. EDUCATION/TRAINING RECORDS						
	l. EMPLOYMENT RECORDS						
	l1. CERTIFICATION LIST	PDAS 4					
	l2. RESUME						
	m. ENGINEERING STUDIES						
	n. ENVIRONMENTAL REPORTS						
	o. EXTERNAL INSPECTION RECORDS						
	p. FINANCIAL REPORTS						
	q. INTERROGATORIES						
	r. INTRADEPARTMENTAL COMMUNICATIONS						
	r1. INTRA-DEPARTMENTAL	,01455					
	s. INVOICES/PAYMENTS						
	t. JUDGEMENTS						
	t1. RESOLUTION						
	u. LEGAL APPLICATIONS						
	v. LEGAL NOTIFICATIONS						
	v1. SUMMONS						
	w. LEGAL ORDERS/FILINGS						
	w1. ORDINANCE						

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CITY CLERK
City of Los A[illegible]s
Form Gen. 61 (R[illegible])

Date: SEPTEMBER 12, 1990

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Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 728 FJ
Department of Water and Power

Division
Water Executive

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

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	x. LETTERS						
	y. LICENSES						
	z. LITIGATION RECORDS						
	aa. LOGS/INDICES						
	ab. MANAGEMENT PROCEDURES						
	ac. MANAGEMENT REPORTS						
	ac1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649					
	ad. MANAGEMENT SCHEDULES						
	ae. MEETING ATTENDANCE RECORDS						
	af. MEETING MINUTES						
	ag. MEMORANDA						
	ag1. MEMORANDUM	.01145					
	ag2. MEMORANDUM	.01147					
	ag3. MEMORANDUM	.01334					
	ag4. MEMORANDUM						
	ah. OPERATING AND MAINTENANCE SCHEDULES						
	ai. OPERATIONAL REPORTS						
	aj. POSITION DESCRIPTIONS						
	ak. PROFESSIONAL DEVELOPMENT RECORDS						
	al. PROPOSALS						
	al1. PROPOSAL						
	am. PUBLIC RELATIONS COMMUNICATIONS						
	am1. NEWSLETTER						
	am2. PUBLICATION						
	an. REQUISITIONS						
	ao. STATUS REPORTS						
	ap. SURVEYS/QUESTIONNAIRES						
	aq. TRANSMITTALS/ACKNOWLEDGEMENTS						
	aq1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					

NOTES:

CITY CLERK
City of Los ...es
Form Gen. 61 (R...)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

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RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 728 FJ
Department of Water and Power

Division
Water Executive

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

By: (City Clerk, Rec. Mgt. Off.)

Date 07 2 '90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
5	CUSTOMER SERVICES AND BILLINGS		1	2	3		COMMERCIAL
	a. CUSTOMER SERVICE RECORDS						
	b. ENGINEERING STUDIES						
	c. INTERDEPARTMENTAL COMMUNICATIONS						
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. INVOICES/PAYMENTS						
	e1. CHECK						
	e2. INVOICE						
	f. LETTERS						
	g. MANAGEMENT PROCEDURES						
	h. MEMORANDA						
	h1. MEMORANDUM						
	i. OPERATIONAL REPORTS						
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						
	j1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
6	DEPARTMENT TRANSFERS AND BILLS		3	--	3		ACCOUNTING
	a. BUDGET RECORDS - PROJECTED						
	a1. WORKSHEET						
	b. INVOICES/PAYMENTS						
	b1. DEPARTMENT BILL POWER REVENUE FUND	,03099					
	b2. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	1407,01407					
	b3. DEPARTMENT TRANSFER WATER REVENUE FUND	,03109					
	b4. INTERFUND BILLING POWER REVENUE FUND	,03099					
	b5. INVOICE						
	b6. JOURNAL VOUCHER	,03109					
	b7. SUPPLEMENT	,01407					

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CITY CLERK
City of Los ...s
Form Gen. 61 (R...)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 728 FJ
Department of Water and Power

Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Brian Kuebler
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	b8. VOUCHER CONTROL FORM						
	c. TIMEKEEPING RECORDS						
	c1. DAILY TIME REPORT	,03244					
7	FUNCTIONAL ITEM SUMMARY (TAB 1) (BUDGET COST SUMMARIES)		10	20	30		FINANCE AND ACCOUNTING EXECUTIVE
8	GENERAL & STATISTICAL INFORMATION - INTER- INTRA-DEPARTMENTAL		1	2	3		WATER SYSTEM DIVISIONS
9	GENERAL & STATISTICAL INFORMATION RECEIVED FROM OTHER SOURCES		2	2	4		OUTSIDE SOURCES
10	HISTORY OF ACCOUNTS-CORRESPONDENCE		5	--	5		ACCOUNTING ACCOUNTING PROCEDURES-CORRESPONDENCE
	a. ANNOUNCEMENTS/BULLETINS						
	b. FINANCIAL REPORTS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. INVOICES/PAYMENTS						
	d1. VOUCHER CONTROL FORM						
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LETTERS						
	g. MANAGEMENT SCHEDULES						
	h. MEMORANDA						
	h1. MEMORANDUM	,01145					
	i. PUBLIC RELATIONS COMMUNICATIONS						
	j. REQUISITIONS						
	j1. WORK ORDER	,02821					

NOTES:

CITY CLERK
City of Los A[illegible]s
Form Gen. 61 (R[illegible])

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

Department/Bureau 91 00[illegible]8 F J
Department of Water and Power

Division
Water Executive

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

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
11	LABOR SUMMARIES - COMPUTER TABS		5	--	5		ACCOUNTING
	a. MANAGEMENT REPORTS						
	b. STATUS REPORTS						
	c. TIMEKEEPING RECORDS						
	d. WAGE/SALARY STRUCTURE RECORDS						
12	MAPS, DRAWINGS - WATER SYSTEM		1	1	2		ENGINEERING DESIGN
13	METROPOLITAN WATER DISTRICT - RECORD OF WATER PURCHASES AND CREDITS		5	10	15		ACCOUNTING
	a. AGENDA						
	b. BUDGET RECORDS - ACTUAL						
	b1. BUDGET REPORT						
	c. FINANCIAL REPORTS						
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01456					
	e. INVOICES/PAYMENTS						
	e1. INVOICE						
	f. JUDGEMENTS						
	f1. RESOLUTION						
	g. LETTERS						
	h. MANAGEMENT REPORTS						
	i. MEETING MINUTES						
	j. MEMORANDA						
	j1. MEMORANDUM	,01146					
	j2. MEMORANDUM						
	k. PUBLIC RELATIONS COMMUNICATIONS						
	l. REQUISITIONS						
	l1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					

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CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No. | Department/Bureau 91 0728 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 08 of 24
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Form Gen. 61 (R...)

RECORDS RETENTION SCHEDULE (Duplicate Records)

WP-14 | Rev. No. 1 | Division Water Executive | By: (Dept. Head) | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
14	METERS, SERVICES, FIRE HYDRANTS DOCUMENTATION		3	7	10		WATER OPERATING AND ENGINEERING
	a. ANNOUNCEMENTS/BULLETINS						
	b. BID RECORDS						
	c. BUDGET RECORDS - PROJECTED						
	c1. AUTHORIZATION FOR EXPENDITURE	2911					
	c2. COST ESTIMATE	3038					
	d. CUSTOMER SERVICE RECORDS						
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	f. INVOICES/PAYMENTS						
	f1. CASH MEMORANDUM RECEIPT						
	f2. CHECK						
	f3. WATER SERVICE FACILITY RECEIPT	2326,02326					
	g. JUDGEMENTS						
	g1. GRANT OF RIGHTS						
	g2. RESOLUTION						
	h. LEGAL APPLICATIONS						
	h1. AGREEMENT						
	i. LEGAL NOTIFICATIONS						
	j. LEGAL ORDERS/FILINGS						
	k. LETTERS						
	l. MANAGEMENT PROCEDURES						
	m. MANAGEMENT REPORTS						
	m1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649					
	n. MEMORANDA						
	n1. MEMORANDUM	,01145					
	n2. MEMORANDUM	,01147					
	o. PROCUREMENT/SALES CONTRACTS						
	p. PUBLIC RELATIONS COMMUNICATIONS						
	q. TRANSMITTALS/ACKNOWLEDGEMENTS						

NOTES:

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

CITY CLERK
City of Los [illegible]es
Form Gen. 61 (R[illegible])

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 728 FJ
Department of Water and Power

Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.)
Date OCT 3 '90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	q1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	q2. TRANSMITTAL	,00028					
15	PURCHASE DOCUMENTS		4	--	4		GENERAL SERVICES, MANAGEMENT INFORMATION SERVICES,
	a. ANNOUNCEMENTS/BULLETINS						ACCOUNTING
	b. BID RECORDS						
	c. BUDGET RECORDS - PROJECTED						
	c1. WORKSHEET						
	d. CONTRACT ADMINISTRATION RECORDS						
	e. CONTRACT AMENDMENTS						
	f. DWP INSPECTION RECORDS						
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. INVOICES/PAYMENTS						
	h1. CASH MEMORANDUM RECEIPT	,00982					
	h2. INVOICE						
	h3. PETTY CASH VOUCHER	,00724					
	h4. REQUEST FOR PAYMENT	,03078					
	h5. VOUCHER CONTROL FORM						
	i. JUDGEMENTS						
	i1. RESOLUTION						
	j. LEGAL APPLICATIONS						
	j1. AGREEMENT						
	k. LEGAL ORDERS/FILINGS						
	l. LETTERS						
	m. MANAGEMENT PROCEDURES						
	n. MEMORANDA						
	n1. CORRECTION NOTICE	,00993					
	n2. MEMORANDUM	,01145					
	n3. MEMORANDUM	,01146					

NOTES:

CITY CLERK
City of Los ...es
Form Gen. 61 (...)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 ...728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Brenda Kinder
By: (City Clerk, Rec. Mgt. Off.)
Date 07 3 '90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	n4. MEMORANDUM	,01147					
	n5. MEMORANDUM						
	o. OPERATIONS & MAINTENANCE PROCEDURES						
	p. PROPOSALS						
	p1. PROPOSAL						
	q. PUBLIC RELATIONS COMMUNICATIONS						
	q1. NEWSLETTER						
	r. PURCHASE ORDERS						
	r1. PURCHASE ORDER	,00001					
	r2. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	s. REQUISITIONS						
	s1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	t. TIMEKEEPING RECORDS						
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
	u1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	u2. TRANSMITTAL	,00028					
16	VOUCHERS		4	--	4		ACCOUNTING
	a. EMPLOYEE ACCOUNTS RECORDS						
	a1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	b. INVOICES/PAYMENTS						
	b1. INVOICE						
	b2. INVOICE COLLECTIBLE	,01400					
	b3. REQUEST FOR PAYMENT	,03078					
	b4. SUB VOUCHER	,00046					
	b5. VOUCHER CONTROL FORM						
	c. MEETING ATTENDANCE RECORDS						

NOTES:

CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No. Department/Bureau 91 C 728 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 11 of 24
City of Los [illegible]s Form Gen. 61 (R[illegible]) WP-14 Department of Water and Power By: (Dept. Head) [signature] Date [illegible]

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. 1 Division Water Executive By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
17	RECORDS MANAGEMENT FILES		P	--	--		NOT USED (See Original/Official Schedule Item 29)*
18	PROJECT FILES		T+10	--	T+10		*Originating Office
	a. BUDGET RECORDS - PROJECTED						
	a1. AUTHORIZATION FOR EXPENDITURE	,01612					
	a2. WORKSHEET						
	b. CONTRACT AMENDMENTS						
	c. DWP MAPS						
	d. FINANCIAL REPORTS						
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	f. INVOICES/PAYMENTS						
	f1. INVOICE						
	f2. INVOICE COLLECTIBLE	,00859					
	f3. JOURNAL VOUCHER	,03107					
	g. JUDGEMENTS						
	g1. RESOLUTION						
	h. LEGAL APPLICATIONS						
	h1. AGREEMENT						
	i. LETTERS						
	j. MEMORANDA						
	j1. MEMORANDUM	,01145					
	j2. MEMORANDUM	,01146					
	j3. MEMORANDUM	,01147					
	j4. MEMORANDUM FOR BILLING	3107,03107					
	k. OPERATIONAL REPORTS						
	l. PARTICIPANT CONTRACTS						
	m. PROCUREMENT/SALES CONTRACTS						
	n. PURCHASE ORDERS						
	o. SPACE/EQUIPMENT ALLOCATION RECORDS						

NOTES:

* Reference: 91 000865 FJ

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

CITY CLERK
City of Los [illegible]es
Form Gen. 61 (R[illegible])

Date: SEPTEMBER 12, 1990

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 (728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	p. TRANSMITTALS/ACKNOWLEDGEMENTS						
	p1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	p2. TRANSMITTAL	,00028					
19	RCAS REPORTS (MICROFILM)		10	--	10		*Accounting Division
20	TRIAL BALANCE REPORTS (FISCAL YEAR)		5	--	5		*Accounting Division
	a. CONSULTING CONTRACTS						
	b. FINANCIAL REPORTS						
	c. LEGAL ORDERS/FILINGS						
	d. LETTERS						
	e. MANAGEMENT REPORTS						
	f. MEMORANDA						
	f1. MEMORANDUM	,01147					
	g. PUBLIC RELATIONS COMMUNICATIONS						
	h. STATUS REPORTS						
21	TRIAL BALANCE REPORTS (MONTHLY)		2	--	2		*Accounting Division
	a. FINANCIAL REPORTS						
22	GENERAL LEDGER		2	--	2		*Accounting Division
	a. FINANCIAL LEDGERS						
23	MIS ACCOUNTING CLEARANCE REPORTS		2	--	2		*Accounting Division
	a. BUDGET RECORDS - ACTUAL						

NOTES:

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CITY CLERK Date: SEPTEMBER 12, 1990
City of Los ... es
Form Gen. 61 (h...)

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 (728 FJ
Department of Water and Power
Division
Water Executive ET

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Brenda Kirkley
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
24	RCAS REPORTS		5	--	5		*Accounting Division
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	c. STATUS REPORTS						
25	WATER EXECUTIVE PERSONNEL FILES		T+10	--	T+10		*Water Executive Division
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
	b. CLAIMS						
	b1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011					
	c2. DOCTOR'S CERTIFICATE	RP 027					
	d. EMPLOYMENT RECORDS						
	d1. APPLICATION FOR EMPLOYMENT	PDR-1					
	d2. INTERVIEW AND APPOINTMENT NOTICE	403,00403					
	d3. INTERVIEW DATA SHEET	3381					
	d4. NOTICE OF COMMENDATION	GEN. 79					
	d5. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878					
	d6. REPORT OF APPOINTMENT	.02-762					
	d7. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
	d8. REQUEST TO FILL POSITION	,00424					
	d9. RESUME						
	d10. TERMINATION OF EMPLOYMENT	,00723					
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	1455,15185					
	f. INVOICES/PAYMENTS						
	g. LETTERS						

NOTES:

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CITY CLERK
City of Los es
Form Gen. 61 (

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

Department/Bureau 91 C 728 FJ

Department of Water and Power

Division

Water Executive

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

By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	h. MANAGEMENT REPORTS						
	h1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069					
	i. MEMORANDA						
	i1. MEMORANDUM	,01145					
	i2. MEMORANDUM	,01146					
	i3. MEMORANDUM	,01334					
	j. POSITION DESCRIPTIONS						
	j1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	k. PROPOSALS						
	k1. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	,02353					
	l. TIMEKEEPING RECORDS						
	l1. ATTENDANCE CARD						
	l2. NOTICE OF TRANSFER TIME ROLL DATA	2531,16356					
	l3. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
26	WATER RATE SUBJECT FILES		5	--	5		*Water Executive Division
	a. AGENDA						
	b. BUDGET RECORDS - PROJECTED						
	b1. WORKSHEET						
	c. CONTRACT ADMINISTRATION RECORDS						
	d. DATA SHEETS						
	e. EMPLOYMENT RECORDS						
	e1. RESUME						
	f. FINANCIAL REPORTS						
	g. INTERDEPARTMENTAL COMMUNICATIONS						
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	h. INTERROGATORIES						
	i. INTRADEPARTMENTAL COMMUNICATIONS						
	i1. INTRA-DEPARTMENTAL	,01455					

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK
City of Los les
Form Gen. 61 (l)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau
Department of Water and Power 31 3728 FJ
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	j. INVOICES/PAYMENTS						
	j1. INTERFUND BILLING POWER REVENUE FUND	,03099					
	j2. INVOICE						
	j3. VOUCHER CONTROL FORM						
	k. JUDGEMENTS						
	k1. RESOLUTION						
	l. LEGAL APPLICATIONS						
	l1. AGREEMENT						
	m. LETTERS						
	n. MANAGEMENT PROCEDURES						
	o. MANAGEMENT REPORTS						
	o1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO					
	p. MANAGEMENT SCHEDULES						
	q. MEMORANDA						
	q1. MEMORANDUM	,01147					
	r. PUBLIC RELATIONS COMMUNICATIONS						
	r1. NEWSLETTER						
	s. PURCHASE ORDERS						
	s1. PURCHASE ORDER	,00003					
	t. REQUISITIONS						
	t1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	u. TECHNICAL REPORTS						
	v. TRANSMITTALS/ACKNOWLEDGEMENTS						
	v1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					

NOTES:

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CITY CLERK Date: SEPTEMBER 12, 1990
City of Los es
Form Gen. 61 (R 1)

Sch. No. WP-14
Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 C 728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
27	WORK ORDER REPORTS		2	--	2		*Water Executive Division
	a. STATUS REPORTS						
28	PUBLICATION FILES		10	--	10		*Water Executive Division
	a. ANNOUNCEMENTS/BULLETINS						
	b. BUDGET RECORDS - ACTUAL						
	c. BUDGET RECORDS - PROJECTED						
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	e. LEGAL APPLICATIONS						
	f. LETTERS						
	g. LOGS/INDICES						
	h. MEMORANDA						
	h1. MEMORANDUM	.01147					
	i. PUBLIC RELATIONS COMMUNICATIONS						
	i1. NEWSLETTER						
	i2. PUBLICATION						
	j. STATUS REPORTS						
	k. TRANSMITTALS/ACKNOWLEDGEMENTS						
	k1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
29	MICROFILM OF ITEMS #1 - 28 & #32 - 47 (EXCEPT #19)		--	199	199		
30	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 26 & #29 - 41 (EXCEPT #19) ON WP-14 ORIGINAL. HARDCOPY OF ITEMS #1 - 28 & #32
31	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No. Department/Bureau 91 0 28 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 17 of 24
City of Los [illegible]es WP-14 Department of Water and Power By: (Dept. Head) Date
Form Gen. 61 (Rev.) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.)
1 Water Executive

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
32	PUBLIC RELATIONS		5	--	5		*Public Affairs Division
	a. INTRADEPARTMENTAL COMMUNICATIONS						
	b. LETTERS						
	c. MANAGEMENT REPORTS						
	c1. REPORT						
	d. MEMORANDA						
	d1. MEMORANDUM	,01147					
	d2. MEMORANDUM						
	e. PUBLIC RELATIONS COMMUNICATIONS						
	e1. PUBLICATION						
33	PUMPING PLANTS DOCUMENTATION		5	10	15		*Water Operating
	a. INVOICES/PAYMENTS						
	a1. CASH MEMORANDUM RECEIPT						
	b. LEGAL ORDERS/FILINGS						
	c. LETTERS						
	d. MEMORANDA						
	d1. MEMORANDUM	1334,15047					
	d2. MEMORANDUM	,01146					
	d3. MEMORANDUM	,01147					
	e. PUBLIC RELATIONS COMMUNICATIONS						
34	CONTRACTS - CONSULTANTS, SPECIAL INVESTIGATIONS		C+5	5	C+10		*Purchasing Division
	a. CONTRACT AMENDMENTS						
	b. EMPLOYMENT RECORDS						
	b1. RESUME						
	c. JUDGEMENTS						
	c1. RESOLUTION						
	d. LEGAL APPLICATIONS						
	d1. AGREEMENT						
	e. LETTERS						

NOTES:

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CITY CLERK
City of Los es
Form Gen. 61 (i 1)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 728 FJ
Department of Water and Power

Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Brad Kraft

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	f. MANAGEMENT REPORTS						
	f1. REPORT						
	g. MEMORANDA						
	g1. MEMORANDUM	,01147					
	h. REQUISITIONS						
	h1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
35	PERSONNEL ADMINISTRATIVE FILES		5	--	5		*Water Executive Division
	a. CLAIMS						
	b. EMPLOYMENT RECORDS						
	b1. RESUME						
	c. INTERDEPARTMENTAL COMMUNICATIONS						
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LETTERS						
	g. MANAGEMENT REPORTS						
	g1. REPORT						
	h. MEMORANDA						
	h1. MEMORANDUM	,01147					
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
36	WATER SYSTEM RULES, REGULATIONS, POLICIES		5	10	15		*Water Executive Division
	a. AGENDA						
	b. DATA SHEETS						
	c. LEGAL ORDERS/FILINGS						
	d. LETTERS						
	e. MANAGEMENT REPORTS						

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No. Department/Bureau 91 0 '28 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 19 of 24
City of Los es WP-14 Department of Water and Power By: (Dept. Head) ate
Form Gen. 61 (Rev.) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date
RECORDS RETENTION SCHEDULE 1 Water Executive
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e1. REPORT						
	f. MEMORANDA						
	f1. MEMORANDUM	,01147					
37	WATER EXECUTIVE FINANCE AND ACCOUNTING DOCUMENTATION		5	10	15		*Water Executive Division
38	RESERVOIRS DOCUMENTATION		5	10	15		*Water Engineering Design
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. CHANGE DOCUMENTS						
	c1. CHANGE ORDER						
	d. CONTRACT AMENDMENTS						
	e. LETTERS						
	f. MANAGEMENT REPORTS						
	f1. REPORT						
	g. MEMORANDA						
	g1. MEMORANDUM	,01146					
	g2. MEMORANDUM	,01147					
	g3. MEMORANDUM	,01334					
	h. PUBLIC RELATIONS COMMUNICATIONS						
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
39	WATER LEGISLATION AND LEGAL MATTERS		5	--	5		*Water Executive Division
	a. LEGAL ORDERS/FILINGS						
	a1. ORDINANCE						
	b. LETTERS						
	c. MANAGEMENT REPORTS						
	c1. REPORT						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
	e. PUBLIC RELATIONS COMMUNICATIONS						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK Date: SEPTEMBER 12, 1990
City of Los les
Form Gen. 61 1)

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Sch. No. WP-14
Rev. No. 1

Department/Bureau 91 728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e1. NEWSLETTER						
40	MAJOR DISASTER FILES		10	--	10		*Originating Office
	a. BUDGET RECORDS - PROJECTED						
	b. DATA SHEETS						
	c. DWP MAPS						
	d. INTERDEPARTMENTAL COMMUNICATIONS						
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	f. LEGAL ORDERS/FILINGS						
	g. LETTERS						
	h. MANAGEMENT REPORTS						
	h1. REPORT						
	i. MEMORANDA						
	i1. MEMORANDUM	,01147					
	j. OPERATIONAL REPORTS						
41	TRUNK LINE FILES		T+10	--	T+10		*Water Engineering Design
	a. CONTRACT ADMINISTRATION RECORDS						
	b. DRAWINGS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. JUDGEMENTS						
	d1. RESOLUTION						
	e. LETTERS						
	f. MEMORANDA						
	f1. MEMORANDUM	,01145					
	f2. MEMORANDUM	,01146					
	g. TRANSMITTALS/ACKNOWLEDGEMENTS						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No.
City of Los es WP-14
Form Gen. 61 (R 1) Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date OCT 9 '90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
42	WATER SUPPLY FILES		5	15	20		*Water Operating
	a. ANNOUNCEMENTS/BULLETINS						
	b. BUDGET RECORDS - PROJECTED						
	b1. COST ESTIMATE	,03038					
	c. CONTRACT ADMINISTRATION RECORDS						
	d. DWP MAPS						
	e. ENGINEERING STUDIES						
	f. JUDGEMENTS						
	f1. RESOLUTION						
	g. LEGAL NOTIFICATIONS						
	h. LETTERS						
	i. MANAGEMENT REPORTS						
	i1. REPORT						
	j. MEMORANDA						
	j1. MEMORANDUM	,01145					
	j2. MEMORANDUM	,01147					
	j3. MEMORANDUM						
	k. PUBLIC RELATIONS COMMUNICATIONS						
	k1. NEWSLETTER						
	l. TEST RECORDS						
	l1. LAB REPORT OF ANALYSIS	205					
	l2. REPORT OF WATER ANALYSIS	201					
	m. TRANSMITTALS/ACKNOWLEDGEMENTS						
43	LAND/WATER RIGHTS DOCUMENTATION		5	10	15		*Water Engineering Design
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	c. JUDGEMENTS						
	c1. RESOLUTION						
	d. LEGAL APPLICATIONS						

NOTES:

*Reference: 91 000865 FJ

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

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d1. AGREEMENT						
	e. LETTERS						
	f. MANAGEMENT REPORTS						
	f1. REPORT						
	g. MEMORANDA						
	g1. MEMORANDUM	1334,15047					
	g2. MEMORANDUM	,01145					
	g3. MEMORANDUM	,01146					
	g4. MEMORANDUM	,01147					
	g5. MEMORANDUM	,01336					
	g6. MEMORANDUM						
	g7. OFFICE MEMORANDUM	140					
	g8. OFFICE MEMORANDUM	GEN. 53					
	h. PROPOSALS						
	h1. PROPOSAL						
	i. PUBLIC RELATIONS COMMUNICATIONS						
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						
44	MAINS DOCUMENTATION		5	10	15		*Water Engineering Design
	a. LETTERS						
	b. MANAGEMENT REPORTS						
	b1. REPORT						
	c. MEMORANDA						
	c1. MEMORANDUM	,01147					
	c2. MEMORANDUM						
	d. TRANSMITTALS/ACKNOWLEDGEMENTS						
	d1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK Date: SEPTEMBER 12, 1990 Sch. No.
City of Los es WP-14
Form Gen. 61 ( ) Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 00728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
45	COMMUNICATIONS		5	--	5		
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. INTERDEPARTMENTAL COMMUNICATIONS						
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LETTERS						
	g. MANAGEMENT PROCEDURES						
	h. MANAGEMENT REPORTS						
	h1. REPORT						
	i. MEMORANDA						
	i1. MEMORANDUM	,01147					
	j. PUBLIC RELATIONS COMMUNICATIONS						
	k. PURCHASE ORDERS						
	k1. PURCHASE ORDER	0002					
	l. TRANSMITTALS/ACKNOWLEDGEMENTS						
46	WATER CONSERVATION DOCUMENTATION		5	5	10		*Water Executive Office
	a. AGENDA						
	b. DATA SHEETS						
	c. JUDGEMENTS						
	c1. RESOLUTION						
	d. LETTERS						
	e. MEMORANDA						
	e1. MEMORANDUM	,01147					
	e2. MEMORANDUM						
	f. PUBLIC RELATIONS COMMUNICATIONS						
	g. SURVEYS/QUESTIONNAIRES						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK
City of Los les
Form Gen. 61 1)

Date: SEPTEMBER 12, 1990

Sch. No. WP-14

Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 3728 FJ
Department of Water and Power
Division
Water Executive

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) Brian Wiedbusch
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
47	ANNUAL REPORTS - HISTORICAL REPORTS		5	--	5		*Water Executive Office
	a. INTRADEPARTMENTAL COMMUNICATIONS						Reference: 91 000865 FJ
	b. LETTERS						
	c. MANAGEMENT REPORTS						
	d. MEMORANDA						
	d1. MEMORANDUM	,01147					
	e. TRANSMITTALS/ACKNOWLEDGEMENTS						
	e1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					

NOTES:

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

CITY CLERK
City of Los [illegible]
Form Gen. 60 ([illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau: Department of Water and Power

Office of (Original) Record: Water Engineering Design

91 C00729 FJ

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

By: (Dept. Head) Walter A. Boyd / James E. Buchanan

Date: 8-1-90

By: (City Clerk, Rec. Mgt. Div.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
1	AGREEMENTS		T+2	8	T+10				TERMINATIONS OF AGREEMENTS
	a. BID RECORDS								
	a1. BID TRANSMITTAL	.02280							
	a2. REQUEST FOR BID	.14750							
	b. CONSTRUCTION PROCEDURES								
	c. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	c1. REGISTERED DEPUTY BUILDING INSPECTOR'S CERTIFICATE OF COMPLIANCE	B&S B-94							
	d. DATA SHEETS								
	e. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	e1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134							
	e2. EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	e3. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	f. DETAIL PHOTOGRAPHS								
	g. DRAWINGS								
	h. DWP INSPECTION RECORDS								
	h1. CEMENT MORTAR COATING - INSPECTOR'S DAILY REPORT	WD 204							
	h2. INSPECTOR'S DAILY REPORT	WE204							
	i. DWP PIPING DRAWINGS								
	j. EXTERNAL INSPECTION RECORDS								
	k. FINANCIAL REPORTS								
	k1. MATERIAL DISTRIBUTION SHEET	24,14023							
	l. INTRADEPARTMENTAL COMMUNICATIONS								
	l1. INTRA-DEPARTMENTAL	1455							
	m. INVOICES/PAYMENTS								
	n. LEGAL APPLICATIONS								
	o. LETTERS								
	p. MEMORANDA								
	p1. MEMORANDUM	1146,14857							
	p2. MEMORANDUM	1147,01147							
	p3. MEMORANDUM	1334,01547							
	p4. MEMORANDUM	.01145							
	p5. MEMORANDUM	.01146							
	p6. MEMORANDUM	.01147							
	p7. MEMORANDUM	.01334							
	q. OPERATIONAL REPORTS								
	r. PERMITS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 0 1 0 2 9 F J Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 02 of 34
City of Los ...s WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES F. MOUSER Date
Form Gen. 60 (...) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) 8-1-91 Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	s. PURCHASE ORDERS								
	s1. PURCHASE ORDER	,00001							
	s2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	s3. SUB-PURCHASE ORDER	,00009							
	t. REQUISITIONS								
	t1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	t2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,14304							
	u. SPECIFICATIONS								
	v. TEST RECORDS								
	v1. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	w. TRANSMITTALS/ACKNOWLEDGEMENTS								
	w1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	w2. TRANSMITTAL	,00028							
2	BUDGET - CAPITAL AND EXPENSE PROGRAM DOCUMENTATION		5	5	10				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
3	CHARGES COLLECTED FOR WATER SERVICE		T+10	10	T+20				TERMINATION OF FACILITY OR ACREAGE SUPPLY
	a. DWP MAPS								CHARGE DISTRICT
	b. FINANCIAL REPORTS								
	c. MANAGEMENT REPORTS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	d2. MEMORANDUM	,01147							
4	CORRESPONDENCE		AR	10	AR+10				PERIODIC REVIEW OF CORRESPONDENCE
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS - ACTUAL								
	e. CLAIMS								
	e1. ACCIDENT ANALYSIS	,02747							
	e2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	f. CONFERENCE/SEMINAR ARRANGEMENTS								

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CITY CLERK
City of Los [illegible]les
Form Gen. 60 [illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau 91 729 FJ
Department of Water and Power

Office of (Original) Record
Water Engineering Design

Certified per Sec. [illegible] A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
Walter W. Hoyt / for

By: (City Clerk, Rec. Mgt. Off.)

Date 8-1-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	g. CONVERSATION RECORDS								
	h. DATA SHEETS								
	h1. ENGINEERING DATA SHEET	,01155							
	i. DWP INSPECTION RECORDS								
	i1. INSPECTOR'S DAILY REPORT	WE204							
	j. EDUCATION/TRAINING RECORDS								
	j1. DRIVER'S EXAMINATION ON CALIFORNIA VEHICLE CODE AND SAFE DRIVING PRACTICES	DL-5							
	k. EMPLOYEE ACCOUNTS RECORDS								
	k1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	k2. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	l. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	l1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	m. EMPLOYMENT RECORDS								
	m1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS	,00469							
	m2. INTERVIEW DATA SHEET	3381							
	m3. NOTICE OF WORK ASSIGNMENT	WE315							
	n. ENGINEERING STUDIES								
	o. ENVIRONMENTAL REPORTS								
	p. EXTERNAL INSPECTION RECORDS								
	q. FINANCIAL REPORTS								
	r. INTERDEPARTMENTAL COMMUNICATIONS								
	r1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	s. INTRADEPARTMENTAL COMMUNICATIONS								
	s1. INTRA-DEPARTMENTAL	,01455							
	t. INVOICES/PAYMENTS								
	t1. DEPARTMENT TRANSFER WATER REVENUE FUND	,03109							
	t2. PETTY CASH VOUCHER	,00724							
	u. JUDGEMENTS								
	v. LETTERS								
	w. LITIGATION RECORDS								
	x. LOGS/INDICES								

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

CITY CLERK
City of Los [illegible]s
Form Gen. 60 ([illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau 91 [illegible] 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. [illegible] L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Haight for Edward Kienow 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	y. MANAGEMENT PROCEDURES								
	z. MANAGEMENT REPORTS								
	aa. MEETING MINUTES								
	aa1. MEETING SUMMARY FOR WEEKLY REPORT	WE 080							
	ab. MEMORANDA								
	ab1. MEMORANDUM	1145,01145							
	ab2. MEMORANDUM	,01145							
	ab3. MEMORANDUM	,01147							
	ab4. MEMORANDUM	,01334							
	ac. OPERATIONAL REPORTS								
	ac1. DAILY WORK REPORT	WEDD LAB							
	ad. OPERATIONS & MAINTENANCE PROCEDURES								
	ae. POSITION DESCRIPTIONS								
	ae1. POSITION DESCRIPTION	PDES 3							
	af. PUBLIC RELATIONS COMMUNICATIONS								
	ag. PURCHASE ORDERS								
	ag1. PURCHASE ORDER	,00001							
	ag2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	ag3. SUB-PURCHASE ORDER	,00008							
	ag4. SUB-PURCHASE ORDER	,00009							
	ah. RECORD TRANSMITTALS								
	ah1. RECORDS TRANSFER CONTROL	2673,16508							
	ai. REQUISITIONS								
	ai1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ai2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	ai3. TESTING SERVICE REQUEST	GEN902							
	aj. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ak. SPECIFICATIONS								
	al. STANDARDS								
	am. STATUS REPORTS								
	am1. FUNCTIONAL ITEM PROGRESS CHART	GM427							
	an. SURVEYS/QUESTIONNAIRES								
	ao. TIMEKEEPING RECORDS								
	ao1. ATTENDANCE AUTHORITY	,02329							
	ap. TRANSMITTALS/ACKNOWLEDGEMENTS								

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CITY CLERK
City of Los [illegible]s
Form Gen. 60 (h[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 [illegible]729 FJ
Department of Water and Power

Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.[illegible] Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
Walter W. Poff / F. Smith Burton 8-1-90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
5	CORRESPONDENCE - FILED BY WATER SERVICE MAPS NUMBER		AR	5	AR+5				PERIODIC REVIEW OF CORRESPONDENCE
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	e. BUDGET RECORDS - ACTUAL								
	f. BUDGET RECORDS - PROJECTED								
	f1. AUTHORIZATION FOR EXPENDITURE	2911,14122							
	f2. AUTHORIZATION FOR EXPENDITURE	,01612							
	f3. COST ESTIMATE	,03038							
	f4. MATERIAL AND LABOR ESTIMATE	,03248							
	g. CONSERVATION REPORTS								
	h. CONVERSATION RECORDS								
	h1. CALL SLIP	,00148							
	i. CUSTOMER SERVICE RECORDS								
	j. DATA SHEETS								
	j1. ENGINEERING DATA SHEET	,01155							
	k. DESIGN CALCULATIONS								
	l. DETAIL PHOTOGRAPHS								
	m. DWP MAPS								
	n. EDUCATION/TRAINING RECORDS								
	o. EMPLOYMENT RECORDS								
	p. ENVIRONMENTAL REPORTS								
	p1. ENVIRONMENTAL INFORMATION FORM APPLICATION	GEN. 162							
	q. FINANCIAL REPORTS								
	r. INTERDEPARTMENTAL COMMUNICATIONS								
	r1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	s. INTRADEPARTMENTAL COMMUNICATIONS								
	s1. INTRA-DEPARTMENTAL	,01455							
	s2. INTRA-DEPARTMENTAL	,01456							
	t. INVOICES/PAYMENTS								
	u. JOB SCHEDULES								
	v. JUDGEMENTS								
	w. LEGAL APPLICATIONS								
	w1. NEGATIVE DECLARATION	GEN. 157							
	x. LEGAL NOTIFICATIONS								
	x1. GENERAL EXEMPTION	GEN. 151							
	x2. NOTICE OF EXEMPTION	GEN 153							
	y. LEGAL ORDERS/FILINGS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 1729 FJ Certified per Sec. 12.3(b) of L.A. Admin. Code: Page: 06 of 34
City of Los Angeles WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES P. WICKSER Title
Form Gen. 60 (Rev. 6-80) Rev. No. Office of (Original) Record Water Engineering Design By: (City Clerk, Rec./Mgt. Off.) Walter W. Paige Date 8-1-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	z. LETTERS								
	aa. LOGS/INDICES								
	ab. MANAGEMENT PROCEDURES								
	ac. MANAGEMENT REPORTS								
	ad. MEETING ATTENDANCE RECORDS								
	ae. MEETING MINUTES								
	af. MEMORANDA								
	af1. MEMORANDUM	1146,01146							
	af2. MEMORANDUM	,01145							
	af3. MEMORANDUM	,01146							
	af4. MEMORANDUM	,01147							
	af5. MEMORANDUM	,01334							
	ag. MICROFILM/SLIDES								
	ah. NEGATIVES								
	ai. OPERATIONAL REPORTS								
	aj. OPERATIONS & MAINTENANCE PROCEDURES								
	ak. PERMITS								
	ak1. APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS FOR THE REPAIR OR ALTERATION OF A DAM AND RESERVOIR	DWR1349							
	ak2. NOTICE OF DETERMINATION	GEN. 156							
	al. PROPOSALS								
	am. PUBLIC RELATIONS COMMUNICATIONS								
	an. PURCHASE ORDERS								
	an1. PURCHASE ORDER	,00001							
	an2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	ao. REQUISITIONS								
	ao1. DRAFT OF WORK ORDER	WEDD 16-63-1							
	ao2. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	ao3. REPRODUCTION SERVICE	,3056							
	ao4. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ao5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	ao6. TRAINING PROGRAM REQUEST	270							
	ao7. WORK ORDER	,14004							
	ap. SPACE/EQUIPMENT ALLOCATION RECORDS								
	aq. SPECIFICATIONS								
	ar. STATUS REPORTS								
	as. SURVEYS/QUESTIONNAIRES								
	as1. INITIAL STUDY AND CHECKLIST	GEN. 159							

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

CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 0 29 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 07 of 34
City of Los [illegible]es WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES F. MICKSER Date
Form Gen. 60 ([illegible]) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Div.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

Walter W. Seiffert 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	at. TEST RECORDS								
	at1. LAB REPORT OF ANALYSIS	DHS8351							
	at2. LABORATORY ANALYSIS	205/WS-234							
	au. TIMEKEEPING RECORDS								
	av. TRANSMITTALS/ACKNOWLEDGEMENTS								
	av1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	av2. TRANSMITTAL	,00028							
	aw. VENDOR MANUALS/CATALOGS								
6	DESIGN CALCULATIONS		5	P	--				
7	EMPLOYEE PERSONNEL FILES		T+1	79	T+80				TERMINATION OF EMPLOYEE
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a2. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. CLAIMS								
	d1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	d2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187							
	e. EDUCATION/TRAINING RECORDS								
	e1. NEW EMPLOYEE ORIENTATION CHECKLIST FOR SUPERVISORS	WE332							
	e2. TUITION REIMBURSEMENT APPLICATION	HR269							
	f. EMPLOYEE ACCOUNTS RECORDS								
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	g1. APPLICATION FOR MILITARY SERVICE COMPENSATION	,16644							
	g2. CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	MVP21							
	g3. DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011							
	g4. DOCTOR'S RELEASE	,01844							
	g5. DOCTOR'S RELEASE	,02202							
	g6. DOCTOR'S RELEASE	,16014							
	g7. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	g8. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	g9. PHYSICIAN APPROVAL TO RETURN TO WORK	,02173							

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

CITY CLERK
City of Los [illegible]es
Form Gen. 60 [illegible]

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau 91 729 FJ
Department of Water and Pow[illegible]

Office of (Original) Record
Water Engineering Design

Certified per Sec. [illegible] L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Hoyt for Dan Williams
Title 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g10. REPORT OF PERSONAL INJURIES	,00032							
	g11. REPORT OF PERSONAL INJURIES	,14301							
	g12. STATE OF CALIFORNIA EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OF ILLNESS	5020							
	g13. STATE OF CALIFORNIA EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	h. EMPLOYMENT RECORDS								
	h1. APPLICATION FOR EMPLOYMENT	PDR-1							
	h2. APPOINTMENT REPORT	,14312							
	h3. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	,00469							
	h4. COLLEGE INTERVIEW FORM	1957							
	h5. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	h6. INTERVIEW DATA SHEET	3381							
	h7. NOTICE OF COMMENDATION	GEN. 79							
	h8. NOTICE OF WORK ASSIGNMENT	WE315							
	h9. NOTIFICATION OF THE RIGHT TO REQUEST RESTORATION TO THE LIST OF ELIGIBLES FOLLOWING PROBATIONARY TERMINATION OR RESIGNATION IN LIEU OF PROBATIONARY TERMINATION	PD-114							
	h10. PROBATION REPORT WORKSHEET	OM-429							
	h11. PROBATION REPORT WORKSHEET	PD-061							
	h12. REPORT OF APPOINTMENT	,02-762							
	h13. REPORT OF DRIVER'S TEST	76-45							
	h14. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	h15. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	h16. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	h17. TERMINATION OF EMPLOYMENT	,00723							
	h18. WEDD PERSONNEL EVALUATION REPORT	WE325							
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	i2. INTRA-DEPARTMENTAL	,01456							
	j. LETTERS								
	k. MANAGEMENT REPORTS								
	k1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = [illegible]anent S = Superceded T = Termination

CITY CLERK
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0 1 0 2 9 F J
Department of Water and Power

Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3([illegible]APPROVED)dmin. Code:

By: (Dept. Head) JAMES F. WICKSER
Walter W. Poyle for J. Dunbar 8-1-90

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	l. MEMORANDA								
	11. CORRECTION NOTICE	,00993							
	12. DOCTOR MEMO	,02221							
	13. MEMORANDUM	,01145							
	14. MEMORANDUM	,01147							
	15. MEMORANDUM	,01334							
	16. MEMORANDUM	,01335							
	m. POSITION DESCRIPTIONS								
	m1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	16169							
	m2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	m3. POSITION DESCRIPTION	PDES 3							
	n. PURCHASE ORDERS								
	n1. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	o. SURVEYS/QUESTIONNAIRES								
	p. TIMEKEEPING RECORDS								
	p1. ABSENCE FROM DUTY RECORD	2588							
	p2. ABSENCE FROM DUTY RECORD	,02588							
	p3. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	p4. ATTENDANCE AUTHORITY	,02329							
	p5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	p6. DAILY TIME REPORT	,03113							
	p7. NOTICE OF TRANSFER TIME ROLL DATA	2531,02531							
	p8. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	p9. TIME ROLL CORRECTION AUTHORITY	16569							
	p10. TIME ROLL CORRECTION AUTHORITY	2734							
	p11. VACATION FORM	,01113							
8	GEOLOGY, SOILS AND FOUNDATIONS		AR	P	--				PERIODIC REVIEW OF DATA
	a. AERIAL PHOTOGRAPHS								
	b. AFFIRMATIVE ACTION/EEO RECORDS								
	c. AGENDA								
	d. ANNOUNCEMENTS/BULLETINS								
	e. BID RECORDS								
	e1. REQUEST FOR BID	,01027							
	f. BUDGET RECORDS - ACTUAL								
	f1. PRIMARY ACCOUNT	,14183							
	g. BUDGET RECORDS - PROJECTED								
	g1. AUTHORIZATION FOR EXPENDITURE	,01612							

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CITY CLERK
City of Los [illegible]
Form Gen. 60 ([illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0 29 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3 L.A.M.C. Admin. Code:
By: (Dept. Head) JAMES F. DICKSER
Walter W. Hoyt / [illegible]
Date 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

APPROVED

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	g2. AUTHORIZATION FOR EXPENDITURE	,02911							
	g3. AUTHORIZATION FOR EXPENDITURE	,14122							
	g4. CAPITAL ITEM DETAIL	,02748							
	g5. COST ESTIMATE	,01612							
	g6. COST ESTIMATE	,03038							
	g7. PRELIMINARY ESTIMATE	2908							
	h. CLAIMS								
	i. CONTRACT ADMINISTRATION RECORDS								
	j. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	k. CONVERSATION RECORDS								
	k1. CALL SLIP	,00146							
	l. CUSTOMER SERVICE RECORDS								
	l1. WATER TROUBLE ORDER	,01871							
	m. DATA SHEETS								
	m1. ENGINEERING DATA SHEET	,01155							
	m2. ENGINEERING DATA SHEET	,03091							
	m3. ENGINEERING DATA SHEET	,14866							
	n. DEPARTMENT REAL ESTATE RECORDS								
	o. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	o1. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	p. DESIGN CALCULATIONS								
	q. DESIGN CRITERIA RECORDS								
	r. DESIGN REPORTS								
	s. DETAIL PHOTOGRAPHS								
	t. DRAWINGS								
	u. DWP INSPECTION RECORDS								
	u1. APPLICATION FOR INSPECTION OF GRADING AND FOR GRADING CERTIFICATE	B-100							
	u2. ENGINEER'S CERTIFICATE OF COMPLIANCE FOR COMPACTED EARTH FILLS	G-22							
	u3. INSPECTOR'S DAILY REPORT	WE204							
	u4. MOVEMENT AND SETTLEMENT CHECK	1							
	v. DWP MAPS								
	w. DWP PIPING DRAWINGS								
	x. EMPLOYMENT RECORDS								
	y. ENGINEERING STUDIES								
	z. ENVIRONMENTAL REPORTS								
	aa. EXTERNAL INSPECTION RECORDS								
	ab. FINANCIAL REPORTS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 01 729 FJ Certified per Sec. 12.3(b) of L.A. Admin. Code: Page: 11 of 34
City of Los es WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES E. WICKSER Walter W. Wright for James E. Wickser Date 8-8-90
Form Gen. 60 ( ) Rev. No. Office of (Original) Record By: (City Clerk, Rec Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	ac. FOREIGN PIPING DRAWINGS								
	ad. INFORMATION SERVICES RECORDS								
	ad1. CODE SHEET	,03024							
	ae. INTERDEPARTMENTAL COMMUNICATIONS								
	ae1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	af. INTRADEPARTMENTAL COMMUNICATIONS								
	af1. INTRA-DEPARTMENTAL	,01455							
	af2. INTRA-DEPARTMENTAL	,01456							
	ag. INVOICES/PAYMENTS								
	ag1. BILL COLLECTIBLE	,00050							
	ag2. JOURNAL VOUCHER	,03107							
	ah. JOB SCHEDULES								
	ai. LEGAL APPLICATIONS								
	ai1. NEGATIVE DECLARATION	GEN. 157							
	aj. LEGAL NOTIFICATIONS								
	ak. LEGAL ORDERS/FILINGS								
	ak1. ORDER TO COMPLY	B&S G-11							
	al. LETTERS								
	am. LOGS/INDICES								
	am1. BORING LOG	7-EMI-515							
	am2. INDEX CARD (VITAL)					V			
	am3. LOG NUMBER NOTIFICATION	B-69							
	am4. TEST HOLE LOG	R-101							
	am5. TEST HOLE LOG	WE 018							
	an. MANAGEMENT PROCEDURES								
	ao. MANAGEMENT REPORTS								
	ap. MANAGEMENT SCHEDULES								
	aq. MEMORANDA								
	aq1. CORRECTION NOTICE	,00993							
	aq2. CORRECTION NOTICE	,14721							
	aq3. MEMORANDUM	1146,01146							
	aq4. MEMORANDUM	1146,14858							
	aq5. MEMORANDUM	,01145							
	aq6. MEMORANDUM	,01146							
	aq7. MEMORANDUM	,01147							
	aq8. MEMORANDUM	,01334							
	aq9. MEMORANDUM	,14858							
	aq10. MEMORANDUM	,15048							
	ar. NEGATIVES								

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CITY CLERK
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 016 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. [illegible]
By: (City Clerk, Rec. Mgt. Off.)
Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Dist	Cont	REMARKS
	as. OPERATIONAL REPORTS								
	as1. REPAIR REPORT	,00452							
	at. OPERATIONS & MAINTENANCE PROCEDURES								
	au. PERMITS								
	au1. APPLICATION FOR WELL PERMIT	75A668							
	au2. GRADING CERTIFICATE	B&S B-101							
	au3. NOTICE OF DETERMINATION	GEN. 156							
	au4. SPECIAL USE APPLICATION & REPORT	OMB #40							
	au5. SPECIAL USE PERMIT	832							
	av. PROCUREMENT/SALES CONTRACTS								
	aw. PROGRESS PHOTOGRAPHS								
	ax. PUBLIC RELATIONS COMMUNICATIONS								
	ay. PURCHASE ORDERS								
	ay1. PURCHASE ORDER	,00001							
	ay2. PURCHASE ORDER	,00002							
	ay3. PURCHASE ORDER	,00003							
	ay4. SUB-PURCHASE ORDER	,00008							
	az. RECORD TRANSMITTALS								
	az1. RECORDS TRANSFER CONTROL	,02673							
	ba. REQUISITIONS								
	ba1. EQUIPMENT TRANSFER	,00049							
	ba2. PHOTOCOPY WORK REQUEST	2.1018							
	ba3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ba4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00393							
	ba5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	ba6. SYSTEM CONSTRUCTION ORDER	334A							
	ba7. SYSTEM CONSTRUCTION ORDER	,00334							
	ba8. WATER ENGINEERING DESIGN DIVISION WORK ORDER	,14004							
	ba9. WORK ORDER	,02821							
	ba10. WORK ORDER	,02822							
	ba11. WORK ORDER	,14004							
	ba12. WORK ORDER STANDARD FORM	,02821							
	ba13. WORK ORDER ZIP FORM	,02822							
	bb. ROUTING SLIPS								
	bc. SKETCHES								
	bd. SPECIFICATIONS								
	be. STATUS REPORTS								
	bf. SURVEYS/QUESTIONNAIRES								
	bf1. INITIAL STUDY AND CHECKLIST	GEN. 159							

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CITY CLERK
City of Los [illegible]es
Form Gen. 60 ([illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0 1 0 29 F J
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3 [illegible] APPROVED Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
Walter W. Foye / [illegible]
By: (City Clerk, Rec. Mgt. Off.)
Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	dist	conf	REMARKS
	bg. TECHNICAL REPORTS								
	bh. TEST RECORDS								
	bh1. ATTENBURG LIMITS WORK SHEET	WE209							
	bh2. LAB REPORT OF ANALYSIS	213							
	bh3. REPORT OF WATER ANALYSIS	201							
	bh4. SIEVE ANALYSIS	WE210							
	bh5. SIEVE ANALYSIS	WE302							
	bh6. SOIL CHARACTERISTICS DATA	WE301							
	bh7. SOIL CLASSIFICATION	WE302							
	bh8. TEST REPORT	STD910							
	bi. TIMEKEEPING RECORDS								
	bj. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bj1. QUALITY CONTROL PLAN DISTRIBUTION LIST AND TRANSMITTAL FORM	DC003							
	bk. VENDOR MANUALS/CATALOGS								
9	LAND SUBDIVISION MAPS AND REPORTS		5	10	15				
10	PERSONNEL FILES		5	5	10				
	a. BID RECORDS								
	a1. BID NOTICE	.03214							
	b. EMPLOYMENT RECORDS								
	b1. APPLICATION FOR EMPLOYMENT	PDR-1							
	b2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	b3. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	b4. INTERVIEW DATA SHEET	3381							
	b5. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	b6. NOTICE OF COMMENDATION	GEN. 79							
	b7. REQUEST FOR CERTIFICATION	PDAS 15							
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	.01455							
	d. LETTERS								
	e. MEMORANDA								
	e1. MEMORANDUM	.01145							
	e2. MEMORANDUM	.01147							
	e3. MEMORANDUM	.01334							
	f. OPERATIONAL REPORTS								

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CITY CLERK
City of Los [illegible]
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0 1 0 0 2 9 F J
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(a) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Pugh
By: (City Clerk, Rec. Mgt. Off.)
8-1-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	g. POSITION DESCRIPTIONS								
	g1. POSITION DESCRIPTION	PDES 3							
11	PROJECTS - DESIGN, CONSTRUCTION		10	P	--				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. REQUEST FOR BID	,01027							
	d. BUDGET RECORDS - PROJECTED								
	d1. AUTHORIZATION FOR EXPENDITURE	2911							
	d2. AUTHORIZATION FOR EXPENDITURE	,01612							
	d3. AUTHORIZATION FOR EXPENDITURE	,02911							
	d4. CAPITAL ITEM DETAIL	2748,02748							
	d5. COST ESTIMATE	,02544							
	d6. COST ESTIMATE	,03038							
	d7. MATERIAL AND LABOR ESTIMATE	,03249							
	d8. PRELIMINARY ESTIMATE	,16703							
	e. CHANGE DOCUMENTS								
	f. CONSTRUCTION PROCEDURES								
	g. CONSULTING CONTRACTS								
	h. CONTRACT ADMINISTRATION RECORDS								
	i. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	j. CONVERSATION RECORDS								
	j1. CALL SLIP	,00148							
	k. CUSTOMER SERVICE RECORDS								
	l. DATA SHEETS								
	l1. ENGINEERING DATA SHEET	1155,14866							
	l2. ENGINEERING DATA SHEET	,01155							
	l3. ENGINEERING DATA SHEET	,03091							
	m. DEPARTMENT REAL ESTATE RECORDS								
	m1. UNDERGROUND CLASSIFICATION	1S-155							
	n. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	n1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134							
	n2. CERTIFICATE OF INSURANCE FOR CONTRACT	3-82							
	o. DESIGN CALCULATIONS								
	p. DESIGN REPORTS								
	q. DETAIL PHOTOGRAPHS								
	r. DRAWING FORMS								

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CITY CLERK
City of Los [illegible]
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 (729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Sayre for Bruce Kuwabara
Date 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	s. DRAWINGS								
	t. DWP EQUIPMENT DRAWINGS								
	u. DWP INSPECTION RECORDS								
	u1. ENGINEER'S CERTIFICATE OF COMPLIANCE FOR COMPACTED EARTH FILLS	G-22							
	u2. FINAL INSPECTION CORRECTION LIST	581-A							
	u3. FINAL VALVE INSPECTION REPORT	ENG.40							
	u4. INSPECTION RECORD	B&S 88							
	v. DWP MAPS								
	w. DWP PIPING DRAWINGS								
	x. EDUCATION/TRAINING RECORDS								
	x1. TUITION REIMBURSEMENT APPLICATION	HR269							
	y. EMPLOYEE ACCOUNTS RECORDS								
	y1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	z. EMPLOYMENT RECORDS								
	aa. ENGINEERING PROCEDURES								
	ab. ENGINEERING STUDIES								
	ac. ENVIRONMENTAL REPORTS								
	ac1. ENVIRONMENTAL ASSESSMENT FORM	EAF1							
	ad. EXTERNAL INSPECTION RECORDS								
	ad1. EARTHQUAKE HAZARD REDUCTION COMPLIANCE ORDER	B&S CONS58							
	ae. FEASIBILITY STUDIES								
	af. FINANCIAL REPORTS								
	ag. FOREIGN ELECTRICAL DRAWINGS								
	ah. FOREIGN MAPS								
	ai. INFORMATION SERVICES RECORDS								
	aj. INTERDEPARTMENTAL COMMUNICATIONS								
	aj1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	ak. INTRADEPARTMENTAL COMMUNICATIONS								
	ak1. INTRA-DEPARTMENTAL	,01455							
	ak2. INTRA-DEPARTMENTAL	,01456							
	al. INVOICES/PAYMENTS								
	al1. DEPARTMENT TRANSFER WATER REVENUE FUND	,03107							
	al2. REQUEST FOR PAYMENT	,03078							
	al3. STOP NOTICE	BICA 4							
	al4. VOUCHER CONTROL FORM	,01218							
	am. JOB FILE DATA								
	an. JOB SCHEDULES								
	ao. JUDGEMENTS								

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CITY CLERK Date: JANUARY 16, 1990
City of Los [illegible]les
Form Gen. 60[illegible]1)

Sch. No. WP-15
Rev. No.

Department/Bureau 91 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3[illegible] Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Gaye
Date 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ap. LEGAL APPLICATIONS								
	ap1. NEGATIVE DECLARATION	GEN. 157							
	aq. LEGAL NOTIFICATIONS								
	aq1. CALIFORNIA PRELIMINARY NOTICE	SF-3379							
	aq2. CERTIFICATE OF OCCUPANCY	B-956							
	aq3. NOTICE OF NONCOMPLIANCE	1065-A							
	aq4. NOTICE OF NONCOMPLIANCE WITH CALIFORNIA LABOR CODE	DAS 42							
	ar. LEGAL ORDERS/FILINGS								
	as. LETTERS								
	at. LITIGATION RECORDS								
	au. LOGS/INDICES								
	au1. TEST HOLE LOG	R-101							
	au2. WELL LOG	,15161							
	av. MANAGEMENT PROCEDURES								
	aw. MANAGEMENT REPORTS								
	ax. MANAGEMENT SCHEDULES								
	ay. MEETING MINUTE ITEMS								
	az. MEETING MINUTES								
	ba. MEMORANDA								
	ba1. CONTRACTOR'S MEMORANDUM	2563,16395							
	ba2. CONTRACTOR'S MEMORANDUM	2564,16396							
	ba3. CORRECTION NOTICE	,00993							
	ba4. INSPECTION ENGINEER'S MEMORANDUM	G-19							
	ba5. MEMORANDUM	,01145							
	ba6. MEMORANDUM	,01146							
	ba7. MEMORANDUM	,01147							
	ba8. MEMORANDUM	,01334							
	ba9. MEMORANDUM	,01336							
	ba10. OFFICE MEMORANDUM	GEN. 53							
	bb. OPERATIONAL REPORTS								
	bb1. EARTHQUAKE HAZARD REDUCTION IN EXISTING BUILDING	B&S CONS54							
	bc. OPERATIONS & MAINTENANCE PROCEDURES								
	bd. PERMITS								
	bd1. APPLICATION FOR DETERMINATION OF GENERAL PLAN CONSISTENCY	CP-7271							
	bd2. APPLICATION FOR ELECTRICAL PLAN CHECK	B&S E2							
	bd3. APPLICATION FOR ENCROACHMENT PERMIT	DH-MP-1B							
	bd4. APPLICATION FOR GENERAL APPROVAL	B&S R7							

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CITY CLERK
City of Los es
Form Gen. 60 ( )

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 (729 FJ
Department of Water and Power

Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) Admin. Code:
By: (Dept. Head) JAMES F. WICKS
Walter W. Poyl / F. Dunkman
Date 8-1-90

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bd5. APPLICATION FOR PERMIT TO CONSTRUCT & PERMIT TO OPERATE	400A							
	bd6. APPLICATION FOR PERMIT TO DISCHARGE	EPA-7550-9							
	bd7. EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650							
	bd8. GRADING CERTIFICATE	B&S B-101							
	bd9. NOTICE OF DETERMINATION	GEN. 154							
	bd10. PERMIT	76P238A							
	bd11. REQUEST FOR MODIFICATION OF BUILDING ORDINANCES	B&S COM31							
	bd12. REQUEST FOR REVOCABLE PERMIT	E10:56							
	bd13. UTILITIES ENCROACHMENT PERMIT	DMO-M-P-302							
	be. PROCUREMENT/SALES CONTRACTS								
	bf. PROGRESS PHOTOGRAPHS								
	bg. PROPOSALS								
	bh. PUBLIC RELATIONS COMMUNICATIONS								
	bi. PURCHASE ORDERS								
	bi1. PURCHASE ORDER	,00001							
	bi2. PURCHASE ORDER	,00002							
	bi3. PURCHASE ORDER	,00003							
	bi4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	bi5. SUB-PURCHASE ORDER	7B,14009							
	bi6. SUB-PURCHASE ORDER	,00008							
	bi7. SUB-PURCHASE ORDER	,00009							
	bi8. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
	bj. REQUISITIONS								
	bj1. DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690							
	bj2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	bj3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00393							
	bj4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	bj5. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	bj6. SYSTEM CONSTRUCTION ORDER	,00334							
	bj7. WATER ENGINEERING DESIGN DIVISION WORK ORDER	,14004							
	bj8. WORK ORDER	,14004							
	bj9. WORK ORDER STANDARD FORM	,02821							
	bk. SPECIFICATIONS								
	bl. STATUS REPORTS								
	bm. SURVEYS/QUESTIONNAIRES								
	bm1. INITIAL STUDY AND CHECKLIST	GEN. 159							

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

CITY CLERK
City of Los les
Form Gen. 60 l)

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 / 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3( ) Admin. Code:
By: (Dept. Head) JAMES F. WICKS
Walter W. Lay for J. F. Wicks
Date 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	bm2. SURVEY SHEET	P0383							
	bn. TECHNICAL REPORTS								
	bo. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bp. TEST RECORDS								
	bp1. LABORATORY ANALYSIS	205							
	bp2. REPORT OF SOIL TEST	WLA-14							
	bp3. REPORT OF WATER ANALYSIS	235							
	bp4. SIEVE ANALYSIS	WE302							
	bp5. SOIL CHARACTERISTICS DATA	WE301							
	bq. TIMEKEEPING RECORDS								
	br. TRANSMITTALS/ACKNOWLEDGEMENTS								
	br1. BID TRANSMITTAL	,02280							
	br2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	br3. PURCHASING BID TRANSMITTAL	,02280							
	br4. TRANSMITTAL	,00028							
	bs. TRIP REPORTS								
	bt. VENDOR MANUALS/CATALOGS								
	bu. WORK PACKAGE RECORDS								
	bu1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							
12	PURCHASED MATERIAL REPORTS		10	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	c. CONTRACT ADMINISTRATION RECORDS								
	c1. NOTICE TO CONTRACTOR	WE109							
	d. CONVERSATION RECORDS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	,03091							
	f. DESIGN CALCULATIONS								
	g. DETAIL PHOTOGRAPHS								
	h. DRAWINGS								
	i. DWP DETAIL DRAWINGS								
	j. DWP INSPECTION RECORDS								
	j1. INSPECTION OF PLANT MIX ROCK AND OIL	RO 1							
	k. DWP MAPS								
	l. FOREIGN EQUIPMENT DRAWINGS								
	m. INTRADEPARTMENTAL COMMUNICATIONS								
	m1. INTRA-DEPARTMENTAL	1456,01456							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department of Water and Power
Office of (Original) Record
Water Engineering Design

By: (Dept. Head) Walter W. Foyle / JAMES F. NICKSES Date 8-1-90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	m2. INTRA-DEPARTMENTAL	1485,15185							
	m3. INTRA-DEPARTMENTAL	,01455							
	n. INVOICES/PAYMENTS								
	n1. BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405,14313							
	o. LETTERS								
	p. LOGS/INDICES								
	q. MEMORANDA								
	q1. MEMORANDUM	1146,01146							
	q2. MEMORANDUM	1146,14857							
	q3. MEMORANDUM	1146,14858							
	q4. MEMORANDUM	1147,01147							
	q5. MEMORANDUM	,01145							
	q6. MEMORANDUM	,01146							
	q7. MEMORANDUM	,01147							
	q8. MEMORANDUM	,01335							
	r. NEGATIVES								
	s. OPERATIONAL REPORTS								
	t. OPERATIONS & MAINTENANCE PROCEDURES								
	u. PERMITS								
	v. PUBLIC RELATIONS COMMUNICATIONS								
	w. PURCHASE ORDERS								
	w1. PURCHASE ORDER	,00001							
	x. REQUISITIONS								
	x1. EQUIPMENT TRANSFER	,01217							
	x2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	x3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,00392							
	x4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14304							
	x5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	y. SPECIFICATIONS								
	z. STATUS REPORTS								
	aa. TECHNICAL REPORTS								
	ab. TEST RECORDS								
	ab1. BUREAU OF STANDARDS - (TEST) REPORT	59							
	ab2. SIEVE ANALYSIS OF CONCRETE AGGREGATE	R-114							
	ac. TIMEKEEPING RECORDS								
	ac1. FOREMAN'S TIME CARD	479							
	ad. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ad1. BID TRANSMITTAL	,02280							

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RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 91 0 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(c) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES E. [illegible] Walter W. Voight
By: (City Clerk, Rec. Mgt. Off.)
Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ae. VENDOR MANUALS/CATALOGS								
13	REPORTS AND STUDIES		S+10	10	S+20				UNTIL PROCEDURES/STUDY SUPERSEDED
	a. AERIAL PHOTOGRAPHS								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BUDGET RECORDS - PROJECTED								
	c1. AUTHORIZATION FOR EXPENDITURE	,01612							
	c2. AUTHORIZATION FOR EXPENDITURE	,04122							
	c3. AUTHORIZATION FOR EXPENDITURE	,15345							
	c4. AUTHORIZATION FOR EXPENDITURE	,15349							
	c5. CREDIT ESTIMATE	,14296							
	c6. MATERIAL AND LABOR ESTIMATE	,00376							
	c7. MATERIAL AND LABOR ESTIMATE	,14285							
	c8. PRELIMINARY ESTIMATE	,15280							
	d. CONVERSATION RECORDS								
	d1. CALL SLIP	,14116							
	e. DATA SHEETS								
	e1. ADDITIONAL DATA	,01616							
	e2. ENGINEERING DATA SHEET	1155,14866							
	e3. ENGINEERING DATA SHEET	,01155							
	e4. ENGINEERING DATA SHEET	,03091							
	f. DEPARTMENT REAL ESTATE RECORDS								
	f1. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	1179,14889							
	g. DESIGN CALCULATIONS								
	h. DESIGN REPORTS								
	i. DETAIL PHOTOGRAPHS								
	j. DRAWINGS								
	k. DWP EQUIPMENT DRAWINGS								
	l. DWP FLOW DIAGRAMS								
	m. DWP INSPECTION RECORDS								
	n. DWP MAPS								
	o. DWP OPERATION DRAWINGS/DIAGRAMS								
	p. EDUCATION/TRAINING RECORDS								
	q. EMPLOYEE SUGGESTION PLANS								
	r. ENGINEERING STUDIES								
	s. ENVIRONMENTAL REPORTS								
	t. FEASIBILITY STUDIES								
	u. FINANCIAL REPORTS								
	u1. COST REPORT	,15034							

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 21 of 34
City of Los es WP-15
Form Gen. 60 ( ) Department of Water and Power By: (Dept. Head) APPROVED JAMES F. DICKSON te
Walter W. Paley for Jim Dickson 8-1-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. Office of (Original) Record: Water Engineering Design
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	v. FLOWCHARTS								
	w. FOREIGN EQUIPMENT DRAWINGS								
	x. FOREIGN MAPS								
	y. INTERDEPARTMENTAL COMMUNICATIONS								
	y1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	z. INTRADEPARTMENTAL COMMUNICATIONS								
	z1. INTRA-DEPARTMENTAL	1455,01455							
	z2. INTRA-DEPARTMENTAL	1456,01456							
	z3. INTRA-DEPARTMENTAL	,01455							
	z4. INTRA-DEPARTMENTAL	,01456							
	z5. INTRA-DEPARTMENTAL	,15185							
	aa. INVOICES/PAYMENTS								
	aa1. VOUCHER CONTROL FORM	,01218							
	ab. JOB SCHEDULES								
	ac. LEGAL APPLICATIONS								
	ad. LEGAL NOTIFICATIONS								
	ad1. NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS WITHIN A 300-FOOT RADIUS	62-A							
	ae. LETTERS								
	af. LICENSES								
	ag. LOGS/INDICES								
	ag1. WATER ENGINEERING DESIGN DW LOG SHEET	WEDD 1							
	ag2. WELL LOG	,15181							
	ah. MANAGEMENT PROCEDURES								
	ai. MANAGEMENT REPORTS								
	ai1. SYSTEM CONSUMPTIONS COMPUTATION	WEDD 29-65-2C							
	aj. MEETING ATTENDANCE RECORDS								
	ak. MEMORANDA								
	ak1. MEMORANDUM	1146,14857							
	ak2. MEMORANDUM	1146,14858							
	ak3. MEMORANDUM	1147,01147							
	ak4. MEMORANDUM	,01145							
	ak5. MEMORANDUM	,01146							
	ak6. MEMORANDUM	,01147							
	ak7. MEMORANDUM	,01335							
	ak8. MEMORANDUM	,14857							
	ak9. MEMORANDUM	,14858							
	ak10. MEMORANDUM	,15047							
	al. OPERATING AND MAINTENANCE SCHEDULES								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 C 729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 22 of 34
City of Los les WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES F. DICKSE Date 8-1-90
Form Gen. 60 ( ) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	am. OPERATIONAL REPORTS								
	am1. ANALYSIS OF WATER DEMANDS, WATER RATES AND WATER REVENUES	821							
	an. PERMITS								
	an1. PERMIT	76P238F							
	ao. PROPOSALS								
	ap. PUBLIC RELATIONS COMMUNICATIONS								
	aq. RECORD TRANSMITTALS								
	aq1. RECORDS TRANSFER CONTROL	,02673							
	aq2. RECORDS TRANSFER CONTROL	,16508							
	ar. RECORDS RETENTION AUTHORIZATIONS								
	ar1. RECORDS RETENTION AUTHORIZATION	,02317							
	as. REQUISITIONS								
	as1. BILL OF MATERIAL REQUISITION	2661,02661							
	as2. CAPITAL PROGRAM BUDGET REQUEST	BA-3							
	as3. DRAFT OF WORK ORDER	WEDD 16-63-1M							
	as4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14304							
	as5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00393							
	as6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	as7. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,14304							
	as8. SYSTEN CONSTRUCTION ORDER	334A							
	as9. WORK ORDER	,14004							
	as10. WORK ORDER	,16000							
	at. RETENTION SCHEDULES								
	at1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	au. SPECIFICATIONS								
	av. STATUS REPORTS								
	av1. WEEKLY FLOW IN CFS	WO201							
	av2. WEEKLY REPORT	,00071							
	aw. SURVEYS/QUESTIONNAIRES								
	ax. TEST RECORDS								
	ax1. LAB REPORT OF ANALYSIS	205							
	ax2. REQUEST FOR FLOW TEST OR PRESSURE SURVEY	11B-62-3C							
	ax3. REQUEST FOR FLOW TEST OR PRESSURE SURVEY	WEDD 11B-62-3C							
	ay. TIMEKEEPING RECORDS								
	az. VENDOR MANUALS/CATALOGS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No.
City of Los 'es WP-15
Form Gen. 60 ( ) Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 (729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES P. WICKSER
Walter W Hoyt for
By: (City Clerk, Rec. Mgt. Off.)

Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
14	RESERVOIR SURVEILLANCE - DATA		AR	P	--				
	a. AERIAL PHOTOGRAPHS								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. DATA SHEETS								
	d1. 10 YEAR CHART (VITAL)					V			
	d2. 20 YEAR CHART (VITAL)					V			
	d3. ENGINEERING DATA SHEET	.01156							
	d4. ENGINEERING DATA SHEET	.03091							
	d5. FIELD BOOK (VITAL)					V			
	d6. HANDWRITTEN DATA SHEET (VITAL)					V			
	d7. RAINFALL RECORD	WE037							
	d8. RAINFALL RECORD (VITAL)	WE037				V			
	e. DEPARTMENT REAL ESTATE RECORDS								
	f. DESIGN CALCULATIONS								
	f1. SOLIDS IN SEEPAGE CALCULATION	R121							
	g. DETAIL PHOTOGRAPHS								
	h. DWP EQUIPMENT DRAWINGS								
	i. DWP INSPECTION RECORDS								
	i1. CALIBRATION DATA (VITAL)					V			
	i2. DEPARTMENT OF BUILDING & SAFETY - GRADING PRE-INSPECTION REPORT	B-67							
	i3. FIELD INSPECTION (VITAL)	WE034				V			
	i4. INSPECTION FORM AND CALIBRATION RECORD (VITAL)					V			
	i5. INSPECTION OF DEMAND RESERVOIR IN CERTIFIED STATUS	DWR1261							
	i6. MOVEMENT AND SETTLEMENT CHECK (VITAL)	1				V			
	i7. MOVEMENT AND SETTLEMENT CHECK (VITAL)					V			
	j. DWP MAPS								
	j1. RESERVOIR SURVEILLANCE MAP (VITAL)					V			
	k. DWP PROJECT LAYOUT DRAWINGS								
	k1. LOCATION OF CHECK POINTS ON AXIS (VITAL)	371				V			
	k2. LOCATION OF POINTS (VITAL)					V			
	l. EDUCATION/TRAINING RECORDS								
	m. ENGINEERING STUDIES								
	n. ENVIRONMENTAL REPORTS								
	o. EXTERNAL INSPECTION RECORDS								
	p. FEASIBILITY STUDIES								
	q. FOREIGN MAPS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 0 729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 24 of 34
City of Los les WP-15
Form Gen. 60 ( ) Department of Water and Power By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Lorig for Date 8-1-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. Office of (Original) Record: Water Engineering Design By: (City Clerk, Rec. Mgt. Off.)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	r. INTERDEPARTMENTAL COMMUNICATIONS								
	r1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	s. INTRADEPARTMENTAL COMMUNICATIONS								
	s1. INTRA-DEPARTMENTAL	1455,15185							
	s2. INTRA-DEPARTMENTAL	,01455							
	s3. INTRA-DEPARTMENTAL	,01456							
	t. INVOICES/PAYMENTS								
	t1. BILL OF LADING	56,14052							
	t2. BILL OF LADING	87-00056							
	t3. DELIVERY RECEIPT	817,00817							
	t4. REPORT OF GOODS RETURNED	,00400							
	u. JOB SCHEDULES								
	v. LETTERS								
	w. LITIGATION RECORDS								
	x. LOGS/INDICES								
	x1. TEST HOLE LOG	R-101							
	y. MANAGEMENT PROCEDURES								
	z. MANAGEMENT REPORTS								
	z1. ANNUAL REPORT (VITAL)					V			
	aa. MANAGEMENT SCHEDULES								
	ab. MEMORANDA								
	ab1. CORRECTION NOTICE	993,14721							
	ab2. CORRECTION NOTICE	,00993							
	ab3. MEMORANDUM	1146,01146							
	ab4. MEMORANDUM	1147,01147							
	ab5. MEMORANDUM	1334,15047							
	ab6. MEMORANDUM	1334,15048							
	ab7. MEMORANDUM	,01145							
	ab8. MEMORANDUM	,01146							
	ab9. MEMORANDUM	,01147							
	ab10. MEMORANDUM	,01334							
	ab11. MEMORANDUM	,14858							
	ab12. OFFICE MEMORANDUM	GEN. 53							
	ac. MICROFILM/SLIDES								
	ad. OPERATING AND MAINTENANCE SCHEDULES								
	ae. OPERATIONAL REPORTS								
	ae1. AQUEDUCT RESERVOIR QUARTERLY CHART (VITAL)					V			
	ae2. CITY RESERVOIR QUARTERLY CHART (VITAL)					V			
	ae3. DRAIN FLOW MEASUREMENTS	W042							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 C 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(a) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES E. NICKSE Date
Walter W. Sayl P. Duckham 8-1-90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	ae4. DRAIN FLOW MEASUREMENTS (VITAL)					V			
	ae5. EARTHQUAKE REPORT	WE033							
	ae6. FOREMAN'S PIPE LOCATION REPORT	114,14093							
	ae7. MONTHLY REPORT (VITAL)					V			
	ae8. STRUCTURE MAINTENANCE DAILY FIELD REPORT	,01155							
	ae9. WATER PLANE ELEVATION IN TEST WELLS	WE035							
	ae10. WATER PLANE ELEVATION IN TEST WELLS (VITAL)	WE035				V			
	ae11. WATER PLANE ELEVATION IN TEST WELLS (VITAL)					V			
	ae12. WATER SURFACE ELEVATION (VITAL)					V			
	af. OPERATIONS & MAINTENANCE PROCEDURES								
	ag. PERMITS								
	ag1. APPLICATION FOR APPROVAL OF PLANS FOR THE REPAIR OR ALTERATION OF A DAM	DWR 4							
	ag2. UTILITIES ENCROACHMENT PERMIT	HM-35							
	ah. PROGRESS PHOTOGRAPHS								
	ai. PROPOSALS								
	aj. PUBLIC RELATIONS COMMUNICATIONS								
	ak. PURCHASE ORDERS								
	ak1. MATERIAL RECEIVED FROM AUTOMOTIVE AND CONSTRUCTION EQUIPMENT SECTION	2092,15867							
	ak2. PURCHASE ORDER	1,00001							
	ak3. PURCHASE ORDER	,00001							
	ak4. SUB-PURCHASE ORDER	,00008							
	ak5. SUB-PURCHASE ORDER	,00009							
	al. RECORD TRANSMITTALS								
	am. REQUISITIONS								
	am1. EQUIPMENT TRANSFER	,01217							
	am2. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	am3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	am4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2395,02395							
	am5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	am6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00393							
	am7. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	am8. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	am9. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	am10. WATER ENGINEERING DESIGN DIVISION WORK ORDER	,14004							
	am11. WATER ENGINEERING DESIGN DIVISION WORK ORDER	,16000							
	am12. WORK ORDER	,14004							
	an. SPACE/EQUIPMENT ALLOCATION RECORDS								

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CITY CLERK
City of Los les
Form Gen. 60 ( )

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 (729 FJ
Department of Water and Power

Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. ACKSTER
Walter W. Foor

By: (City Clerk, Rec. Mgt. Off.)

Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	an1. FORMAL SPECIFICATION JOB ORDER	Z1-MC005							
	an2. INVENTORY	604-72							
	an3. TOOL TRANSFER	,01574							
	ao. SPECIFICATIONS								
	ap. STATUS REPORTS								
	ap1. DAM AND RESERVOIR AXIS (VITAL)					V			
	ap2. DISSOLVED SOLID REPORT (VITAL)					V			
	ap3. SURVEILLANCE GROUP DRAIN DATA REPORT (VITAL)					V			
	aq. SURVEYS/QUESTIONNAIRES								
	ar. TEST RECORDS								
	ar1. BACTERIOLOGIC FINDINGS - SPECIAL SAMPLES FIELD AND REPORT SHEET	207/WS-177							
	ar2. REPORT OF CHEMICAL ANALYSIS OF WATER	S-197							
	ar3. REPORT OF WATER ANALYSIS	201							
	ar4. TESTING LABORATORIES JOB ORDER	,02735							
	ar5. WATER QUALITY CONTROL SECTION - LAB RECORD AND REPORT	223							
	as. TRANSMITTALS/ACKNOWLEDGEMENTS								
	at. VENDOR MANUALS/CATALOGS								
15	SOURCE OF WATER SUPPLY		5	P	--				
	a. STATUS REPORTS								
16	SYSTEM CONSTRUCTION ORDERS		5	--	5				
17	TIMEROLLS (TIMEKEEPING RECORDS)		3	10	13				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	a2. PHYSICIAN'S CERTIFICATION TO RETURN TO WORK	,02202							
	b. EMPLOYMENT RECORDS								
	b1. TERMINATION OF EMPLOYMENT	,00723							
	c. MANAGEMENT REPORTS								
	d. OPERATIONAL REPORTS								
	d1. DAILY WORK REPORT	WEDD LAB							
	e. POSITION DESCRIPTIONS								
	f. TIMEKEEPING RECORDS								
	f1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	f2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							

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

CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 27 of 34
City of Los ...es WP-15 01 C 729 FJ By: (Dept. Head) APPROVED Walter W. Piper JAMES F. DICKSON 8-1-90
Form Gen. 60 (...) Rev. No. Department of Water and Power By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record: Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	f3. NOTICE OF ABSENCE	,02728							
	f4. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	f5. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	f6. VACATION FORM	,01113							
18	WATER CONSUMPTION LISTING AND REPORTS		3	3	6				
19	WATER DISTRIBUTION SYSTEM RECORDS		3	7	10				
	a. DATA SHEETS								
	b. DWP MAPS								
	c. OPERATIONAL REPORTS								
20	WATER QUALITY REPORTS		5	5	10				
21	WATER RATE STUDIES		2	--	2				
22	WATER SERVICE (NEW BUSINESS) REPORTS		5	5	10				
23	WATER SYSTEM ADJUSTMENT DOCUMENTATION		2	4	6				
24	WATER SYSTEM FACILITIES DOCUMENTATION		15	P	--				
	a. AERIAL PHOTOGRAPHS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BUDGET RECORDS - PROJECTED								
	d1. AUTHORIZATION FOR EXPENDITURE	1612,01612							
	d2. MATERIAL AND LABOR ESTIMATE	376,00376							
	e. DATA SHEETS								
	e1. ADDITIONAL DATA	1616,01616							
	e2. ENGINEERING DATA SHEET	3091,03091							
	e3. ENGINEERING DATA SHEET	,01155							
	f. DEPARTMENT REAL ESTATE RECORDS								
	g. DESIGN CALCULATIONS								
	h. DESIGN REPORTS								
	i. DETAIL PHOTOGRAPHS								
	j. DRAWINGS								
	k. DWP ELECTRICAL DRAWINGS								
	k1. DWP ELECTRICAL DRAWING (VITAL)					V			
	l. DWP EQUIPMENT DRAWINGS								

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CITY CLERK
City of Los [illegible]es
Form Gen. 60 ([illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. NICKSEL
Walter W. Poyfair F. Dinkelacker 8-1-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	conf	REMARKS
	l1. DWP MECHANICAL DRAWING (VITAL)					V			
	m. DWP MAPS								
	m1. DWP MAP (VITAL)					V			
	m2. GEOLOGIC MAP (VITAL)					V			
	m3. LOCATION MAP (VITAL)					V			
	n. DWP OPERATION DRAWINGS/DIAGRAMS								
	o. DWP PROJECT LAYOUT DRAWINGS								
	o1. GEOLOGY DRAWING (VITAL)					V			
	p. DWP STRUCTURAL STEEL DETAIL DRAWINGS								
	p1. DWP STRUCTURAL DRAWING (VITAL)					V			
	q. ENGINEERING STUDIES								
	r. ENVIRONMENTAL REPORTS								
	s. FEASIBILITY STUDIES								
	t. FINANCIAL REPORTS								
	t1. COST REPORT	1322,01322							
	u. FOREIGN MAPS								
	u1. TOPOGRAPHICAL MAP (VITAL)					V			
	u2. U.S. GEOLOGICAL SURVEY TOPOGRAPHICAL MAP (VITAL)					V			
	v. INTRADEPARTMENTAL COMMUNICATIONS								
	v1. INTRA-DEPARTMENTAL	1455,15185							
	v2. INTRA-DEPARTMENTAL	87-69-074							
	v3. INTRA-DEPARTMENTAL	,01455							
	w. INVOICES/PAYMENTS								
	w1. CASH MEMORANDUM RECEIPT	,00982							
	w2. WATER SERVICE FACILITY RECEIPT	2328,16151							
	x. LEGAL APPLICATIONS								
	y. LETTERS								
	z. LOGS/INDICES								
	z1. TEST HOLE LOG	R-101							
	aa. MANAGEMENT PROCEDURES								
	ab. MANAGEMENT REPORTS								
	ac. MEMORANDA								
	ac1. MEMORANDUM	1146,01146							
	ac2. MEMORANDUM	1146,14187							
	ac3. MEMORANDUM	1146,14857							
	ac4. MEMORANDUM	1146,14858							
	ac5. MEMORANDUM	1147,01147							
	ac6. MEMORANDUM	1334,15047							
	ac7. MEMORANDUM	,01145							

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 29 of 34
City of Los ...ss WP-15 Department of Water and Power By: (Dept. Head) APPROVED 8-1-90
Form Gen. 60 (...) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ac8. MEMORANDUM	,01146							
	ac9. MEMORANDUM	,01334							
	ad. OPERATING AND MAINTENANCE SCHEDULES								
	ae. OPERATIONAL REPORTS								
	af. PROGRESS PHOTOGRAPHS								
	ag. PUBLIC RELATIONS COMMUNICATIONS								
	ah. REQUISITIONS								
	ah1. REQUEST FOR SUPPLIES	1321,15033							
	ah2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14304							
	ah3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	393,00393							
	ah4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,14304							
	ah5. SYSTEM CONSTRUCTION ORDER	334A							
	ah6. SYSTEM CONSTRUCTION ORDER	334,00334							
	ah7. SYSTEM CONSTRUCTION ORDER	,00334							
	ah8. WORK ORDER	,14004							
	ah9. WORK ORDER	,16000							
	ai. SKETCHES								
	aj. STATUS REPORTS								
	ak. TEST RECORDS								
	ak1. REQUEST FOR FLOW TEST OR PRESSURE SURVEY	WEDD 11B-62-3C							
	ak2. SOIL CHARACTERISTICS DATA	WE301							
	ak3. SOIL CLASSIFICATION	WE302							
	al. TRANSMITTALS/ACKNOWLEDGEMENTS								
25	WATER SYSTEM SURVEYING AND MAPPING		5	P	--				
	a. BID RECORDS								
	b. BUDGET RECORDS - PROJECTED								
	c. DATA SHEETS								
	c1. BENCHMARK DESCRIPTION	76-186							
	c2. ENGINEERING DATA SHEET	,01155							
	c3. FIELD BOOK (VITAL)					V			
	c4. FIELD BOOK - APERTURE CARD (VITAL)					V			
	c5. FIELD BOOK - PHOTOCOPY (VITAL)					V			
	c6. GEODETIC LEVELING FIELD ABSTRACT	76-187							
	c7. GEODETIC LEVELING MICROMETER OBSERVATION	76-191							
	c8. SURVEY CONTROL STATION	860							
	d. DEPARTMENT REAL ESTATE RECORDS								
	e. DRAWINGS								
	f. DWP INSPECTION RECORDS								

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CITY CLERK
City of Los [illegible]
Form Gen. 60 ([illegible])

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau 01 729 FJ
Department of Water and Power

Office of (Original) Record
Water Engineering Design

Certified per Sec. 12 Admin. Code:
By: (Dept. Head) JAMES A. WICKSER
Walter W. Piper

Date 8-1-91

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	g. DWP MAPS								
	h. EMPLOYMENT RECORDS								
	i. EXTERNAL INSPECTION RECORDS								
	j. FOREIGN MAPS								
	k. INTRADEPARTMENTAL COMMUNICATIONS								
	k1. INTRA-DEPARTMENTAL	1455							
	k2. INTRA-DEPARTMENTAL	,01455							
	l. INVOICES/PAYMENTS								
	m. LETTERS								
	n. LOGS/INDICES								
	n1. CARD INDEX (VITAL)					V			
	n2. INDEX CARD	1714							
	o. MANAGEMENT REPORTS								
	o1. INDEX BY BOOK NUMBER (SFBLIST) (VITAL)					V			
	o2. INDEX BY COORDINATE NUMBER (CORLIST) (VITAL)					V			
	o3. INDEX BY JOB TITLE (TILLIST) (VITAL)					V			
	p. MEMORANDA								
	p1. CORRECTION NOTICE	,00993							
	p2. MEMORANDUM	,01145							
	p3. MEMORANDUM	,01146							
	p4. MEMORANDUM	,01147							
	p5. MEMORANDUM	,01334							
	p6. MEMORANDUM	,14858							
	p7. MEMORANDUM	,15047							
	q. PURCHASE ORDERS								
	q1. PURCHASE ORDER	,00001							
	q2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	q3. SUB-PURCHASE ORDER	,00008							
	r. REQUISITIONS								
	r1. DESIGN DIVISION WORK ORDER	,14889							
	r2. ORDER FOR FIELD SURVEY	WE049							
	r3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	r4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	r5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	r6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,14904							
	r7. SYSTEM CONSTRUCTION ORDER	,00334							
	r8. WATER ENGINEERING DESIGN DIVISION WORK ORDER	,14004							
	r9. WORK ORDER STANDARD FORM	,02821							
	r10. WORK ORDER ZIP FORM	,02822							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No.

Department/Bureau 91 (729 FJ
Department of Water and Power
Office of (Original) Record
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES E. JACKSON Walter W. Pitt F. Dan Bavin
By: (City Clerk, Rec. Mgt. Off.)

Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	s. SPACE/EQUIPMENT ALLOCATION RECORDS								
	t. SPECIFICATIONS								
	u. STANDARDS								
	v. STATUS REPORTS								
	v1. SURVEYORS DAILY REPORT	RBT1							
	v2. SURVEYORS WEEKLY REPORT	WE048							
	w. SURVEYS/QUESTIONNAIRES								
	x. TIMEKEEPING RECORDS								
	y. TRANSMITTALS/ACKNOWLEDGEMENTS								
	y1. BID TRANSMITTAL	,02280							
	y2. TRANSMITTAL	,14027							
26	LITIGATION SUPPORT FILES		C	7	C+7				C = END OF LITIGATION
	a. ADDENDA TO SPECIFICATIONS								
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	e. BUDGET RECORDS - ACTUAL								
	e1. EXPENDITURE DETAIL	,03193							
	f. BUDGET RECORDS - PROJECTED								
	g. CHANGE DOCUMENTS								
	h. CONSULTING CONTRACTS								
	i. CONTRACT ADMINISTRATION RECORDS								
	j. CONTRACT AMENDMENTS								
	k. CONVERSATION RECORDS								
	l. DATA SHEETS								
	l1. ENGINEERING DATA SHEET	,01155							
	m. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	n. DESIGN CALCULATIONS								
	o. DETAIL PHOTOGRAPHS								
	p. DRAWINGS								
	q. DWP ELECTRICAL DRAWINGS								
	r. DWP INSPECTION RECORDS								
	s. DWP MAPS								
	t. EDUCATION/TRAINING RECORDS								
	u. EMPLOYMENT RECORDS								
	u1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR BUSINESS HOURS	,00469							

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 C 729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 32 of 34
City of Los [illegible]es
Form Gen. 60 ([illegible]) WP-15 Department of Water and Power
Rev. No. Office of (Original) Record
By: (Dept. Head) APPROVED JAMES D. WICKSER Date
Walter W. Pagett
By: (City Clerk, Rec. Mgt. Off.) Date 8-1-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	v. ENVIRONMENTAL REPORTS								
	w. EXTERNAL INSPECTION RECORDS								
	x. FINANCIAL REPORTS								
	y. FOREIGN EQUIPMENT DRAWINGS								
	z. FOREIGN PIPING DRAWINGS								
	aa. INFORMATION SERVICES RECORDS								
	aa1. WATER SYSTEM MULTI-YEAR EXPENDITURE PROGRAM CODING & DATA FORM	MEP-1							
	ab. INTERROGATORIES								
	ac. INTRADEPARTMENTAL COMMUNICATIONS								
	ac1. INTRA-DEPARTMENTAL	,01455							
	ad. INVOICES/PAYMENTS								
	ae. JOB FILE DATA								
	af. JOB SCHEDULES								
	ag. LEGAL NOTIFICATIONS								
	ah. LETTERS								
	ai. LOGS/INDICES								
	aj. MANAGEMENT PROCEDURES								
	ak. MANAGEMENT REPORTS								
	al. MANAGEMENT SCHEDULES								
	am. MEETING MINUTES								
	an. MEMORANDA								
	an1. CORRECTION NOTICE	,00993							
	an2. MEMORANDUM	,01145							
	an3. MEMORANDUM	,01147							
	an4. MEMORANDUM	,01334							
	ao. MICROFILM/SLIDES								
	ap. OPERATING AND MAINTENANCE SCHEDULES								
	aq. OPERATIONAL REPORTS								
	ar. OPERATIONS & MAINTENANCE PROCEDURES								
	as. PERMITS								
	as1. APPLICATION FOR APPROVAL OF DESIGN STRUCTURE, MARQUEE, CANOPY OR SIGN	FORM 1							
	at. POSITION DESCRIPTIONS								
	at1. POSITION DESCRIPTION	PDES 3							
	au. PROPOSALS								
	av. PUBLIC RELATIONS COMMUNICATIONS								
	aw. PURCHASE ORDERS								
	aw1. PURCHASE ORDER	,00001							

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 33 of 34
City of Los [illegible]s WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES W. WICKETT Walter W. Poyer 8-1-90
Form Gen. 60 (i[illegible]) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hst	cont	REMARKS
	aw2. PURCHASE ORDER	,00003							
	aw3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	aw4. SUB-PURCHASE ORDER	,00008							
	ax. REQUISITIONS								
	ax1. REQUISITION FOR MATERIAL/SERVICES	,01659							
	ax2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ay. SKETCHES								
	az. SPECIFICATIONS								
	ba. STATUS REPORTS								
	bb. SURVEYS/QUESTIONNAIRES								
	bc. TEST RECORDS								
	bc1. SOIL CHARACTERISTICS DATA	WE301							
	bc2. SOIL CHARACTERISTICS DATA	WE317							
	bc3. WIRE AND CABLE RESISTANCE TEST DATA FORM	G16000-A							
	bd. TIMEKEEPING RECORDS								
	be. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bf. VIDEOTAPES								
	bg. WORK PACKAGE RECORDS								
27	RECORDS MANAGEMENT RECORDS		S	--	S+2				Reference: 91 000865 FJ
	a. DESTRUCTION RECORDS								
	b. MEMORANDA								
	b1. MEMORANDUM	1334,15047							
	b2. MEMORANDUM	,01145							
	c. RECORD TRANSMITTALS								
	c1. RECORDS TRANSFER CONTROL	2673,16508							
	c2. RECORDS TRANSFER CONTROL	,02673							
	c3. RECORDS TRANSFER CONTROL	,16508							
	d. TRANSMITTALS/ACKNOWLEDGEMENTS								
28	TRUNK LINES		C	6	C+6				C = LIFE OF LINE
	a. DATA SHEETS								
	a1. ENGINEERING DATA SHEET	,03091							
	b. DRAWINGS								
	c. DWP PIPING DRAWINGS								
	d. MEMORANDA								
	e. OPERATIONAL REPORTS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 (729 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code:

City of Los les WP-15 Department of Water and Power By: (Dept. Head) APPROVED JAMES F. WICKSER ate

Form Gen. 60 ( ) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Walter W. Fox Jr. 8-1-90 Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Engineering Design

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V S A	h i s t	c o n f	REMARKS
29	STANDARDS, PROCEDURES		15	P	--				
30	MICROFILM OF ITEMS #1 - 29 ABOVE		--	199	199				
31	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLERK
City of Los A s
Form Gen. 61 (R

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau 91 C 30 FJ
Department of Water and Power

Division 91 000730 FJ
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Paye/FJ

8-1-90
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	CORRESPONDENCE - ACCOUNTING PROCEDURES		5	5	10		ACCOUNTING
2	EXPENDITURE REPORTS		1	5	6		ACCOUNTING
	a. BUDGET RECORDS - PROJECTED						
	a1. SHOP JOB CARD	1663,01663					
	b. CHANGE DOCUMENTS						
	b1. MULTIPLE WORK ORDER CHANGE	,02827					
	b2. WORK ORDER MISCELLANEOUS CHANGE	,02824					
	b3. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823					
	c. EMPLOYEE ACCOUNTS RECORDS						
	c1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	d. FINANCIAL REPORTS						
	e. INVOICES/PAYMENTS						
	e1. DEPARTMENT TRANSFER WATER REVENUE FUND	,03107					
	e2. INTERFUND BILLING POWER REVENUE FUND	,03099					
	e3. JOURNAL VOUCHER	,03109					
	e4. REQUEST FOR PAYMENT	,03078					
	e5. VOUCHER CONTROL FORM	,01218					
	f. LETTERS						
	g. OPERATIONAL REPORTS						
	g1. TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6620P2					
	h. REQUISITIONS						
	h1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	h2. WORK ORDER STANDARD FORM	,02821					
	h3. WORK ORDER ZIP FORM	,02822					
	i. STATUS REPORTS						
	i1. WORK ORDER SUMMARY	RC6130P1					

NOTES:

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CITY CLERK
City of Los es
Form Gen. 61 ( )

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 0 1 730 FJ
Department of Water and Power

Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSE
Walter W. Hoye
Date 8-1-90

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
3	EQUIPMENT TRANSFERS (OFFICE EQUIPMENT)		1	5	6		ACCOUNTING
4	PURCHASE DOCUMENTS		2	5	7		ACCOUNTING, GENERAL SERVICES, WED, MIS
	a. INTRADEPARTMENTAL COMMUNICATIONS						
	a1. INTRA-DEPARTMENTAL	,01455					
	b. INVOICES/PAYMENTS						
	c. MEMORANDA						
	c1. CORRECTION NOTICE	,00993					
	d. PURCHASE ORDERS						
	d1. PURCHASE ORDER	,00001					
	d2. PURCHASE ORDER	,00003					
	d3. SUB-PURCHASE ORDER	,00009					
	d4. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009					
	e. REQUISITIONS						
	e1. REQUISITION FOR MATERIAL/SERVICES	,01660					
5	REPORTS - STATISTICAL AND PERIODIC		5	5	10		ACCOUNTING, PUBLIC AFFAIRS
6	REPORTS - OUTSIDE AGENCY REFERENCE		AR	--	AR		OUTSIDE SOURCES
7	REPORTS - DAILY CASH REPORT (MONTHLY)		5	5	10		ACCOUNTING
8	STATEMENTS - WATER SYSTEM INSTALLATION CHARGES		5	5	10		ACCOUNTING
9	STATEMENTS - WATER USAGE		3	--	3		ACCOUNTING

NOTES:

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

CITY CLERK Date: JANUARY 16, 1990
City of Los [illegible]s
Form Gen. 61 (R[illegible])

Sch. No. WP-15
Rev. No.

Department/Bureau 91 0 730 FJ
Department of Water and Power
Division
Water Engineering Design

Certified per Sec. 12.[illegible] Admin. Code:
By: (Dept. Head) JAMES R. WICKSER
Walter W Faye for R. Wickser 8-1-90
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
10	RESERVOIR SURVEILLANCE DATA		P	--	--		* Reservoir Surveillance Section
	a. DATA SHEETS						
11	DRAWINGS AND MAPS		AR	--	AR		*Water Engineering Design File Room
	a. DRAWINGS						
	b. DWP MAPS						
	c. TRANSMITTALS/ACKNOWLEDGEMENTS						
12	CORRESPONDENCE		2	--	2		* Originating Office
	a. ANNOUNCEMENTS/BULLETINS						
	b. DWP CONSTRUCTION DRAWINGS						
	c. DWP EQUIPMENT DRAWINGS						
	d. DWP PIPING DRAWINGS						
	e. DWP PROJECT LAYOUT DRAWINGS						
	f. INTRADEPARTMENTAL COMMUNICATIONS						
	f1. INTRA-DEPARTMENTAL	,01455					
	g. INVOICES/PAYMENTS						
	g1. JOURNAL VOUCHER	,03109					
	h. LETTERS						
	i. LOGS/INDICES						
	j. MANAGEMENT REPORTS						
	k. MEMORANDA						
	k1. MEMORANDUM	1146,01146					
	k2. MEMORANDUM	,01145					
	k3. MEMORANDUM	,01146					
	k4. MEMORANDUM	,01147					
	l. PUBLIC RELATIONS COMMUNICATIONS						
	m. PURCHASE ORDERS						
	m1. PURCHASE ORDER	,00001					
	n. REQUISITIONS						
	o. SKETCHES						

NOTES:

* Reference: 91 000865 FJ

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

CITY CLERK
City of Los Angeles
Form Gen. 61 ( )

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

Department/Bureau
Department of Water and Power

91 730 FJ

Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Pagett

Date 8-1-90

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	p. SPECIFICATIONS						
	q. STANDARDS						
13	SAFETY FILES		2	10	12		*Safety and Industrial Hygiene Section of Human Resources Reference: 91 000865 FJ
	a. ANNOUNCEMENTS/BULLETINS						
	b. CLAIMS						
	b1. ACCIDENT ANALYSIS	2747,02747					
	b2. STATEMENT OF ACCIDENT	970,14702					
	b3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	c. DWP INSPECTION RECORDS						
	d. EDUCATION/TRAINING RECORDS						
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	e1. REPORT OF PERSONAL INJURIES	32,14031					
	e2. REPORT OF PERSONAL INJURIES	,00032					
	f. FINANCIAL REPORTS						
	g. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	h. INTRADEPARTMENTAL COMMUNICATIONS						
	h1. INTRA-DEPARTMENTAL	,01455					
	i. LETTERS						
	j. MANAGEMENT REPORTS						
	k. MANAGEMENT SCHEDULES						
	l. MEMORANDA						
	l1. MEMORANDUM	,01145					
	l2. MEMORANDUM	,01147					
	l3. MEMORANDUM	,01335					
	m. OPERATIONS & MAINTENANCE PROCEDURES						
	n. PUBLIC RELATIONS COMMUNICATIONS						
	o. REQUISITIONS						
	o1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	p. TEST RECORDS						
	q. VENDOR MANUALS/CATALOGS						

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CITY CLERK Date: JANUARY 16, 1990 Sch. No.
City of Los [illegible]s
Form Gen. 61 (R[illegible]) WP-15 Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 730 FJ
Department of Water and Power
Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKSER
Walter W. Kaye
By: (City Clerk, Rec. Mgt. Off.)

Date 8-1-90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
14	DESIGN DOCUMENTATION		P	--	--		* Discipline Design Section Reference: 91 000865 FJ
	a. BUDGET RECORDS - PROJECTED						
	a1. MATERIAL AND LABOR ESTIMATE	,03249					
	b. DATA SHEETS						
	b1. ENGINEERING DATA SHEET	,01155					
	b2. ENGINEERING DATA SHEET	,03091					
	c. DEPARTMENT REAL ESTATE RECORDS						
	d. DWP MAPS						
	e. FOREIGN EQUIPMENT DRAWINGS						
	f. INTERDEPARTMENTAL COMMUNICATIONS						
	f1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. JOB FILE DATA						
	i. LETTERS						
	j. LICENSES						
	k. MANAGEMENT SCHEDULES						
	l. MEMORANDA						
	l1. MEMORANDUM	,01145					
	l2. MEMORANDUM	,01147					
	m. OPERATIONAL REPORTS						
	n. PERMITS						
	n1. GENERAL DEPOSIT EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650					
	o. PROPOSALS						
	p. REQUISITIONS						
	p1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	p2. WORK ORDER ZIP FORM	,02822					
	q. SKETCHES						
	r. SPECIFICATIONS						

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CITY CLERK
City of Los [illegible]s
Form Gen. 61 (R[illegible])

Date: JANUARY 16, 1990
Sch. No.
WP-15
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 730 FJ
Department of Water and Power
Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES K. HOUSER
Walter W. Hoye
By: (City Clerk, Rec. Mgt. Off.)
Date 8-7-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	s. STATUS REPORTS						
	t. SURVEYS/QUESTIONNAIRES						
	u. TIMEKEEPING RECORDS						
15	COMPUTER PROGRAM DOCUMENTATION		S	--	S		*Originating Office
16	VENDOR CATALOGS/MANUALS		AR	--	AR		*Water Engineering Design
	a. SPECIFICATIONS						
	b. VENDOR MANUALS/CATALOGS						
17	PROJECT FILES		AR	--	AR		*Originating Office
	a. ADDENDA TO SPECIFICATIONS						
	b. AERIAL PHOTOGRAPHS						
	c. ANNOUNCEMENTS/BULLETINS						
	d. BID RECORDS						
	d1. REQUEST FOR BID	1027,14750					
	d2. REQUEST FOR BID	,01027					
	e. BUDGET RECORDS - PROJECTED						
	e1. AUTHORIZATION FOR EXPENDITURE	2911,14122					
	e2. COST ESTIMATE	,03036					
	f. CONTRACT ADMINISTRATION RECORDS						
	g. DATA SHEETS						
	g1. ENGINEERING DATA SHEET	1155,14866					
	g2. ENGINEERING DATA SHEET	,01155					
	g3. ENGINEERING DATA SHEET	,03091					
	h. DESIGN CALCULATIONS						
	i. DESIGN CRITERIA RECORDS						
	j. DETAIL PHOTOGRAPHS						
	k. DRAWINGS						
	l. DWP CONSTRUCTION DRAWINGS						
	m. DWP ELECTRICAL DRAWINGS						

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK
City of Los [illegible]
Form Gen. 61 (R[illegible])

Date: JANUARY 16, 1990

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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 0 1 0 730 F J
Department of Water and Power

Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES D. NICHOLS
Walter W. Hoyt
Date 8-1-90

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	n. DWP EQUIPMENT DRAWINGS						
	o. DWP INSPECTION RECORDS						
	o1. INSPECTOR'S DAILY REPORT	WE108					
	p. DWP MAPS						
	q. ENGINEERING PROCEDURES						
	r. ENVIRONMENTAL REPORTS						
	s. FINANCIAL REPORTS						
	s1. GENERAL SALES DIVISION - COMBINATION RATE STUDIES	#66-161					
	t. FOREIGN EQUIPMENT DRAWINGS						
	u. INTRADEPARTMENTAL COMMUNICATIONS						
	u1. INTRA-DEPARTMENTAL	,01455					
	v. INVOICES/PAYMENTS						
	w. LETTERS						
	x. MEMORANDA						
	x1. CORRECTION NOTICE	993,16000					
	x2. CORRECTION NOTICE	,00993					
	x3. MEMORANDUM	1446,14857					
	x4. MEMORANDUM	,01145					
	x5. MEMORANDUM	,01146					
	x6. MEMORANDUM	,01147					
	x7. MEMORANDUM	,01334					
	x8. SPEED MEMO	GC 1950					
	y. OPERATIONS & MAINTENANCE PROCEDURES						
	z. PROPOSALS						
	aa. PURCHASE ORDERS						
	aa1. PURCHASE ORDER	,00001					
	aa2. PURCHASE ORDER	,00003					
	aa3. SUB-PURCHASE ORDER	,00008					
	aa4. SUB-PURCHASE ORDER	,00009					
	ab. REQUISITIONS						

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CITY CLERK
City of Los 'es
Form Gen. 61 ( )

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 31 C 730 FJ
Department of Water and Power

Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES F. WICKS
Walter W. Paige for F. Brandt Smith 8-1-90
By: (City Clerk, Rec./Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ab1. BILL OF MATERIAL	WEDD-30-65-5C					
	ab2. BILL OF MATERIAL REQUISITION	DC545					
	ab3. PURCHASE REQUISITION	,00006					
	ab4. PURCHASE REQUISITION	,00007					
	ab5. REQUISITION FOR MATERIAL/SERVICES	,01660					
	ab6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	ab7. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
	ab8. SYSTEM CONSTRUCTION ORDER	334A					
	ab9. SYSTEM CONSTRUCTION ORDER	334,00334					
	ab10. SYSTEM CONSTRUCTION ORDER	334,14253					
	ab11. WATER ENGINEERING DESIGN DIVISION WORK ORDER	,14004					
	ab12. WORK ORDER	,14004					
	ab13. WORK ORDER	,16000					
	ac. SKETCHES						
	ad. SPECIFICATIONS						
	ad1. COVER SHEET	1799,15566					
	ad2. SPECIFICATION COVER SHEET	1799,01799					
	ad3. SPECIFICATION COVER SHEET	1799,15566					
	ae. STATUS REPORTS						
	af. TELEX/TWX/TELECOPY COMMUNICATIONS						
	ag. TEST RECORDS						
	ah. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ah1. BID TRANSMITTAL	,02280					
	ah2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	ah3. PURCHASING BID TRANSMITTAL	,02280					
	ah4. TRANSMITTAL	WEDD-35-71-10C					
	ai. VENDOR MANUALS/CATALOGS						

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CITY CLERK
City of Los Angeles
Form Gen. 61 (Rev.)

Date: JANUARY 16, 1990

Sch. No. WP-15

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 (730 FJ
Department of Water and Power

Division
Water Engineering Design

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED JAMES W. WICKS
Walter W. Foy

By: (City Clerk, Rec. Mgt. Off.)

Date 8-1-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
18	PUBLICATIONS a. MANAGEMENT REPORTS		AR	--	AR		* Water Engineering Design File Room Reference: 91 000865 FJ
19	MICROFILM OF ITEMS #1 - 18 ABOVE		--	199	199		
20	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 29 ON WP-15 ORIGINAL.
21	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		HARDCOPY OF ITEMS #1 - 18 ON WP-15 DUPLICATE.

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CITY CLE Date: MAY 13, 1991
City of Lo...geles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

Department/Bureau 9 00731 FJ
Department of Water and Power
Office of (Original) Record 91 CC0731 FJ
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.)
Date AUG 20 199

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
1	AUTHORIZATION FOR EXPENDITURES AND WORK ORDER FILES		C+3	10	C+13				COMPLETION OF PROJECT
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - ACTUAL								
	c. BUDGET RECORDS - PROJECTED								
	c1. AUTHORIZATION FOR EXPENDITURE	2911							
	c2. AUTHORIZATION FOR EXPENDITURE	,01611							
	c3. AUTHORIZATION FOR EXPENDITURE	,01612							
	c4. COST ESTIMATE	,03038							
	c5. CREDIT ESTIMATE	,03038							
	c6. MATERIAL AND LABOR ESTIMATE	0377.							
	c7. MATERIAL AND LABOR ESTIMATE	,03248							
	c8. WATER REVENUE FUND CODE SHEET	,14098							
	c9. WORK ORDER	,02821							
	d. CUSTOMER SERVICE RECORDS								
	d1. UNDERGROUND SERVICE ALERT	WO361							
	e. DATA SHEETS								
	e1. ADDITIONAL DATA	,01615							
	f. DWP MAPS								
	g. FINANCIAL REPORTS								
	h. INVOICES/PAYMENTS								
	h1. WATER REVENUE FUND	,03107							
	i. LOGS/INDICES								
	i1. TRACT INDEX CARD	WO317							
	j. OPERATIONAL REPORTS								
	j1. FOREMAN'S DAILY REPORT - WATER OPERATING DIVISION	WO081							
	k. PERMITS								
	k1. APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT	ENG.3.654							
	l. REQUISITIONS								
	l1. FOREMAN'S MATERIAL REQUISITION	106,00106							
	l2. FOREMAN'S MATERIAL REQUISITION	107							
	m. TIMEKEEPING RECORDS								
	m1. REPORT OF OVERTIME WORKED	WO016							
	n. TRANSMITTALS/ACKNOWLEDGEMENTS								

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CITY K Date: MAY 13, 1991
City o. Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

Department/Bureau 000731 FJ
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Dept. Head) Original Signed By JAMES E. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 02 of 1
Date
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
2	BILLINGS		2	4	6				
	a. BUDGET RECORDS - ACTUAL								
	a1. BILLING DETAIL	JV68-32072							
	b. BUDGET RECORDS - PROJECTED								
	c. CLAIMS								
	c1. PRELIMINARY INVESTIGATION	03.01.0							
	d. CUSTOMER SERVICE RECORDS								
	d1. WATER TROUBLE ORDER	,01871							
	e. DWP INSPECTION RECORDS								
	f. DWP PIPING DRAWINGS								
	g. FINANCIAL REPORTS								
	h. INVOICES/PAYMENTS								
	h1. BILL OF LADING	87-00056							
	h2. DEPARTMENT BILL WATER REVENUE FUND	,03105							
	h3. FOREMAN'S MATERIAL CREDIT	,00039							
	h4. INTERFUND BILLING WATER REVENUE FUND	,03105							
	h5. INVOICE	,03793							
	h6. INVOICE								
	h7. JOURNAL VOUCHER	,03109							
	h8. JOURNAL VOUCHER - WATER REVENUE FUND	,03109							
	h9. JOURNAL VOUCHER SUPPLEMENT	,01407							
	h10. SUPPLEMENT TO WATER FUND JOURNAL VOUCHER, POWER FUND, INTERFUND BILLING	,01407							
	h11. VOUCHER CONTROL FORM	,01218							
	h12. WATER SERVICE FACILITY RECEIPT	,02328							
	i. MEMORANDA								
	i1. MEMORANDUM	,01334							
	j. OPERATIONAL REPORTS								
	j1. REPAIR REPORT	,00452							
	j2. REPORT OF DAMAGE	68-131							
	j3. REPORT OF DAMAGE	WO343							
	k. PURCHASE ORDERS								
	k1. PURCHASE ORDER	,00001							
	k2. SUB-PURCHASE ORDER	,00009							
	l. REQUISITIONS								
	l1. BILL OF MATERIAL REQUISITION	DC545							
	l2. CONCRETE WORK ORDER AND REPORT	,00451							
	l3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	m. TIMEKEEPING RECORDS								

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CITY K Date: MAY 13, 1991
City o. Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 000731 FJ
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Department Head) Original Signed By JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 03 of 1
Date
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
3	BUDGETARY DOCUMENTS - CAPITAL & EXPENSE PROGRAMS		3	5	8				
	a. BUDGET RECORDS - PROJECTED								
	b. FINANCIAL REPORTS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	d. MEMORANDA								
	d1. MEMORANDUM								
	e. OPERATIONAL REPORTS								
4	EMPLOYEE PERSONNEL FILES (RECORDS)		T+1	79	T+80				TERMINATION OF EMPLOYEE
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE RESPONSE	LR-002							
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a3. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. CLAIMS								
	c1. ACCIDENT ANALYSIS	2447,02747							
	c2. ACCIDENT ANALYSIS	,02747							
	c3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187							
	c4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	d. CUSTOMER SERVICE RECORDS								
	e. EDUCATION/TRAINING RECORDS								
	f. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	f1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	f2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	f3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	f4. REPORT OF PERSONAL INJURIES	32,00032							
	f5. REPORT OF PERSONAL INJURIES	32,14031							
	f6. REPORT OF PERSONAL INJURIES	,00032							
	f7. REQUEST FOR CREDIT TO RETIREMENT PLAN	M1							
	g. EMPLOYMENT RECORDS								
	g1. ACDUTRA ORDER	CNAVRES1571/5							
	g2. APPLICATION FOR EMPLOYMENT	CDTJ-039							
	g3. APPLICATION FOR EMPLOYMENT	PDR-1							
	g4. CHANGE OF HOME ADDRESS	,00466							

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CITY K Date: MAY 13, 1991
City o Angeles
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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau C 000731 FJ
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Dept. Head) Original Signed By JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g5. INTERVIEW DATA SHEET	3381							
	g6. MONTHLY SERVICE RATING - 1ST MONTH	42-39 303							
	g7. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	g8. NOTIFICATION OF CHANGE IN SHIFT OR CHANGE IN REPORTING LOCATION	W0369							
	g9. TERMINATION OF EMPLOYMENT	723,14529							
	g10. TERMINATION OF EMPLOYMENT	,00723							
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	,01455							
	i. LETTERS								
	j. LOGS/INDICES								
	k. MEMORANDA								
	k1. MEMORANDUM	,01145							
	k2. MEMORANDUM	,01146							
	k3. MEMORANDUM	,01335							
	l. POSITION DESCRIPTIONS								
	l1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	m. PROPOSALS								
	m1. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,02353							
	n. STATUS REPORTS								
	o. TIMEKEEPING RECORDS								
	o1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	o2. NOTICE OF ABSENCE	,02728							
	o3. NOTICE OF TRANSFER TIME ROLL DATA	,02531							
	o4. REQUEST FOR LEAVE OF ABSENCE	CSC 8							
	o5. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	o6. TIME ROLL CORRECTION AUTHORITY	87-02-734							
5	EXCAVATION PERMITS AND RESURFACING FILES		2	4	6				
	a. CONTRACT ADMINISTRATION RECORDS								
	a1. CONTRACT NOTICE	ENG.3.454							
	b. DWP INSPECTION RECORDS								
	b1. EXCAVATION INSPECTION ORDER AND REPORT	1176,01176							
	c. DWP MAPS								
	d. FINANCIAL REPORTS								
	e. LETTERS								
	e1. NOTICE OF PROPOSED IMPROVEMENTS	ENG.3.452							
	f. LOGS/INDICES								

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CITY K Date: MAY 13, 1991
City o[illegible]s Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

Department/Bureau 000731 FJ
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Dept. Head) Original Signed By JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 05 of 1
Date
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	f1. MOBILE CRANE DAILY MAINTENANCE LOG	,03300							
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	h. OPERATIONAL REPORTS								
	h1. FOREMAN'S EXCAVATION REPORT	278,14208							
	i. PERMITS								
	i1. APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT	ENG.3.654							
	i2. EXCAVATION PERMIT	984,14713							
	i3. GENERAL DEPOSIT EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650							
	i4. GENERAL PERMIT	109							
	i5. GENERAL PERMIT	HE-230							
	i6. NOTICE OF PERMIT ISSUED	ENG.3.456							
	i7. NOTICE OF PERMIT PLAN APPROVAL	ENG.3.455							
	j. REQUISITIONS								
	j1. TRENCH RESURFACING REQUEST	86A							
	k. SPECIFICATIONS								
6	MAJOR CONSTRUCTION PROJECTS OUTSIDE AGENCIES COST DETAIL		C+3	10	C+13				COMPLETION OF AGREEMENTS
	a. BUDGET RECORDS - PROJECTED								
	a1. MATERIAL AND LABOR ESTIMATE	376,14284							
	a2. MATERIAL AND LABOR ESTIMATE	,03248							
	b. CONTRACT ADMINISTRATION RECORDS								
	c. INVOICES/PAYMENTS								
	c1. INVOICE								
	d. MEMORANDA								
	d1. CORRECTION NOTICE	,00993							
	e. PROPOSALS								
	f. PURCHASE ORDERS								
	f1. PURCHASE ORDER	,00001							
	f2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	g. REQUISITIONS								
	g1. REQUISITION FOR MATERIAL/SERVICES	,01658							
	g2. WORK ORDER STANDARD FORM	W0374							
	h. SPECIFICATIONS								
	i. TEST RECORDS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
7	PERSONNEL ADMINISTRATIVE FILES		5	5	10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. EDUCATION/TRAINING RECORDS								
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c1. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808,02808							
	d. EMPLOYMENT RECORDS								
	d1. NOTIFICATION OF CHANGE IN SHIFT OR CHANGE IN REPORTING LOCATION	WO369							
	d2. REPORT OF APPOINTMENT	,02-762							
	d3. REQUEST FOR CERTIFICATION	PDAS 15							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01456							
	f. LETTERS								
	g. MANAGEMENT SCHEDULES								
	h. MEMORANDA								
	h1. MEMORANDUM	,01335							
	h2. MEMORANDUM								
	i. POSITION DESCRIPTIONS								
	i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	2346,16169							
	i2. POSITION DESCRIPTION	PDES 3							
	j. TIMEKEEPING RECORDS								
	j1. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	j2. NOTICE OF ABSENCE	,02728							
	j3. REPORT OF OVERTIME WORKED	WO016							
	j4. VACATION FORM	,01113							
8	PUMPING STATION DATA		2	10	12				
	a. OPERATIONAL REPORTS								
	a1. MONTHLY PUMP AND WELL REPORT	WO327							
	a2. MONTHLY PUMP AND WELL REPORT	,03223							
	a3. WEEKLY PUMP AND WELL REPORT	,00071							
	a4. WEEKLY PUMP AND WELL REPORT	,02543							
9	REPORTS AND CORRESPONDENCE		2	4	6				
	a. BUDGET RECORDS - ACTUAL								
	b. CONSTRUCTION PROCEDURES								
	c. DWP PIPING DRAWINGS								
	d. EMPLOYMENT RECORDS								
	e. FINANCIAL REPORTS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	g. LOGS/INDICES								
	h. MANAGEMENT REPORTS								
	i. MEETING MINUTES								
	j. MEMORANDA								
	j1. MEMORANDUM	1146,01146							
	j2. MEMORANDUM	1147,01147							
	j3. MEMORANDUM	1334,15047							
	j4. MEMORANDUM	,01147							
	j5. MEMORANDUM	,01334							
	j6. MEMORANDUM	,01335							
	j7. MEMORANDUM								
	k. OPERATIONAL REPORTS								
	k1. FOREMAN'S JOB LOCATION REPORT	W0050							
	k2. GATE OPERATION REPORT	,00501							
	k3. GATE REPORT	501,00501							
	k4. METER AND SERVICES ACTIVITIES DAILY RECORDING SHEET	W0196							
	l. PROGRESS PHOTOGRAPHS								
	m. SPECIFICATIONS								
	n. STATUS REPORTS								
	o. TELEX/TWX/TELECOPY COMMUNICATIONS								
	p. TIMEKEEPING RECORDS								
	p1. PARTICIPANT DAILY TIME RECORD	CDTJ18							
10	TIMEROLLS (TIMEKEEPING RECORDS)		3	10	13				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	a2. RETURN TO WORK SLIP	,01844							
	a3. RETURN TO WORK SLIP	,02202							
	b. EMPLOYMENT RECORDS								
	b1. NOTIFICATION OF CHANGE IN SHIFT OR CHANGE IN REPORTING LOCATION	W0369							
	b2. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	1455,15185							
	d. LOGS/INDICES								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	e. MEMORANDA								
	e1. MEMORANDUM	,01146							
	f. POSITION DESCRIPTIONS								
	f1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	g. TIMEKEEPING RECORDS								
	g1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	g2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	g3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819,16655							
	g4. CERTIFICATION OF JURY SERVICE	J095							
	g5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	g6. NOTICE OF ABSENCE	,02728							
	g7. NOTICE TO CHIEF TIMEKEEPER OF EMPLOYEE'S DISABILITY OR COMPENSATION STATUS	,02721							
	g8. NOTIFICATION OF SELECTION CANCELLATION OF FLOATING HOLIDAY	W0224							
	g9. OPERATOR'S DAILY TIME REPORT	,02270							
	g10. REPORT OF OVERTIME WORKED	W0016							
	g11. REQUEST FOR D.D.R. AND/OR CREW CHANGE	W0225							
	g12. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	g13. VACATION FORM	,01113							
	g14. VACATION LEDGER	W-01							
11	TRANSPORTATION AND CONSTRUCTION EQUIPMENT RECORDS		3	5	8				
	a. CLAIMS								
	a1. STATEMENT OF ACCIDENT	970,00970							
	a2. STATEMENT OF ACCIDENT	,00970							
	a3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187							
	a4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	b. EXTERNAL INSPECTION RECORDS								
	c. FINANCIAL REPORTS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. LOGS/INDICES								
	e1. GATE CHECK	W0024							
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	g. OPERATIONAL REPORTS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g1. DRIVER'S TROUBLE REPORT	,00689							
	g2. FLEET EQUIPMENT BREAKDOWN REPORT	WOD							
	g3. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744							
	h. PURCHASE ORDERS								
	h1. PURCHASE ORDER	,00001							
	i. REQUISITIONS								
	i1. EQUIPMENT TRANSFER	87-00049C							
	i2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	i3. TRANSPORTATION ORDER	,01089							
	j. SPACE/EQUIPMENT ALLOCATION RECORDS								
	k. TIMEKEEPING RECORDS								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	l1. TRANSMITTAL SLIP	3014,03014							
12	WATER CONTROL DATA LOS ANGELES AREA		3	8	11				
	a. DATA SHEETS								
	b. DWP INSPECTION RECORDS								
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	e. LOGS/INDICES								
	f. OPERATIONAL REPORTS								
	g. SPECIFICATIONS								
	g1. SPECIFICATION COVER SHEET	1799							
13	WATER TROUBLE BOARD ACTIVITY		2	8	10				
	a. CUSTOMER SERVICE RECORDS								
	a1. FIELD SERVICE ORDER AND REPORT	W0233							
	a2. TEMPORARY SERVICE - INSTALLATION ORDER AND REPORT	459,14343							
	a3. TEMPORARY SERVICE - INSTALLATION ORDER AND REPORT	,00459							
	a4. TEMPORARY SERVICE INSTALLATION ORDER AND REPORT	459,14343							
	a5. WATER SHUT-OFF NOTICE	,03372							
	a6. WATER TROUBLE ORDER	,01871							
	b. DWP INSPECTION RECORDS								
	b1. INVESTIGATION REPORT	,03237							
	b2. WATER QUALITY INVESTIGATION	,02061							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	c. LOGS/INDICES								
	c1. RADIO LOG	W0018							
	d. OPERATIONAL REPORTS								
	d1. GREATER ALARM FIRE	W0099							
	d2. MAIN & F.H. SHUTOFF	W0-353							
	d3. MAIN & F.H. SHUTOFF	W0069							
	d4. REPAIR REPORT	,00452							
	e. REQUISITIONS								
	e1. LIGHT ORDER	1435,01435							
	e2. LIGHT ORDER	,01435							
	f. TELEX/TWX/TELECOPY COMMUNICATIONS								
14	PROJECT FILES		C+2	8	C+10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	b1. ESTIMATED COST OF WATER SYSTEM ADJUSTMENTS	WE141							
	b2. MATERIAL AND LABOR ESTIMATE	,03248							
	c. CHANGE DOCUMENTS								
	c1. MULTIPLE WORK ORDER CHANGE	,02827							
	d. CLAIMS								
	e. CONTRACT ADMINISTRATION RECORDS								
	f. CUSTOMER SERVICE RECORDS								
	f1. METER RECORD	,00171							
	f2. SERVICE CONNECTION CHANGE ORDER AND REPORT	159,14122							
	f3. SERVICE CONNECTION INSTALLATION ORDER AND REPORT	2632,02632							
	f4. WATER METER AND SERVICE STATEMENT	B&S P-24							
	g. DATA SHEETS								
	g1. ENGINEERING DATA SHEET	,01155							
	h. DEPARTMENT REAL ESTATE RECORDS								
	i. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	i1. CERTIFICATE OF INSURANCE	ACCORD 25							
	i2. SPECIAL ENDORSEMENT	,02-463							
	j. DWP INSPECTION RECORDS								
	j1. EXCAVATION INSPECTION ORDER AND REPORT	,01176							
	j2. STANDARD TRACT INVESTIGATION REPORT	WE136							
	k. DWP MAPS								
	l. ENGINEERING STUDIES								
	l1. DAMAGE SURVEY REPORT	OMB-063-R1424							
	m. EXTERNAL INSPECTION RECORDS								

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000731 FJ
Office of (Original) Record: Water Operating

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	m1. NOTICE OF VIOLATION AND/OR TO CORRECT DEFICIENCY	3065-A							
	n. FINANCIAL REPORTS								
	o. FOREIGN LOCATION DRAWINGS								
	p. INVOICES/PAYMENTS								
	p1. CASH MEMORANDUM RECEIPT	,00982							
	p2. CHECK								
	q. JUDGEMENTS								
	q1. RESOLUTION								
	r. LETTERS								
	r1. OUTGOING LETTER ACKNOWLEDGING PRELIMINARY STORM DRAIN PLANS	SD-2							
	r2. OUTGOING LETTER OF COMMENT	SD-10							
	r3. OUTGOING LETTER OF TRANSMITTAL	SD-4							
	r4. OUTGOING LETTER UNSIGNED FINAL PLANS	SD-5							
	s. LOGS/INDICES								
	s1. CEMENT LINING INSPECTOR'S DAILY LOG & DIARY	WO381							
	t. MANAGEMENT REPORTS								
	u. MEETING ATTENDANCE RECORDS								
	v. MEETING MINUTES								
	v1. MEETING SUMMARY FOR WEEKLY REPORT	WE 080							
	w. MEMORANDA								
	w1. CORRECTION NOTICE	,00993							
	w2. MEMORANDUM	1146,01146							
	w3. MEMORANDUM	SD-3							
	w4. MEMORANDUM	WO344							
	w5. MEMORANDUM	,01146							
	w6. MEMORANDUM	,01147							
	w7. MEMORANDUM	,01334							
	w8. MEMORANDUM	,01335							
	w9. MEMORANDUM	,01336							
	w10. MEMORANDUM								
	x. OPERATIONAL REPORTS								
	x1. FOREMAN'S EXCAVATION REPORT	278,14208							
	x2. PUBLIC WORKS CHECK SHEET	P.W.2							
	x3. PUBLIC WORKS COORDINATION RECORD SHEET	P.W.1							
	x4. REPAIR REPORT	452,14340							
	x5. WATER SYSTEM DESIGN REPORT	WE287							
	x6. WATER SYSTEM REPORT	WE127							
	y. PERMITS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	y1. REQUEST FOR MODIFICATION OF BUILDING	B&S COM 31							
	ORDINANCE/REQUEST FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION								
	z. PROCUREMENT/SALES CONTRACTS								
	aa. PURCHASE ORDERS								
	aa1. SUB-PURCHASE ORDER	9,00009							
	ab. REQUISITIONS								
	ab1. BUREAU OF ENGINEERING WORK ORDER	ENG.3.351							
	ab2. CEMENT WORK ORDER AND REPORT	451,00451							
	ab3. CONCRETE WORK ORDER AND REPORT	,00451							
	ab4. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ab5. SYSTEM CONSTRUCTION ORDER	334A							
	ab6. SYSTEM CONSTRUCTION ORDER	334,00334							
	ab7. SYSTEM CONSTRUCTION ORDER	334,14253							
	ab8. SYSTEM CONSTRUCTION ORDER CORRECTION NOTICE	,00335							
	ab9. WORK ORDER ZIP FORM	,02822							
	ac. SPECIFICATIONS								
	ac1. SPECIFICATION COVER SHEET	1799							
	ad. STATUS REPORTS								
	ae. TEST RECORDS								
	af. TRIP REPORTS								
	af1. TRUCK DRIVER'S TRIP REPORT	,02260							
	ag. VENDOR MANUALS/CATALOGS								
15	SLURRY PLANT OPERATIONS		2	8	10				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407							
	b2. DEPARTMENT TRANSFER WATER REVENUE FUND	3107,03107							
	b3. DEPARTMENT TRANSFER WATER REVENUE FUND	,03109							
	b4. DEPARTMENT TRANSFER WATER REVENUE FUND	,03110							
	c. LETTERS								
	d. OPERATIONAL REPORTS								
	d1. SLURRY PLANT TICKET	W0383							
	e. PURCHASE ORDERS								
	e1. SUB-PURCHASE ORDER	,00008							
	f. TIMEKEEPING RECORDS								

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16	EQUIPMENT RECORDS		C+2	8	C+10				C = LIFE OF EQUIPMENT
	a. OPERATIONAL REPORTS								
17	METER AND SERVICE RECORDS		C+2	6	C+8				
	a. BUDGET RECORDS - PROJECTED								
	a1. MATERIAL AND LABOR ESTIMATE	,03249							
	b. CUSTOMER SERVICE RECORDS								
	b1. APPLICATION FOR COMBINED IRRIGATION AND DOMESTIC WATER SERVICE	302,14228							
	b2. APPLICATION FOR NEW WATER SERVICE CONNECTION (VITAL)	,00980				V			
	b3. AUTOMATIC FIRE SPRINKLER SERVICE ORDER (VITAL)	774,00774				V			
	b4. DISTRIBUTION SHEET (VITAL)					V			
	b5. METER AND SERVICE INSTALLATION (VITAL)	104				V			
	b6. METER CHANGE ORDER AND REPORT	,00588							
	b7. METER CHANGE ORDER AND REPORT (VITAL)	588,14446				V			
	b8. METER INSTALLATION ORDER AND REPORT	,00171							
	b9. METER ORDER (VITAL)					V			
	b10. METER RECORD	,00171							
	b11. METER RECORD (VITAL)					V			
	b12. METER REMOVAL ORDER AND REPORT	710,14522							
	b13. METER REPAIRING FIELD ORDER AND REPORT	1447							
	b14. METER REPAIRING FIELD ORDER AND REPORT	,01447							
	b15. NEW SERVICES RECEIVED DURING THE MONTH (VITAL)					V			
	b16. ON & SET METER INSTALLATION (VITAL)					V			
	b17. SEALED SERVICE REPORT (VITAL)	117				V			
	b18. SERVICE AND METER INSTALLATION ORDER AND REPORT (VITAL)	594				V			
	b19. SERVICE AND METER LOCATION CHANGE ORDER AND REPORT (VITAL)	159				V			
	b20. SERVICE CONNECTION CHANGE ORDER AND REPORT (VITAL)	,00159				V			
	b21. SERVICE CONNECTION CHANGE ORDER AND REPORT	159,14122							
	b22. SERVICE CONNECTION CHANGE ORDER AND REPORT	2609,16445							
	b23. SERVICE CONNECTION CHANGE ORDER AND REPORT	,00159							
	b24. SERVICE CONNECTION INSTALLATION ORDER AND REPORT (VITAL)	3077,03077				V			
	b25. SERVICE CONNECTION INSTALLATION ORDER AND REPORT (VITAL)	594,00594				V			

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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	b26. SERVICE CONNECTION INSTALLATION ORDER AND REPORT (VITAL)					V			
	b27. SERVICE CONNECTION INSTALLATION ORDER AND REPORT	594,00594							
	b28. SERVICE CONNECTION INSTALLATION ORDER AND REPORT	594,14451							
	b29. SERVICE CONNECTION INSTALLATION ORDER AND REPORT	,00594							
	b30. SERVICE DISCONNECTION ORDER AND REPORT (VITAL)	89,00089				V			
	b31. SERVICE DISCONNECTION ORDER AND REPORT	89,14075							
	b32. SERVICE INSTALLATION ORDER AND REPORT (VITAL)	,02632				V			
	b33. SERVICE ORDER (VITAL)					V			
	b34. SPECIAL SERVICE CONNECTION REPORT (VITAL)					V			
	b35. TEMPORARY SERVICE INSTALLATION ORDER AND REPORT (VITAL)	459,14343				V			
	b36. WATER MEMORANDUM (FOR SERVICE)	1361,01361							
	b37. WATER ORDER	1177,14887							
	c. DWP INSPECTION RECORDS								
	c1. IRRIGATION SERVICE INSPECTION (VITAL)	68-151				V			
	c2. IRRIGATION SERVICE INSPECTION (VITAL)					V			
	d. INTERDEPARTMENTAL COMMUNICATIONS								
	d1. INTERDEPARTMENTAL SUB-ORDER	GEN. 34A							
	e. INVOICES/PAYMENTS								
	e1. RECEIPT FOR TEMPORARY WATER SERVICE FACILITY	,02566							
	e2. WATER REFUND AUTHORIZATION	572,14433							
	f. LETTERS								
	g. LOGS/INDICES								
	g1. IRRIGATION SERVICE RECORD (VITAL)	154				V			
	g2. IRRIGATION SERVICE RECORD (VITAL)	423				V			
	h. MEMORANDA								
	h1. BILLING MEMORANDUM	880,00880							
	h2. MEMORANDUM	,01145							
	h3. MEMORANDUM (VITAL)					V			
	i. OPERATIONAL REPORTS								
	i1. REPORT OF FIRE HYDRANTS INSTALLED (VITAL)					V			
	i2. WATER METER SERVICE FOREMAN DAILY REPORT (VITAL)					V			
	j. PERMITS								
	k. REQUISITIONS								
	k1. CEMENT WORK ORDER AND REPORT	451,00451							
	k2. CONCRETE WORK ORDER AND REPORT	,00451							
	k3. SYSTEM CONSTRUCTION ORDER	334A							
	k4. SYSTEM CONSTRUCTION ORDER	334,14253							

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

CITY K Date: MAY 13, 1991
City of Los Angeles Sch. No.
Form Gen. 60 (R 10-81) WP-16

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No.

Department/Bureau 000731 FJ
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. C
By: (Department Head) Original Signed By
JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 15 of
Date
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	k5. WORK ORDER	,02821							
	k6. WORK ORDER STANDARD FORM	,00574							
	k7. WORK ORDER STANDARD FORM	,02821							
	k8. WORK ORDER ZIP FORM	,02822							
18	INDEXES		P	--	--				
	a. BID RECORDS								
	b. DWP INSPECTION RECORDS								
	b1. IRRIGATION SERVICE INSPECTION	68-151							
	c. LOGS/INDICES								
	c1. FIRE HYDRANT INDEX	756,14547							
	c2. FIRE HYDRANT INDEX	756							
	c3. IRRIGATION SERVICE RECORDS NUMBER - (ACTIVE)	154A-9131-3-20-1M							
	c4. IRRIGATION SERVICE RECORDS NUMBER - (ACTIVE)	154							
	c5. IRRIGATION SERVICE RECORDS NUMBER - (INACTIVE)	423							
	c6. PIPE INDEX CARD	748							
	c7. PIPE INDEX CARD (VITAL)	748,14542				V			
	d. OPERATIONAL REPORTS								
19	MAPS		S+2	--	S+2				Per conversation with Henry Morris on 12-30-91
	a. CUSTOMER SERVICE RECORDS								
	b. DWP MAPS								
	b1. HIGHWAY MAP	ENG.3.883							
	b2. MAP (VITAL)					V			
	b3. PARCEL MAP (VITAL)					V			
	b4. REGULATOR MAP (VITAL)					V			
	b5. RESERVOIR MAP (VITAL)					V			
	b6. WATER SERVICE MAP (VITAL)					V			
	b7. WEST VALLEY PLAN MAP (VITAL)					V			
	c. DWP PIPING DRAWINGS								
	c1. PIPING DRAWING (VITAL)					V			
	d. DWP VALVE DRAWINGS								
	d1. GATE VALVE LOCATION LISTING (VITAL)					V			
	e. FINANCIAL REPORTS								
	f. FOREIGN MAPS								
	f1. CITY ENGINEERING MAP (VITAL)					V			
	f2. DISTRIBUTION/CONSTRUCTION MAP (VITAL)					V			
	f3. RECORD OF SURVEY MAP (VITAL)					V			
	f4. SURVEY MAP (VITAL)					V			

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CITY ((Date: MAY 13, 1991
City of Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

000731 FJ

Department/Bureau: Department of Water and Power
Office of (Original) Record: Water Operating

Certified pursuant to Sec. 12.3(b) of L.A. Admin. C
By: (Dept. Head) Original Signed By JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f5. TRACT MAP								
	f6. TRACT MAP (VITAL)					V			
	g. LETTERS								
	h. LOGS/INDICES								
	h1. FIRE HYDRANT INDEX	756,14547							
	h2. FIRE HYDRANT INDEX	756							
	h3. PARCEL MAP INDEX CARD (VITAL)	941,00941				V			
	h4. PARCEL MAP INDEX CARD (VITAL)	941,14678				V			
	h5. PIPE INDEX CARD (VITAL)	154-9131				V			
	h6. PIPE INDEX CARD (VITAL)	154				V			
	h7. PIPE INDEX CARD (VITAL)	343A				V			
	h8. PIPE INDEX CARD (VITAL)	343				V			
	h9. PIPE INDEX CARD (VITAL)	353				V			
	h10. PIPE INDEX CARD (VITAL)	743				V			
	h11. PIPE INDEX CARD (VITAL)	748,00748				V			
	h12. PIPE INDEX CARD (VITAL)	748,14542				V			
	h13. PIPE INDEX CARD (VITAL)					V			
	h14. PIPE LOCATION REPORT PROGRAM LOG (VITAL)					V			
	h15. RECORD OF SURVEY INDEX CARD (VITAL)	,00941				V			
	h16. TRACT INDEX CARD	941							
	h17. TRACT INDEX CARD (VITAL)	931,14678				V			
	h18. TRACT INDEX CARD (VITAL)	941				V			
	h19. TRACT INDEX CARD (VITAL)	,00941				V			
	h20. WATER SERVICE MAP INDEX CARD (VITAL)					V			
	h21. WATER SERVICE MAP NUMBERS BY ADDRESS (VITAL)					V			
	i. OPERATIONAL REPORTS								
	i1. GATE SUMMARY	WE172							
	i2. NOTICE OF NEW FACILITIES AND CHANGE IN SYSTEM OPERATION (VITAL)					V			
	i3. PIPE REPORT (VITAL)					V			
	i4. PIPE REPORT RECORD - STREET MAIN DEPOSIT CARD	1426							
	i5. REPORT ON WATER SYSTEM REQUIREMENTS FOR TRACT NUMBER (VITAL)					V			
	i6. SERVICES AND METERS REPORT (VITAL)					V			
	i7. SUPPLEMENTARY CODE ALLOCATION APPRAISAL REPORT	0-61							

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CITY OF LOS ANGELES — Date: MAY 13, 1991 — Page: 17 of 1

City of Los Angeles — Sch. No. WP-16 — Rev. No.

Form Gen. 60 (R 10-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power — 000731 FJ

Office of (Original) Record: Water Operating

Certified per Sec. 12.3(e) of LA Admin. C — By: (Dept. Head) Original Signed By JAMES F. WICKSER — Date

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	VITAL	HIST	CONF	REMARKS
20	SUBJECT/CORRESPONDENCE FILES		AR	2	AR+2				
	a. FINANCIAL REPORTS								
	a1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	b. LOGS/INDICES								
	c. OPERATIONAL REPORTS								
21	TANK AND RESERVOIR DATA		3	10	13				
	a. DWP INSPECTION RECORDS								
	b. LOGS/INDICES								
	c. OPERATIONAL REPORTS								
	d. SPECIFICATIONS								
	e. TEST RECORDS								
22	FACILITY REPORTS AND AGREEMENTS		3	10	13				
	a. BID RECORDS								
	b. BUDGET RECORDS - ACTUAL								
	c. BUDGET RECORDS - PROJECTED								
	c1. ESTIMATE REQUEST	WE090							
	d. CONSTRUCTION CONTRACTS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	1155,14866							
	e2. ENGINEERING DATA SHEET	,03091							
	f. DEPARTMENT REAL ESTATE RECORDS								
	f1. BILL OF SALE								
	f2. EASEMENT								
	f3. IRREVOCABLE OFFER TO DEDICATE	967							
	f4. IRREVOCABLE OFFER TO DEDICATE	ENG7.167.B							
	f5. IRREVOCABLE OFFER TO DEDICATE	ENG7.167							
	g. DWP INSPECTION RECORDS								
	h. DWP MAPS								
	h1. WATER SERVICE MAP (VITAL)					V			
	i. DWP PIPING DRAWINGS								
	j. FINANCIAL REPORTS								
	k. FOREIGN MAPS								
	l. INTERDEPARTMENTAL COMMUNICATIONS								
	l1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	m. INTRADEPARTMENTAL COMMUNICATIONS								
	m1. INTRA-DEPARTMENTAL	1455,01455							
	n. INVOICES/PAYMENTS								

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CITY RK Date: MAY 13, 1991
City s Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

Department/Bureau 000731 F J
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin.
By: (Dept. Head) Original Signed By JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 18 of
Date
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	n1. WATER SERVICE FACILITY RECEIPT	2328,02328							
	n2. WATER SERVICE FACILITY RECEIPT	,02328							
	o. JUDGEMENTS								
	o1. RESOLUTION								
	p. LEGAL APPLICATIONS								
	p1. AGREEMENT								
	q. LEGAL ORDERS/FILINGS								
	r. LETTERS								
	s. LICENSES								
	t. LOGS/INDICES								
	u. MANAGEMENT REPORTS								
	v. MEMORANDA								
	v1. MEMORANDUM	1147,01147							
	v2. MEMORANDUM								
	w. OPERATIONAL REPORTS								
	w1. FOREMAN'S PIPE LOCATION REPORT	116,14093							
	w2. FOREMAN'S REPORT OF GATE RECORDS	759,14549							
	w3. GATE TRANSFER SHEET	85							
	w4. WATER ENGINEERING DESIGN DIVISION RECORD	W.E.D.D.-2							
	x. POWER OF ATTORNEY RECORDS								
	y. PROCUREMENT/SALES CONTRACTS								
	z. PURCHASE ORDERS								
	aa. REQUISITIONS								
	aa1. SYSTEM CONSTRUCTION ORDER	334A							
	aa2. SYSTEM CONSTRUCTION ORDER	334,00334							
	aa3. SYSTEM CONSTRUCTION ORDER	334,14253							
	aa4. SYSTEM CONSTRUCTION ORDER CORRECTION NOTICE	,00335							
	aa5. SYSTEM EXTENSION ORDER	334,14253							
	ab. SKETCHES								
	ac. STOCKS								
	ad. TAX RECORDS								
23	EASEMENTS		3	10	13				

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CITY RK Date: MAY 13, 1991
City s Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-16
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 000731 F J
Department of Water and Power
Office of (Original) Record
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin.
By: (Department Head) Original Signed By
JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 19 of
Date
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
24	RECORDS MANAGEMENT FILES		P	--	--				
	a. RECORDS RETENTION AUTHORIZATIONS								
	a1. RECORDS RETENTION AUTHORIZATION	.02317							
	b. RETENTION SCHEDULES								
	b1. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
25	MICROFILM OF ITEMS #1 - 24 & #27 - 29		--	199	199				
26	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				
27	LEAK MAPS		5	15	20				
28	CHARTS - PRESSURE, FLOW, WATER STORAGE		2	8	10				
	a. DATA SHEETS								
29	TIME SHEETS		6M	114M	10Y				
	a. TIMEKEEPING RECORDS								

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

CITY CLERK
City of Los [illegible]les
Form Gen. 61 [illegible]31)

Date: JUNE 20, 1991

Sch. No. WP-16

Rev. No.

Department/Bureau 9 0732 FJ
Department of Water and Power

Division
Water Operating

91 000732-FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickham
Date AUG 20 1991

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	PURCHASE DOCUMENTS		2	4	6		PURCHASING AND STORES DIVISIONS
	a. PURCHASE ORDERS						
	a1. PURCHASE ORDER	,00003					
	b. REQUISITIONS						
	b1. CENTRAL SERVICES PRINTING REQUISITION	,03068					
	b2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,00392					
	b3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	b4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
	b5. REQUISITION FOR STATIONERY SUPPLIES	,00903					
	c. TRANSMITTALS/ACKNOWLEDGEMENTS						
	c1. PURCHASING BID TRANSMITTAL	,02280					
2	MICROFILM OF ITEMS #1 & #5 - 6		--	199	199		
3	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 24 & #27 - 29 ON WP-16 ORIGINAL. HARDCOPY OF ITEMS #1 & #5 - 6 ON WP-16 DUPLICATE.
4	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		
5	METER AND SERVICE RECORDS		AR	2	AR+2		WATER SERVICES
	a. CUSTOMER SERVICE RECORDS						
	a1. METER CHANGE ORDER AND REPORT	588,14446					
	a2. METER CHANGE ORDER AND REPORT	,00588					
	a3. METER INSTALLATION ORDER AND REPORT	171,14134					
	a4. METER REPAIRING FIELD ORDER AND REPORT	,01447					
	a5. SEALED SERVICE REPORT	117					
	a6. SERVICE CONNECTION CHANGE ORDER AND REPORT	,00159					
	a7. TEMPORARY SERVICE INSTALLATION ORDER AND REPORT	459,14343					

NOTES:

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CITY CLE[illegible] Date: JUNE 20, 1991
City of L[illegible]geles
Form Gen. [illegible] (10-81)

Sch. No. WP-16
Rev. No.

Department/Bureau
Department of Water and Power 91 00732 FJ
Division
Water Operating

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Original Signed By JAMES E. WICKSER
By: (City Clerk, Rec. Mgt. Off.)

Page: 2 of 2
Date AUG 30 1991
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
6	LEAK MAPS a. DWP MAPS		5	15	20		WATER OPERATING FILE ROOM

NOTES:

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

CITY CLERK Date: JANUARY 15, 1990
City of Los ...les
Form Gen. 60 ...31)

Sch. No. WP-17
Rev. No. 1

Department/Bureau 91 0742 FJ
Department of Water and Power
Office of (Original) Record 91 0742-FJ
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Callahan
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
1	AUDIT DOCUMENTATION - DISASTERS		15	--	15				ELIGIBLE FOR FEDERAL REIMBURSEMENT
2	BACKFLOW PREVENTION DEVICE TEST PROGRAM DOCUMENTATION		3	--	3				
	a. OPERATIONAL REPORTS								
	a1. BACKFLOW PREVENTION DEVICE MAINTENANCE REPORT	,03250							
	a2. PERIODIC TEST & MAINTENANCE REPORT (VITAL)	,03250				V			
	b. SURVEYS/QUESTIONNAIRES								
	b1. BACKFLOW PREVENTION SURVEY (VITAL)					V			
	c. TEST RECORDS								
	c1. BACKFLOW PREVENTION DEVICE TEST NOTICE	403							
3	BACTERIOLOGICAL DATA/REPORTS		5	--	5				FEDERAL REQUIREMENT: 40 CFR, SECTION 141.33,
	a. INTRADEPARTMENTAL COMMUNICATIONS								CHAP 1
	b. LETTERS								
	c. LOGS/INDICES								
	c1. SAMPLES WITH "ON DAILY" STATUS	MS43							
	d. OPERATIONAL REPORTS								
	d1. BACTERIOLOGIC SUMMARY	208-2							
	d2. BACTERIOLOGICAL FINDING	256							
	d3. BACTERIOLOGICAL SUMMARY	204							
	d4. BACTERIOLOGICAL SUMMARY	248							
	d5. SUMMARY OF BACTERIOLOGICAL RESULTS ON SAMPLES COLLECTED AT CASTAIC POWER PLANT	MS71							
	e. OPERATIONS & MAINTENANCE PROCEDURES								
	e1. BACTERIOLOGICAL RESULTS STANDARD METHODS OF WATER ANALYSIS	208A							
	e2. BACTERIOLOGICAL RESULTS STANDARD METHODS OF WATER ANALYSIS	208							
	f. STATUS REPORTS								
	g. TEST RECORDS								
	g1. BACTERIOLOGIC FINDING	210/WS-190							
	g2. BACTERIOLOGIC FINDINGS - SPECIAL SAMPLES FIELD AND REPORT SHEET	207/WS-177							
	g3. BACTERIOLOGIC FINDINGS - SPECIAL SAMPLES FIELD AND REPORT SHEET	207							
	g4. BACTERIOLOGICAL FINDINGS - SPECIAL SAMPLE	207							
	g5. LABORATORY ANALYSIS	205/WS-234							

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

CITY CLERK Date: JANUARY 15, 1990
City of Lo[illegible]eles
Form Gen. 6[illegible]81)

Sch. No. WP-17
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91)742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Walker
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
4	BUDGET - CAPITAL AND EXPENSE PROGRAM DOCUMENTATION		3	--	3				
5	CHARTS (LABORATORY DATA)		2	--	2				
	a. LOGS/INDICES								
6	CHEMICAL LABORATORY - WORK BOOKS		2	8	10				FEDERAL REQUIREMENT: 40 CFR, SECTION 141.33,
	a. LOGS/INDICES								CHAP 1
7	CHEMICAL LABORATORY RECORDS/DATA/LOG BOOKS		5	--	5				
	a. DATA SHEETS								
	a1. ENGINEERING DATA SHEET	,01155							
	a2. GRAPH	214							
	a3. RESERVOIR QUALITY GRAPH	230							
	a4. RESERVOIR QUALITY GRAPH	302							
	a5. RESERVOIR WATER QUALITY	238/WS202							
	a6. RESERVOIR WATER QUALITY	238							
	a7. RESERVOIR WATER QUALITY GRAPH	WS230							
	b. DWP MAPS								
	c. LETTERS								
	d. LOGS/INDICES								
	d1. BENCH SHEET - BIOLOGICAL LABORATORIES	203-A/WS-185							
	d2. BENCH SHEET - BIOLOGICAL LABORATORIES	203-A							
	d3. GENERAL PURPOSE CARD PUNCHING FORM	,03398							
	d4. LABORATORY RECORD SHEET	254							
	d5. PLANKTON LABORATORY BENCH SHEET	203							
	d6. RADIOACTIVITY RECORD SHEET	503							
	d7. SAMPLE FOR CHEMICAL ANALYSIS FORM	LAB-800							
	d8. SAMPLE LOG	205							
	d9. SPECIAL SAMPLES SHEET	211							
	e. MEMORANDA								
	e1. MEMORANDUM	1146,01146							
	e2. MEMORANDUM	1146,14858							
	e3. MEMORANDUM	1146							
	e4. MEMORANDUM	1147,01147							
	e5. MEMORANDUM	,01145							
	e6. MEMORANDUM	,01146							
	e7. MEMORANDUM	,01147							
	f. OPERATIONAL REPORTS								

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 03 of 18
City of Los Angeles WP-17 Department of Water and Power 91 000742 FJ By: (Dept. Head) Date
Form Gen. 60 (Rev. 8-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. Office of (Original) Record: Water Quality By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	g. OPERATIONS & MAINTENANCE PROCEDURES								
	h. PUBLIC RELATIONS COMMUNICATIONS								
	i. REQUISITIONS								
	j. TEST RECORDS								
	j1. AGRICULTURAL AND MISCELLANEOUS ORGANIC CHEMICAL ANALYSIS	DHS8351C							
	j2. AGRICULTURAL AND MISCELLANEOUS ORGANIC CHEMICAL ANALYSIS	DHS8351							
	j3. BACTERIAL SAMPLES COLLECTION SHEET	202							
	j4. BASE/NEUTRALS AND ACIDS ORGANIC ANALYSIS	DHS8351B							
	j5. BASE/NEUTRALS AND ACIDS ORGANIC ANALYSIS	DHS8351							
	j6. CHEMICAL ANALYSIS	236							
	j7. CHEMICAL ANALYSIS	237							
	j8. LAB REPORT OF ANALYSIS	205/WS-187							
	j9. LAB REPORT OF ANALYSIS	205/WS-234							
	j10. LAB REPORT OF ANALYSIS	205							
	j11. LAB REPORT OF ANALYSIS	213							
	j12. LABORATORY ANALYSIS	205/WS-234							
	j13. PURGEABLE ORGANIC ANALYSIS	DHS58351A							
	j14. PURGEABLE ORGANIC ANALYSIS	DHS58351							
	j15. REPORT OF WATER ANALYSIS	201/WS235							
	j16. REPORT OF WATER ANALYSIS	201							
	j17. REPORT OF WATER ANALYSIS	235/WS189							
	j18. REPORT OF WATER ANALYSIS	235							
	j19. REPORT OF WATER ANALYSIS	239							
	j20. SANITARY ENGINEERING DIVISION - PARTIAL MINERAL	221/WS193							
	j21. WATER MINERAL ANALYSIS	215/WS221							
	j22. WATER MINERAL ANALYSIS	215							
	j23. WATER QUALITY DIVISION - LABORATORY CHEMICAL ANALYSIS	222/WS-191							
	j24. WATER-MINERAL ANALYSIS	215							
	k. WATER QUALITY STUDIES								
8	COLLECTION OF WATER SAMPLES		2	3	5				
	a. TEST RECORDS								
	a1. BACTERIAL SAMPLES COLLECTION SHEET	202							

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CITY CLERK Date: JANUARY 15, 1990
City of Lo eles
Form Gen. 6(-81)

Sch. No. WP-17
Rev. No.

Department/Bureau 91 1742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickham
Date 1/14/90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
9	COMPLAINTS, CONSUMER		2	3	5				RELATIVE TO QUALITY OF WATER
	a. CUSTOMER SERVICE RECORDS								
	a1. CONSUMER QUALITY PROBLEM	WS216							
10	SUBJECT & CORRESPONDENCE FILES		5	15	20				FEDERAL REQUIREMENT: 40 CFR SECTION 141.33, CHAP 1
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS - ACTUAL								
	e. BUDGET RECORDS - PROJECTED								
	e1. AUTHORIZATION FOR EXPENDITURE	2911							
	f. CLAIMS								
	f1. ACCIDENT ANALYSIS	,02747							
	f2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	g. CONTRACT ADMINISTRATION RECORDS								
	h. DATA SHEETS								
	h1. CROWLEY LAKE SURVEY DATA SHEET	WS-233							
	h2. DAILY GAUGE HEIGHTS AND DISCHARGES	,00767							
	h3. DAILY GAUGE HEIGHTS AND DISCHARGES	,05767							
	h4. ENGINEERING DATA SHEET	,01155							
	h5. RESERVOIR WATER QUALITY	238/WS202							
	i. DEPARTMENT AWARDS RECORDS								
	j. DESIGN CALCULATIONS								
	k. DESTRUCTION RECORDS								
	k1. AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	l. DETAIL PHOTOGRAPHS								
	m. DRAWINGS								
	n. DWP INSPECTION RECORDS								
	n1. MECHANICAL EVALUATION	,14380							
	o. DWP MAPS								
	p. EMPLOYEE ACCOUNTS RECORDS								
	q. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	q1. DOCTOR'S FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	56-036							
	q2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	q3. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	q4. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							

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CITY CLEP' Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 0742 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 05 of 18

City of Lo eles WP-17 Department of Water and Power By: (Dept. Head) Date

Form Gen. 6 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

Water Quality

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	q5. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	r. EMPLOYEE SUGGESTION PLANS								
	s. EMPLOYMENT RECORDS								
	s1. APPLICATION FOR EMPLOYMENT	PDR-1							
	s2. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS	,00469							
	s3. INTERVIEW DATA SHEET	3381							
	s4. NOTICE OF CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	2346,16169							
	s5. PERSONNEL BID INFORMATION	0599							
	s6. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	t. ENGINEERING STUDIES								
	u. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	u1. CERTIFICATE OF DISCLOSURE OF HAZARDOUS SUBSTANCES	2002-H							
	v. INFORMATION SERVICES RECORDS								
	w. INTRADEPARTMENTAL COMMUNICATIONS								
	w1. INTRA-DEPARTMENTAL	,01455							
	x. INVOICES/PAYMENTS								
	x1. POWER REVENUE FUND FORM	,03099							
	x2. VOUCHER CONTROL FORM	,01218							
	x3. WATER REVENUE FUND BILL COLLECTIBLE	,03109							
	y. JOB FILE DATA								
	z. JOB SCHEDULES								
	aa. LEGAL APPLICATIONS								
	ab. LEGAL NOTIFICATIONS								
	ac. LEGAL ORDERS/FILINGS								
	ad. LETTERS								
	ae. LITIGATION RECORDS								
	af. LOGS/INDICES								
	af1. GENERAL PURPOSE CARD PUNCHING FORM	,03398							
	af2. KEY INVENTORY	107/WS-207							
	af3. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200							
	af4. RADIOACTIVITY RECORD SHEET	503							
	ag. MANAGEMENT PROCEDURES								

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 0742 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 06 of 18
City of Los eles WP-17 Department of Water and Power By: (Dept. Head) Date
Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	ah. MANAGEMENT REPORTS								
	ai. MANAGEMENT SCHEDULES								
	aj. MEETING MINUTES								
	ak. MEMORANDA								
	ak1. CORRECTION NOTICE	,00993							
	ak2. JOB MEMORANDUM	1065-B							
	ak3. MEMORANDUM	1146,01146							
	ak4. MEMORANDUM	1146,14857							
	ak5. MEMORANDUM	1146,14858							
	ak6. MEMORANDUM	1334,15047							
	ak7. MEMORANDUM	1335,01335							
	ak8. MEMORANDUM	WS214							
	ak9. MEMORANDUM	,01145							
	ak10. MEMORANDUM	,01146							
	ak11. MEMORANDUM	,01147							
	ak12. MEMORANDUM	,01334							
	ak13. MEMORANDUM	,01335							
	ak14. OFFICE MEMORANDUM	GEN. 53							
	al. OPERATING AND MAINTENANCE SCHEDULES								
	am. OPERATIONAL REPORTS								
	am1. BACTERIOLOGICAL SUMMARY	204							
	am2. BACTERIOLOGICAL SUMMARY	WS-248							
	am3. MONTHLY SUMMARY - BACTERIOLOGICAL RESULTS - DISTRIBUTION SYSTEM	253/WS218							
	am4. MONTHLY SUMMARY - BACTERIOLOGICAL RESULTS - DISTRIBUTION SYSTEM	WS253							
	am5. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	,03191							
	am6. REPORT OF TAX-FREE ALCOHOL USER	1451							
	am7. SMALL WATER SYSTEM REPORT	EH-154							
	am8. WATER OPERATING DIVISION - MONTHLY REPORT OF METER & SERVICE OPERATIONS	WO288							
	an. OPERATIONS & MAINTENANCE PROCEDURES								
	ao. PERMITS								
	ao1. APPLICATION FOR WELL PERMIT	76A668							
	ao2. PERMIT TO KILL MIGRATORY BIRDS TO PROTECT PROPERTY	3-1471							
	ap. PERSONNEL CONTRACTS								
	aq. POSITION DESCRIPTIONS								
	aq1. POSITION DESCRIPTION	PDES 3							

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CITY CLERK Date: JANUARY 15, 1990 Sch. No.
City of Lo[illegible]eles WP-17
Form Gen. 6[illegible]81) Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 10742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ar. PROCUREMENT/SALES CONTRACTS								
	as. PROGRESS PHOTOGRAPHS								
	at. PROPOSALS								
	au. PUBLIC RELATIONS COMMUNICATIONS								
	av. PURCHASE ORDERS								
	av1. PURCHASE ORDER	,00001							
	av2. PURCHASE ORDER	,00003							
	av3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	av4. SUB-PURCHASE ORDER	,00008							
	av5. SUB-PURCHASE ORDER	,00009							
	aw. RECORDS RETENTION AUTHORIZATIONS								
	aw1. RECORDS RETENTION AUTHORIZATION	,02317							
	ax. REQUISITIONS								
	ax1. EQUIPMENT REQUEST FORM - T&C EQUIPMENT ADDITIONAL UNITS	OS-073							
	ax2. EQUIPMENT TRANSFER	,00049							
	ax3. EQUIPMENT TRANSFER	,01217							
	ax4. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	ax5. REPROGRAPHICS COPY CENTER	MS452							
	ax6. REQUEST FOR T&C REPLACEMENT UNITS	,02414							
	ax7. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ax8. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	ay. ROUTING SLIPS								
	ay1. ROUTE SLIP	STD 118							
	az. SKETCHES								
	ba. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ba1. T&C EQUIPMENT ASSIGNMENT FORM	,00049							
	bb. SPECIFICATIONS								
	bc. STANDARDS								
	bd. STATUS REPORTS								
	be. SURVEYS/QUESTIONNAIRES								
	bf. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bf1. TELECOPY COVER SHEET	OM-249							
	bg. TEST RECORDS								
	bg1. BACTERIAL SAMPLES COLLECTION SHEET	202							
	bg2. BACTERIOLOGIC FINDING	210/WS-190							
	bg3. BACTERIOLOGICAL FINDINGS - SPECIAL SAMPLES FIELD AND REPORT SHEET	207/WS177							

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CITY CLERK — Date: JANUARY 15, 1990 — Sch. No. WP-17 — Department/Bureau 92 00742 FJ — Certified per Sec. 12.3(e) of L.A. Admin. Code: — Page: 08 of 18

City of Los Angeles — Rev. No. — By: (Dept. Head) James F. Quinlan — Date

Form Gen. 60-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department of Water and Power — By: (City Clerk, Rec. Mgt. Off.) — Date

Office of (Original) Record: Water Quality DMK

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	bg4. CHEMICAL ANALYSIS	237							
	bg5. FLOCCULATION DATA	WS-199							
	bg6. LAB REPORT OF ANALYSIS	205/WS-234							
	bg7. LAB REPORT OF ANALYSIS	205							
	bg8. LAB REPORT OF ANALYSIS	DHS8351A							
	bg9. LABORATORY ANALYSIS	205/WS-234							
	bg10. REPORT OF WATER ANALYSIS	201/WS235							
	bg11. REPORT OF WATER ANALYSIS	201							
	bg12. REPORT OF WATER ANALYSIS	235/WS189							
	bg13. REPORT OF WATER ANALYSIS	WS208							
	bh. TIMEKEEPING RECORDS								
	bh1. VACATION FORM	.01113							
	bi. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bi1. PURCHASING BID TRANSMITTAL	.02280							
	bj. VENDOR MANUALS/CATALOGS								
	bk. WATER QUALITY STUDIES								
11	EMPLOYEE PERSONNEL FILES (RECORDS)		T	80	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE APPEAL	LR-003							
	a2. GRIEVANCE INITIATION	LR-001							
	a3. GRIEVANCE RESPONSE	LR-002							
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	b. BID RECORDS								
	c. DEPARTMENT AWARDS RECORDS								
	d. EDUCATION/TRAINING RECORDS								
	d1. TUITION REIMBURSEMENT APPLICATION	.02638							
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	f. EMPLOYMENT RECORDS								
	f1. APPLICATION FOR EXAMINATION	PDR1							
	f2. CHANGE OF HOME ADDRESS	.00466							
	f3. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	f4. EMPLOYEE INFORMATION SHEET	WO133							
	f5. EMPLOYMENT FORM	PDR-1							
	f6. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	f7. INTERVIEW DATA SHEET	3381							
	f8. NOTICE OF COMMENDATION	GEN. 79							

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 3 00742 F J Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 09 of 18
City of Lo ɲeles WP-17 Department of Water and er By: (Dept. Head) Date
Form Gen. 6 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	f9. REPORT OF APPOINTMENT	2762,02762							
	f10. REPORT OF APPOINTMENT	,02-762							
	f11. REPORT OF APPOINTMENT	,6-69							
	f12. REPORT OF DRIVER'S TEST	76-45							
	f13. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	f14. REQUEST FOR CERTIFICATION	PDAS 15							
	f15. REQUEST TO FILL POSITION	424,00424							
	f16. REQUEST TO FILL POSITION	,00424							
	f17. SERVICE RATING-SUMMARY	WS205							
	f18. TERMINATION OF EMPLOYMENT	723							
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	g2. INTRA-DEPARTMENTAL	,01456							
	h. LEGAL NOTIFICATIONS								
	i. LETTERS								
	j. MANAGEMENT REPORTS								
	j1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	k. MANAGEMENT SCHEDULES								
	l. MEMORANDA								
	l1. INTERVIEW MEMORANDUM	F104							
	l2. MEMORANDUM	,01145							
	l3. MEMORANDUM	,01146							
	l4. MEMORANDUM	,01147							
	l5. MEMORANDUM	,01334							
	m. PERMITS								
	m1. WATER TREATMENT OPERATOR CERTIFICATION RENEWAL NOTICE & APPLICATION FOR RENEWAL OF CERTIFICATION	230-126							
	n. POSITION DESCRIPTIONS								
	n1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	n2. POSITION DESCRIPTION	PDES 3							
	o. REQUISITIONS								
	o1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	p. TELEX/TWX/TELECOPY COMMUNICATIONS								
	q. TEST RECORDS								
	r. TIMEKEEPING RECORDS								
	r1. NOTICE OF ABSENCE	,02728							

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City of Los Angeles WP-17 Department of Water and Power By: (Dept. Head) Date
Form Gen. 6 (Rev. 6-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	s. WAGE/SALARY STRUCTURE RECORDS								
12	FLOW DATA, WATER		2	--	2				
	a. DATA SHEETS								
	b. LOGS/INDICES								
	c. OPERATIONAL REPORTS								
	c1. FOREMAN'S JOB LOCATION REPORT	,03144							
	d. STATUS REPORTS								
13	GASOLINE (GRAPHS)		2	--	2				
14	LITIGATION/CLAIMS RECORDS, WATER QUALITY		5	5	10				
	a. CLAIMS								
	a1. DEPARTMENT OF MOTOR VEHICLES - FINANCIAL RESPONSIBILITY	SR-1A							
	a2. REPORT OF ACCIDENT MOBILE EQUIPMENT	2364,16187							
	a3. STATEMENT OF ACCIDENT	410,14317							
	a4. STATEMENT OF ACCIDENT	410							
	a5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187							
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	1455							
	c. LETTERS								
	d. LITIGATION RECORDS								
	d1. EXTENSION SHEET	1188							
	e. MEMORANDA								
	e1. MEMORANDUM	1146,14858							
15	PERSONNEL DEPARTMENT - CITY OF L.A. CERTIFICATION LIST		5	--	5				"CERT." LIST
	a. DATA SHEETS								
	a1. ENGINEERING DATA SHEET	,01155							
	b. EDUCATION/TRAINING RECORDS								
	c. EMPLOYMENT RECORDS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	,01455							
	e. MANAGEMENT PROCEDURES								
	f. MEETING MINUTES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 0742 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 11 of 18
City of Los Angeles WP-17 Department of Water and Power By: (Dept. Head) Date
Form Gen. 60 (Rev. 8-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	h. OPERATIONAL REPORTS								
	i. REQUISITIONS								
	i1. TRAINING PROGRAM REQUEST	270							
	j. SURVEYS/QUESTIONNAIRES								
	k. TIMEKEEPING RECORDS								
	k1. ATTENDANCE ROSTER	MS 518							
16	PURCHASE DOCUMENTS		2	13	15				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	b1. JOB CARD	,00731							
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	,01155							
	f. DRAWINGS								
	g. EXTERNAL INSPECTION RECORDS								
	h. FINANCIAL REPORTS								
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	j. INVOICES/PAYMENTS								
	j1. PETTY CASH VOUCHER	,00724							
	j2. REPORT OF GOODS RETURNED	,00400							
	j3. REPORT OF MATERIAL RECEIVED	361,00361							
	j4. REPORT OF MATERIAL RECEIVED	361,14268							
	j5. STRAIGHT BILL OF LADING	5-547C							
	j6. VOUCHER CONTROL FORM	,01218							
	k. LETTERS								
	l. LOGS/INDICES								
	m. MEMORANDA								
	m1. CORRECTION NOTICE	993,00993							
	m2. CORRECTION NOTICE	,00993							
	m3. MEMORANDUM	,01145							
	m4. MEMORANDUM	,01147							
	m5. MEMORANDUM	,01334							
	n. OPERATIONAL REPORTS								
	o. PROFESSIONAL DEVELOPMENT RECORDS								
	p. PURCHASE ORDERS								
	p1. PURCHASE ORDER	,00001							

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 1742 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 12 of 18
City of Los eles
Form Gen. 6 81) WP-17 Department of Water and Power By: (Dept. Head) James F. Graham Date
RECORDS RETENTION SCHEDULE Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
(Original/Official Records) Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	p2. PURCHASE ORDER	,00002							
	p3. PURCHASE ORDER	,00003							
	p4. PURCHASE ORDER	,00009							
	p5. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	p6. SUB-PURCHASE ORDER	,00008							
	p7. SUB-PURCHASE ORDER	,00009							
	q. REQUISITIONS								
	q1. BILL OF MATERIAL REQUISITION	2661,02661							
	q2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	q3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00903							
	q4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	q5. REQUISITION FOR STATIONERY SUPPLIES	903,00903							
	q6. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	q7. WORK ORDER STANDARD FORM	,02821							
	r. TIMEKEEPING RECORDS								
	r1. DAILY TIME REPORT	,03244							
17	SPECIAL STUDIES - WATER QUALITY LABORATORY		2	--	2				
	a. DATA SHEETS								
	a1. ENGINEERING DATA SHEET	,01155							
	b. DWP MAPS								
	c. ENGINEERING STUDIES								
	d. LETTERS								
	e. LOGS/INDICES								
	e1. BENCH SHEET - BIOLOGICAL LABORATORIES	203-A/WS-185							
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01146							
	g. OPERATIONAL REPORTS								
	h. REQUISITIONS								
	h1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	i. TEST RECORDS								
	i1. LAB REPORT OF ANALYSIS	205/WS-234							
	i2. LAB REPORT OF ANALYSIS	205							
	i3. LABORATORY ANALYSIS	205/WS-234							
	i4. REPORT OF WATER ANALYSIS	201/WS235							
	i5. REPORT OF WATER ANALYSIS	201							
	i6. REPORT OF WATER ANALYSIS	235/WS189							
	j. WATER QUALITY STUDIES								

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 0742 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 13 of 18

City of Lo eles WP-17 Department of Water and Power By: (Dept. Head) James F. Wilson Date

Form Gen. 6(-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	j1. SILVERLAKE RESERVOIR CHLORINE SURVEY	305-2C569							
18	TIMEROLLS (TIMEKEEPING RECORDS)		3	10	13				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. DOCTOR'S NOTICE OF EMPLOYEE ABLE TO RETURN TO WORK	,02202							
	a2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	b. EMPLOYMENT RECORDS								
	b1. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	b2. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	b3. TERMINATION OF EMPLOYMENT	723							
	b4. TERMINATION OF EMPLOYMENT	,00723							
	c. LOGS/INDICES								
	d. MEMORANDA								
	d1. MEMORANDUM	,01146							
	e. POSITION DESCRIPTIONS								
	e1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	f. TIMEKEEPING RECORDS								
	f1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	f2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	f3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819,16655							
	f4. ATTENDANCE AUTHORITY	,02329							
	f5. CONFIRMATION OF OVERTIME WORKED	WS182							
	f6. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	f7. DAILY TIME REPORT	,03244							
	f8. NOTICE OF ABSENCE	,02728							
	f9. NOTICE OF TRANSFER TIME ROLL DATA	2531,16356							
	f10. NOTICE OF TRANSFER TIME ROLL DATA	,02531							
	f11. NOTICE TO CHIEF TIMEKEEPER OF EMPLOYEE'S DISABILITY OR COMPENSATION STATUS	,02721							
	f12. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	f13. TIME ROLL CORRECTION AUTHORITY	2734							
	f14. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	f15. VACATION FORM	,01113							

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

CITY CLERK Date: JANUARY 15, 1990
City of Los Angeles
Form Gen. 6 (Rev. 6-81)

Sch. No. WP-17
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickham Date 1/14/90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
19	WATER TREATMENT LOGS, CHARTS, DATA		2	8	10				FEDERAL REQUIREMENT: 40 CFR, SECTION 141.33, CHAP 1
	a. DATA SHEETS								
	a1. ENGINEERING DATA SHEET	,01155							
	b. DWP MAPS								
	c. LETTERS								
	d. LOGS/INDICES								
	d1. CHEMICAL WEEKLY INFORMATION SHEET	WS178,541							
	d2. CHLORINATION AND WATER TREATMENT RESEARCH SECTION SHEET	501							
	d3. CHLORINATION LOG SHEET	969,14701							
	d4. CHLORINATION LOG SHEET	969							
	d5. CHLORINATION LOG SHEET	WS-176							
	d6. CHLORINATION LOG SHEET	,00969							
	d7. CORROSION INHIBITOR LOG SHEET	WS-227							
	d8. HYPOCHLORITE STATION LOG SHEET	527							
	d9. HYPOCHLORITE STATION LOG SHEET	539							
	d10. HYPOCHLORITE STATION LOG SHEET	WS212,539							
	d11. MAIN AND RESERVOIR DISINFECTION CONTROL	WS-183							
	d12. MONITORING LOCATION	WS-228							
	d13. RECORD OF RESERVOIR AND MAIN TREATMENT	530							
	d14. STATION LOG SHEET	540							
	d15. WELL LOG	1452,15161							
	d16. WELL LOG	1452,15181							
	d17. WELL LOG	,15181							
	e. MEMORANDA								
	e1. MEMORANDUM	1146,14858							
	e2. MEMORANDUM	,01145							
	e3. MEMORANDUM	,01334							
	f. OPERATIONAL REPORTS								
	f1. RECORD OF OPERATION	969							
	g. PROGRESS PHOTOGRAPHS								
	h. STATUS REPORTS								
	i. SURVEYS/QUESTIONNAIRES								
	j. TEST RECORDS								
	j1. CHEMICAL ANALYSIS	222							
	j2. LAB REPORT OF ANALYSIS	205/WS-234							
	j3. PURGEABLE ORGANIC ANALYSIS	DHS58351A							
	j4. REPORT OF WATER ANALYSIS	201							

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CITY CLERK — Date: JANUARY 15, 1990
City of Lo[illegible]eles
Form Gen. 6[illegible]-81)

Sch. No. WP-17
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dep. Head) [signature]
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
20	WATER QUALITY INVESTIGATION REPORT		2	3	5				STATE RQMT: TITLE 22 PARAGRAPH 64453
	a. DWP INSPECTION RECORDS								
	a1. INVESTIGATION	,02061							
21	DRAWINGS		S	5	S+5				
	a. DESIGN CALCULATIONS								
	b. DRAWING FORMS								
	c. DRAWINGS								
	d. DWP MAPS								
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01147							
22	PHOTOGRAPHS/RADIOGRAPHS		AR	5	AR+5				
	a. DETAIL PHOTOGRAPHS								
	b. MANAGEMENT PROCEDURES								
	c. MICROFILM/SLIDES								
	d. NEGATIVES								
	e. TEST RECORDS								
	e1. NON-DESTRUCTIVE TEST REPORT	101							
23	SAFETY RECORDS		5	5	IO				
	a. AGENDA								
	b. CLAIMS								
	b1. ACCIDENT ANALYSIS	,02747							
	b2. DRIVER'S PRELIMINARY ACCIDENT REPORT	76-44							
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	,01155							
	d. DWP INSPECTION RECORDS								
	d1. SAFETY INSPECTION REPORT	WS-246A							
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	e1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL	5020							
	INJURY OR ILLNESS								
	e2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL	,00032							
	INJURY OR ILLNESS								
	f. ENGINEERING STUDIES								
	g. EXTERNAL INSPECTION RECORDS								
	h. LETTERS								

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 15, 1990

Sch. No. WP-17

Rev. No.

Department/Bureau 9 00742 F J
Department of Water and Power

Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickham
Date FEB 14 '90

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	i. LOGS/INDICES								
	j. MANAGEMENT PROCEDURES								
	k. MANAGEMENT REPORTS								
	l. MEETING ATTENDANCE RECORDS								
	m. MEMORANDA								
	m1. MEMORANDUM	,01145							
	m2. MEMORANDUM	,01147							
	m3. MEMORANDUM	,01336							
	n. OPERATIONAL REPORTS								
	o. PUBLIC RELATIONS COMMUNICATIONS								
	p. ROUTING SLIPS								
24	PERSONAL EXPENSE DOCUMENTATION		2	--	2				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	c. CONFERENCE/SEMINAR ARRANGEMENTS								
	d. EDUCATION/TRAINING RECORDS								
	e. EMPLOYEE ACCOUNTS RECORDS								
	e1. AUTHORITY TO OBTAIN TRANSPORTATION	PE00280							
	e2. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	e3. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	e4. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	e5. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	f. FINANCIAL REPORTS								
	g. INVOICES/PAYMENTS								
	g1. VOUCHER CONTROL FORM	,01218							
	h. MEMORANDA								
	h1. MEMORANDUM	,01147							
	i. PROFESSIONAL DEVELOPMENT RECORDS								
	j. TIMEKEEPING RECORDS								
	j1. ATTENDANCE AUTHORITY	,02329							
	k. TRANSMITTALS/ACKNOWLEDGEMENTS								
	l. WAGE/SALARY STRUCTURE RECORDS								

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 15, 1990

Sch. No. WP-17

Rev. No.

Department/Bureau 91 0742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickser
Date 1/24/90
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
25	OPERATING RECORDS		2	--	2				
	a. DATA SHEETS								
	a1. ENGINEERING DATA SHEET	,01155							
	a2. PILOT PLANT OPERATION FIELD DATA SHEET	WE239							
	b. DWP INSPECTION RECORDS								
	c. FLOWCHARTS								
	d. INVOICES/PAYMENTS								
	e. LOGS/INDICES								
	e1. FILTER RUN FIELD SHEET	WE240							
	e2. LOG SHEET	969,14701							
	e3. LOG SHEET	WS176							
	f. OPERATIONAL REPORTS								
	f1. HEADLOSS ACCUMULATION	WE247							
	f2. MONTHLY REPORT	245							
	f3. RUN DATA	WE239							
	g. SPACE/EQUIPMENT ALLOCATION RECORDS								
	g1. FUEL INVENTORY	WE337							
	h. STATUS REPORTS								
	i. TEST RECORDS								
	i1. BACTERIOLOGICAL FINDINGS - SPECIAL SAMPLES FIELD AND REPORT SHEET	207/WS177							
	i2. LAB REPORT OF ANALYSIS	205							
	j. VENDOR MANUALS/CATALOGS								
	k. WATER QUALITY STUDIES								
	l. WORK PACKAGE RECORDS								
26	CONTRACT RECORDS		C	5	C+5				
	a. BUDGET RECORDS - PROJECTED								
	b. CONTRACT ADMINISTRATION RECORDS								
	c. CONTRACT AMENDMENTS								
	d. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. INVOICES/PAYMENTS								
	g. MANAGEMENT SCHEDULES								
	g1. SCHEDULE	1306,01306							
	h. MEMORANDA								
	h1. CORRECTION NOTICE	,00993							
	h2. MEMORANDUM	,01147							

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CITY CLERK Date: JANUARY 15, 1990
City of Los Angeles
Form Gen. 60-81)

Sch. No. WP-17
Rev. No.

Department/Bureau 91 0742 FJ
Department of Water and Power
Office of (Original) Record
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Linehan
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	i. POSITION DESCRIPTIONS								
	j. PROPOSALS								
	k. PURCHASE ORDERS								
	k1. PURCHASE ORDER	0002							
	k2. PURCHASE ORDER	,00001							
	k3. PURCHASE ORDER	,00003							
	k4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	k5. SUB-PURCHASE ORDER	,00008							
27	WORK ORDER RECORDS		C	5	C+5				
	a. CONTRACT ADMINISTRATION RECORDS								
	b. REQUISITIONS								
28	MICROFILM OF ITEMS #1 - 27 ABOVE		--	199	199				
29	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 9 00743 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 01 of 12
City of Los Angeles WP-17 Department of Water and Power By: (Dept. Head) Date
Form Gen. 6 -81) Rev. No. Division 91 000743 FJ By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	AUTHORIZATIONS FOR EXPENDITURE		3	--	3		ACCOUNTING DIVISION
	a. BUDGET RECORDS - PROJECTED						
	a1. AUTHORIZATION FOR EXPENDITURE	1611,15345					
	a2. AUTHORIZATION FOR EXPENDITURE	,01612					
	a3. AUTHORIZATION FORM	3024,03024					
	a4. PRELIMINARY ESTIMATE	2908,02908					
	b. FINANCIAL REPORTS						
	b1. COST REPORT	,01322					
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	1456,01456					
	c2. INTRA-DEPARTMENTAL	,01455					
	d. INVOICES/PAYMENTS						
	d1. WATER REVENUE FUND AUTHORIZATION VOUCHER	1143,01143					
	e. MEMORANDA						
	e1. MEMORANDUM	1147,01147					
	e2. MEMORANDUM	1336,01336					
	e3. MEMORANDUM	,01146					
	e4. MEMORANDUM	,01147					
	f. OPERATIONS & MAINTENANCE PROCEDURES						
	g. REQUISITIONS						
	g1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	393,00393					
	g2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
2	BILLS OF LADING		2	--	2		GENERAL SERVICES DIVISION
3	SUBJECT & CORRESPONDENCE FILES		AR	5	AR+5		WATER ENGINEERING DESIGN DIVISION
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. EMPLOYEE REQUEST FOR REVIEW AND CHANGE OF POSITION EVALUATION	2355,16178					
	b. AGENDA						
	c. ANNOUNCEMENTS/BULLETINS						

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CITY CLERK Date: JANUARY 16, 1990 Sch. No.
City of Los Angeles WP-17
Form Gen. 6 (Rev. 6-81) Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 0743 FJ
Department of Water and Power
Division
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Crichton Date 1-14-90
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d. BID RECORDS						
	e. BUDGET RECORDS - ACTUAL						
	e1. GENERAL LEDGER SHEET	,03368					
	f. BUDGET RECORDS - PROJECTED						
	g. CLAIMS						
	g1. STATEMENT OF ACCIDENT	,00970					
	g2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	h. CONTRACT ADMINISTRATION RECORDS						
	i. DATA SHEETS						
	i1. RESERVOIR WATER QUALITY	238/WS202					
	j. DEPARTMENT REAL ESTATE RECORDS						
	j1. LEASE	1155,14866					
	k. DESIGN CALCULATIONS						
	l. DESTRUCTION RECORDS						
	l1. AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48					
	m. DRAWINGS						
	n. DWP INSPECTION RECORDS						
	n1. WATER QUALITY INVESTIGATION	2061,15836					
	o. DWP MAPS						
	p. EDUCATION/TRAINING RECORDS						
	q. EMPLOYEE ACCOUNTS RECORDS						
	q1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	r. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	r1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	r2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					
	s. EMPLOYEE SUGGESTION PLANS						
	t. EMPLOYMENT RECORDS						
	t1. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453					
	t2. INTERVIEW DATA SHEET	3381					

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CITY CLERK Date: JANUARY 16, 1990 | Sch. No. | Department/Bureau 91 00743 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 03 of 12

City of Los Angeles | WP-17 | Department of Water and Power | By: (Dept. Head) James F. Quinn | Date

Form Gen. 6 (Rev. 6-81) | Rev. No. | Division Water Quality BMK | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	t3. REQUEST FOR CERTIFICATION	PDAS 15					
	u. ENGINEERING STUDIES						
	v. FINANCIAL REPORTS						
	w. INFORMATION SERVICES RECORDS						
	w1. SUFFIX TABLE	CA-006					
	x. INTERROGATORIES						
	y. INTRADEPARTMENTAL COMMUNICATIONS						
	y1. INTRA-DEPARTMENTAL	,01455					
	y2. INTRA-DEPARTMENTAL	,01456					
	z. INVOICES/PAYMENTS						
	z1. INTERFUND BILLING WATER REVENUE FUND	,03105					
	z2. JOURNAL VOUCHER	,03107					
	z3. JOURNAL VOUCHER	,03109					
	z4. WATER REVENUE FUND BILL COLLECTIBLE	,03109					
	aa. JOB FILE DATA						
	ab. JOB SCHEDULES						
	ac. JUDGEMENTS						
	ad. LEGAL NOTIFICATIONS						
	ae. LEGAL ORDERS/FILINGS						
	af. LETTERS						
	ag. LITIGATION RECORDS						
	ah. LOGS/INDICES						
	ah1. CROSS REFERENCE SHEET	442					
	ah2. GENERAL PURPOSE CARD PUNCHING FORM	,03398					
	ai. MANAGEMENT PROCEDURES						
	aj. MANAGEMENT REPORTS						
	ak. MEETING MINUTES						
	al. MEMORANDA						
	al1. MEMORANDUM	01147,14860					
	al2. MEMORANDUM	1146,01146					
	al3. MEMORANDUM	1146,14858					

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 0743 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 04 of 12

City of Los Angeles WP-17 Department of Water and Power By: (Dept. Head) Date

Form Gen. 61 (Rev. 8-81) Rev. No. Division Water Quality By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	al4. MEMORANDUM	1334,15047					
	al5. MEMORANDUM	1344,15047					
	al6. MEMORANDUM	,01145					
	al7. MEMORANDUM	,01146					
	al8. MEMORANDUM	,01147					
	al9. MEMORANDUM	,01334					
	al10. MEMORANDUM	,01335					
	al11. OFFICE MEMORANDUM	GEN. 53					
	am. OPERATING AND MAINTENANCE SCHEDULES						
	an. OPERATIONAL REPORTS						
	an1. BACTERIOLOGICAL SUMMARY	204					
	an2. MONTHLY REPORT	255					
	an3. MONTHLY SUMMARY - BACTERIOLOGICAL RESULTS - DISTRIBUTION SYSTEM	253					
	ao. OPERATIONS & MAINTENANCE PROCEDURES						
	ap. PERMITS						
	ap1. APPLICATION FOR WELL PERMIT	76A668					
	aq. POSITION DESCRIPTIONS						
	aq1. POSITION DESCRIPTION	PDES 3					
	ar. PROCUREMENT/SALES CONTRACTS						
	as. PROGRESS PHOTOGRAPHS						
	at. PROPOSALS						
	au. PUBLIC RELATIONS COMMUNICATIONS						
	av. PURCHASE ORDERS						
	av1. PURCHASE ORDER	,00001					
	av2. SUB-PURCHASE ORDER	,00009					
	aw. REQUISITIONS						
	aw1. ANNUAL WORK ORDER	,02826					
	aw2. EQUIPMENT TRANSFER	,01217					
	aw3. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	aw4. REQUISITION FOR MATERIAL/SERVICES	,01659					

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CITY CLER[illegible] Date: JANUARY 16, 1990
City of L[illegible]geles
Form Gen. 6[illegible]0-81)

Sch. No. WP-17
Rev. No.

Department/Bureau 91 0743 FJ
Department of Water and Power
Division
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickham Date [illegible]
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	aw5. REQUISITION FOR MATERIAL/SERVICES	,01660					
	aw6. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	aw7. TRAINING PROGRAM REQUEST	270					
	ax. ROUTING SLIPS						
	ax1. REFERENCE SLIP	185,14142					
	ay. SPECIFICATIONS						
	ay1. CLASS SPECIFICATION	PDES 8					
	az. STANDARDS						
	ba. STATUS REPORTS						
	bb. TEST RECORDS						
	bb1. CHEMICAL ANALYSIS	237					
	bb2. LAB REPORT OF ANALYSIS	205					
	bb3. LAB REPORT OF ANALYSIS	DHS8351A					
	bb4. LABORATORY ANALYSIS	RM205					
	bb5. REPORT OF ANALYSIS OF CARBON ABSORPTION SAMPLE	240					
	bb6. REPORT OF WATER ANALYSIS	201					
	bb7. REPORT OF WATER ANALYSIS	235					
	bc. TIMEKEEPING RECORDS						
	bc1. ATTENDANCE ROSTER	MS 518					
	bc2. DAILY TIME REPORT	,03244					
	bc3. VACATION FORM	,01113					
	bd. TRANSMITTALS/ACKNOWLEDGEMENTS						
	bd1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	bd2. PURCHASING BID TRANSMITTAL	,02280					
	bd3. RCAS WORK ORDER DATA TRANSMITTAL	,02825					
	bd4. TRANSMITTAL	28,14027					
	be. VENDOR MANUALS/CATALOGS						

NOTES:

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

CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 91 743 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 06 of 12

City of Los Angeles WP-17 Department of Water and Power By: (Dept. Head) Date

Form Gen. 6 (Rev. 8-81) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
4	DEPARTMENT TRANSFERS		5	10	15		ACCOUNTING DIVISION
	a. BUDGET RECORDS - ACTUAL						
	a1. EXPENDITURE DETAIL	,03193					
	b. BUDGET RECORDS - PROJECTED						
	c. DATA SHEETS						
	d. FINANCIAL REPORTS						
	d1. ALLOCATION DETAIL & EXPENDITURE HISTORY/MULTI-YEAR FORECAST	,03195					
	e. INFORMATION SERVICES RECORDS						
	f. INTERDEPARTMENTAL COMMUNICATIONS						
	f1. INTER DEPARTMENTAL ORDER	GEN. 34					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. INVOICES/PAYMENTS						
	h1. DEPARTMENT TRANSFER WATER REVENUE FUND	,03109					
	h2. JOURNAL VOUCHER	,03107					
	h3. VOUCHER CONTROL FORM	,01218					
	i. LETTERS						
	j. LITIGATION RECORDS						
	j1. LEGAL STATEMENT	2900					
	k. MANAGEMENT SCHEDULES						
	l. MEETING MINUTES						
	m. MEMORANDA						
	m1. MEMORANDUM	,01145					
	m2. MEMORANDUM	,01147					
	m3. MEMORANDUM FOR BILLING	,03107					
	n. OPERATIONAL REPORTS						
	o. REQUISITIONS						
	o1. TRAINING PROGRAM REQUEST	270					
	p. STATUS REPORTS						
	q. TEST RECORDS						

NOTES:

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

CITY CLERK
City of Los Angeles
Form Gen. 6[illegible]-81)

Date: JANUARY 16, 1990

Sch. No. WP-17
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau
Department of Water and Power

91 J0743 FJ

Division
Water Quality

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

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	q1. LAB REPORT OF ANALYSIS	205					
	q2. REPORT OF WATER ANALYSIS	201					
	q3. REPORT OF WATER ANALYSIS	WS208					
	q4. TITLE 22 CHEMICAL ANALYSIS	DHS8351					
5	EQUIPMENT TRANSFERS		5	5	10		ACCOUNTING DIVISION, "DEPARTMENT TRANSFER"
	a. MEMORANDA						
	a1. MEMORANDUM	,01145					
	b. OPERATIONAL REPORTS						
	c. REQUISITIONS						
	c1. BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380					
	c2. EQUIPMENT TRANSFER	,01217					
	d. SPACE/EQUIPMENT ALLOCATION RECORDS						
	d1. T&C EQUIPMENT ASSIGNMENT FORM	,00049					
	d2. T&C EQUIPMENT ASSIGNMENT FORM	,00690					
	e. STATUS REPORTS						
6	PERMITS		2	--	2		WATER OPERATING DIVISION, "BILLINGS" WATER SYSTEM
7	MILEAGE REIMBURSEMENT DOCUMENTATION		2	--	2		EXECUTIVE OFFICE ACCOUNTING DIVISION, "PERSONAL MILEAGE REIMBURSEMENT RECORD"
8	PERSONAL EXPENSE DOCUMENTATION		2	--	2		ACCOUNTING DIVISION, "VOUCHERS"
	a. EMPLOYEE ACCOUNTS RECORDS						
	a1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	a2. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261					
	b. INVOICES/PAYMENTS						
	b1. SUB VOUCHER	,00046					
	b2. VOUCHER CONTROL FORM	,01218					
	c. STATUS REPORTS						

NOTES:

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CITY CLERK Date: JANUARY 16, 1990 | Sch. No. | Department/Bureau 91 00743 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 08 of 12
City of Los Angeles | WP-17 | Department of Water and Power | By: (Dept. Head) | Date
Form Gen. 6 (3-81) | Rev. No. | Division | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Water Quality

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d. TIMEKEEPING RECORDS						
	d1. ATTENDANCE AUTHORITY	,02329					
	e. WAGE/SALARY STRUCTURE RECORDS						
9	PERSONNEL RECORDS		5	5	10		INDUSTRIAL RELATIONS
	a. EMPLOYMENT RECORDS						
10	REPORTS - WATER QUALITY DIVISION & SECTIONS		5	--	5		WATER SYSTEM EXECUTIVE OFFICE
	a. EMPLOYMENT RECORDS						
	a1. STATEMENT OF ECONOMIC INTEREST FOR DESIGNATED EMPLOYEES	730					
	b. INTRADEPARTMENTAL COMMUNICATIONS						
	b1. INTRA-DEPARTMENTAL	,01455					
	c. MANAGEMENT REPORTS						
	d. MEETING MINUTES						
	e. MEMORANDA						
	e1. MEMORANDUM	,01147					
	f. STATUS REPORTS						
11	WORK ORDER RECORDS		AR	5	AR+5		
	a. ANNOUNCEMENTS/BULLETINS						*Accounting Division
	b. CHANGE DOCUMENTS						
	b1. MULTIPLE WORK ORDER CHANGE	,02827					
	b2. WORK ORDER MISCELLANEOUS CHANGE	,02824					
	b3. WORK ORDER SENSITIVE DATA CHANGE	MS352					
	b4. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823					
	c. LOGS/INDICES						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
	d2. MEMORANDUM	,01334					
	e. OPERATIONAL REPORTS						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK — Date: JANUARY 16, 1990 — Page: 09 of 12
City of Los Angeles — Sch. No. WP-17
Form Gen. 6 (10-81) — Rev. No.

Department/Bureau: Department of Water and Power — 91 000743 FJ
Division: Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) — Date: 1/14/91
By: (City Clerk, Rec. Mgt. Off.) — Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
	f. REQUISITIONS						
	f1. ANNUAL WORK ORDER	,02826					
	f2. WORK ORDER STANDARD FORM	,02821					
	f3. WORK ORDER ZIP FORM	,02822					
	g. SPECIFICATIONS						
12	REFERENCE MATERIALS		AR	2	AR+2		*Originating Office
	a. ANNOUNCEMENTS/BULLETINS						
	b. BUDGET RECORDS - PROJECTED						
	c. DATA SHEETS						
	d. EDUCATION/TRAINING RECORDS						
	e. ENGINEERING STUDIES						
	f. INVOICES/PAYMENTS						
	g. LOGS/INDICES						
	h. MANAGEMENT PROCEDURES						
	i. MANAGEMENT REPORTS						
	j. OPERATING AND MAINTENANCE SCHEDULES						
	k. OPERATIONS & MAINTENANCE PROCEDURES						
	l. PUBLIC RELATIONS COMMUNICATIONS						
	m. STANDARDS						
	n. STATUS REPORTS						
	o. VENDOR MANUALS/CATALOGS						
	p. WATER QUALITY STUDIES						
13	PURCHASING		2	13	15		*Purchasing, Stores, Accounting
	a. BID RECORDS						
	b. BUDGET RECORDS - ACTUAL						
	c. BUDGET RECORDS - PROJECTED						
	c1. PRELIMINARY ESTIMATE	2807,16703					
	c2. PRELIMINARY ESTIMATE	2908,02908					
	d. CUSTOMER SERVICE RECORDS						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK Date: JANUARY 16, 1990
City of Los eles
Form Gen. 6 -81)

Sch. No. WP-17
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 0743 FJ
Department of Water and Power
Division
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Lochen
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e. DATA SHEETS						
	e1. ENGINEERING DATA SHEET	,01155					
	f. DRAWINGS						
	g. DWP INSPECTION RECORDS						
	h. INTRADEPARTMENTAL COMMUNICATIONS						
	h1. INTRA-DEPARTMENTAL	,01455					
	h2. INTRA-DEPARTMENTAL	,01456					
	i. INVOICES/PAYMENTS						
	i1. REPORT OF GOODS RETURNED	,00400					
	i2. REQUEST FOR MATERIAL CREDIT	,01666					
	i3. UNITED PARCEL SERVICE DELIVERY RECORD	,012204					
	j. LETTERS						
	k. LOGS/INDICES						
	l. MANAGEMENT PROCEDURES						
	m. MANAGEMENT SCHEDULES						
	n. MEETING MINUTES						
	o. MEMORANDA						
	o1. CORRECTION NOTICE	,00993					
	o2. MEMORANDUM	1145,01145					
	o3. MEMORANDUM	1146,14857					
	o4. MEMORANDUM	1147,01147					
	o5. MEMORANDUM	,01145					
	o6. MEMORANDUM	,01147					
	p. OPERATIONAL REPORTS						
	q. OPERATIONS & MAINTENANCE PROCEDURES						
	r. PROCUREMENT/SALES CONTRACTS						
	s. PROGRESS PHOTOGRAPHS						
	t. PURCHASE ORDERS						
	t1. PURCHASE ORDER	,00001					
	t2. PURCHASE ORDER	,00003					
	t3. PURCHASE ORDER ADJUSTMENT	,87-02-806					

NOTES:

CITY CLERK
City of Los Angeles
Form Gen. 6[illegible]-81)

Date: JANUARY 16, 1990

Sch. No. WP-17

Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 0743 FJ
Department of Water and Power

Division
Water Quality

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Mitchell
Date 9-14-90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	t4. SUB-PURCHASE ORDER	,00008					
	t5. SUB-PURCHASE ORDER	,00009					
	t6. SUB-PURCHASE ORDER	,87-02-806					
	t7. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009					
	u. REQUISITIONS						
	u1. REQUISITION FOR MATERIAL/SERVICES	,01658					
	u2. REQUISITION FOR MATERIAL/SERVICES	,01659					
	u3. REQUISITION FOR MATERIAL/SERVICES	,01660					
	u4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2395,02395					
	u5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
	v. SKETCHES						
	w. SPACE/EQUIPMENT ALLOCATION RECORDS						
	x. TRANSMITTALS/ACKNOWLEDGEMENTS						
	x1. TRANSMITTAL SLIP	3014,03014					
	y. VENDOR MANUALS/CATALOGS						
14	CONTRACT RECORDS		C	5	C+5		*Executive Office
	a. CHANGE DOCUMENTS						
	b. CONTRACT ADMINISTRATION RECORDS						
	c. CUSTOMER SERVICE RECORDS						
	d. EMPLOYMENT RECORDS						
	e. LETTERS						
	f. LOGS/INDICES						
	g. PROCUREMENT/SALES CONTRACTS						
	h. PURCHASE ORDERS						
	i. STATUS REPORTS						
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK
City of Los Angeles
Form Gen. ( )-81)

Date: JANUARY 16, 1990

Sch. No. WP-17

Rev. No.

Department/Bureau 91 0743 FJ

Department of Water and Power

Division Water Quality

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

By: (Dept. Head) James F. Wickser

Date FEB 14 '90

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
15	TIMEKEEPING		3	10	13		
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						*Timekeeping
	a1. DOCTOR'S RETURN TO WORK	12-0016					
	a2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	b. TIMEKEEPING RECORDS						
	b1. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	b2. NOTICE OF ABSENCE	,02728					
	b3. VACATION FORM	,01113					
16	MICROFILM OF ITEMS #1 - 15 ABOVE		--	199	199		
17	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 27 ON WP-17 ORIGINAL.
18	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		HARDCOPY OF ITEMS #1 - 15 ON WP-17 DUPLICATE.

NOTES:

*Reference: 91 000865 FJ

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

CITY CLE[illegible] Date: JANUARY 17, 1990 Sch. No. WP-19 Department/Bureau 92 [illegible]033 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 01 of 34

City of Lo[illegible]eles Rev. No. Department of Water and Power By: (Dept. Head) JAMES [illegible] WICKSER Date APR 13 '92

Form Gen. 60 [illegible]-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record: Aqueduct 92-001033 FJ 1A By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	BUDGET - CAPITAL AND EXPENSE PROGRAM		5	5	10				COMPUTER GENERATED
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	c. MEMORANDA								
	c1. MEMORANDUM	,01334							
2	CHARTS - IRRIGATION LOS ANGELES AQUEDUCT		1	5	6				
	a. DATA SHEETS								
	b. FLOWCHARTS								
3	CHARTS - KEY FLOWS LOS ANGELES AQUEDUCT		2	P	--				
	a. DATA SHEETS								
	a1. DISCHARGE MEASUREMENTS AT REGULAR STATION	,00497							
	b. DESIGN REPORTS								
	c. FLOWCHARTS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	e. OPERATIONAL REPORTS								
	f. TEST RECORDS								
4	CHARTS - NON-KEY FLOWS LOS ANGELES AQUEDUCT		1	4	5				
	a. FLOWCHARTS								
	b. TEST RECORDS								
5	CHARTS - WEATHER		2	P	--				
	a. DATA SHEETS								
	a1. ALARM CHART	,510736							
	a2. ELEVATION CHART	,BR 55015							
	a3. LOCAL CLIMATOLOGICAL DATA	US DOC							
	a4. PRECIPITATION RECORD FOR STORAGE GAGE	WB 1010B							
	a5. PRECIPITATION RECORD FOR STORAGE GAGE	WB 612-42							
	a6. PRECIPITATION RECORD FOR STORAGE GAGE	WB E-2							
	a7. RAINFALL CHART	,16052							
	a8. TEMPERATURE CHART	,WR-W7-120-30-10							
	b. DESIGN REPORTS								
	c. DETAIL PHOTOGRAPHS								
	d. FOREIGN MAPS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							

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

CITY CLE... Date: JANUARY 17, 1990 Sch. No. Department/Bureau 99 033 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 02 of 34
City of Lo...eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92
Form Gen. 60...-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct 97

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	1146,14857							
	g2. MEMORANDUM	1146,14858							
	g3. MEMORANDUM	,01146							
	g4. MEMORANDUM	,01334							
	h. OPERATIONAL REPORTS								
	i. TEST RECORDS								
	i1. FLOW METER TEST REPORT	GS137							
	j. VENDOR MANUALS/CATALOGS								
6	CHARTS - WELL OBSERVATION OWENS VALLEY		3	P	--				
	a. DATA SHEETS								
7	CORRESPONDENCE - CONSTRUCTION, OPERATION AND MAINTENANCE OF FACILITIES		AR	P	--				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE INITIATION	LR-001							
	a2. GRIEVANCE RESPONSE	LR-002							
	a3. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID NOTICE	,03214							
	d2. NOTICE TO BIDDERS AND SPECIAL PROVISIONS	H-O 1501							
	e. BUDGET RECORDS - ACTUAL								
	e1. EXPENDITURE DETAIL	,03193							
	e2. GENERAL LEDGER - WATER	,14183							
	f. BUDGET RECORDS - PROJECTED								
	f1. AUTHORIZATION FOR EXPENDITURE	1611,15344							
	f2. AUTHORIZATION FOR EXPENDITURE	,01612							
	f3. MATERIAL AND LABOR ESTIMATE	376E,14285							
	f4. MATERIAL AND LABOR ESTIMATE	376,14284							
	g. CLAIMS								
	g1. ACCIDENT ANALYSIS	,02747							
	g2. CLAIM FOR DAMAGES	100-A							
	g3. CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A							
	g4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	h. CONFERENCE/SEMINAR ARRANGEMENTS								
	i. CONSERVATION REPORTS								

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CITY CLERK Date: JANUARY 17, 1990 Sch. No. Department/Bureau 92 1083 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 03 of 34

City of Los Angeles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date MAR 18 '92

Form Gen. 60-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	j. CONSTRUCTION CONTRACTS								
	k. CONTRACT ADMINISTRATION RECORDS								
	k1. CONTRACT COVER SHEET	,01799							
	l. CONTRACT AMENDMENTS								
	m. CONVERSATION RECORDS								
	m1. CALL SLIP	,00148							
	n. CUSTOMER SERVICE RECORDS								
	o. DATA SHEETS								
	o1. DISCHARGE MEASUREMENT AT REGULAR STATION	497,1/34							
	o2. DONORS WELFARE PLAN INFORMATION REQUEST	MS 161							
	o3. ENGINEERING DATA SHEET	,01155							
	o4. MANUFACTURER'S DATA REPORT FOR WELDED UNIFIRED PRESSURE VESSEL	5114R							
	o5. WEEKLY WATER SUPPLY FORECAST	DWR 3041							
	p. DEPARTMENT REAL ESTATE RECORDS								
	p1. LEASE	B							
	q. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	r. DESIGN CALCULATIONS								
	s. DESIGN REPORTS								
	t. DETAIL PHOTOGRAPHS								
	u. DRAWINGS								
	v. DWP EQUIPMENT DRAWINGS								
	w. DWP INSPECTION RECORDS								
	x. DWP MAPS								
	y. DWP PROJECT LAYOUT DRAWINGS								
	z. EMPLOYEE ACCOUNTS RECORDS								
	z1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	87-00-045							
	z2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	z3. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	z4. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	aa. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	aa1. DOCTOR'S FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5021							
	aa2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	aa3. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							

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

CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 17, 1990

Sch. No. WP-19

Rev. No.

Department/Bureau 93 / 033 FJ
Department of Water and Power

Office of (Original) Record
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
Date APR 13 '92

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V i t a l	h i s t	c o n f	REMARKS
	aa4. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020,00032							
	aa5. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	ab. EMPLOYEE SUGGESTION PLANS								
	ab1. SUGGESTION	IR272							
	ab2. SUGGESTION EVALUATION REPORT	IR035							
	ac. EMPLOYMENT RECORDS								
	ac1. APPLICATION FOR EMPLOYMENT	PDR-1							
	ac2. INTERVIEW DATA SHEET	3381							
	ac3. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	ac4. NOTICE OF COMMENDATION	GEN. 79							
	ac5. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	ac6. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730							
	ac7. WORK ASSIGNMENT	,WA041							
	ad. ENGINEERING STUDIES								
	ae. ENVIRONMENTAL REPORTS								
	af. FEASIBILITY STUDIES								
	ag. FINANCIAL REPORTS								
	ag1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065							
	ag2. DAILY REPORT OF RECEIPTS, TRANSFERS AND DEPOSITS	,00387							
	ag3. MONTHLY REPORT OF REVENUES AND COLLECTIONS	A-13							
	ah. FLOWCHARTS								
	ai. FOREIGN MAPS								
	aj. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	aj1. UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A							
	ak. INFORMATION SERVICES RECORDS								
	al. INTERDEPARTMENTAL COMMUNICATIONS								
	al1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	am. INTERROGATORIES								
	an. INTRADEPARTMENTAL COMMUNICATIONS								
	an1. INTRA-DEPARTMENTAL	1455,15184							
	an2. INTRA-DEPARTMENTAL	1455,15185							
	an3. INTRA-DEPARTMENTAL	1455							
	an4. INTRA-DEPARTMENTAL	1456,01456							
	an5. INTRA-DEPARTMENTAL	,01455							
	an6. INTRA-DEPARTMENTAL	,01456							

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

CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 83 1083 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 05 of 34
City of Lo: eles WP-19 Department of Water and Power By: (Dept. Head) James F. Wickser Date
Form Gen. 60 -81) JAMES F. WICKSER MAR 13 '92
RECORDS RETENTION SCHEDULE (Original/Official Records) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
Aqueduct MA

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	an7. INTRA-DEPARTMENTAL	,38824							
	ao. INVOICES/PAYMENTS								
	ao1. BILL COLLECTIBLE	1340							
	ao2. BILL COLLECTIBLE	,00050							
	ao3. CONTRACT PAYMENT FORM	626,00626							
	ao4. DEPARTMENT BILL	,15363							
	ao5. INTERFUND BILLING POWER REVENUE FUND	,03099							
	ao6. INTERFUND BILLING WATER REVENUE FUND	,03105							
	ao7. INVOICE	,00050							
	ao8. MISCELLANEOUS DEPOSIT RECEIPT	1650,15407							
	ao9. PETTY CASH VOUCHER	,00724							
	ao10. POWER REVENUE FUND BILL COLLECTIBLE	,00168							
	ao11. REQUEST FOR PAYMENT	,03078							
	ao12. VOUCHER CONTROL FORM	,01218							
	ao13. WATER REVENUE FUND BILL COLLECTIBLE	1340							
	ao14. WATER REVENUE FUND BILL COLLECTIBLE	87-00-050							
	ap. JOB FILE DATA								
	aq. JOB FILES								
	aq1. FOREMAN'S JOB COMPLETION REPORT	1446,15175							
	ar. JOB SCHEDULES								
	as. JUDGEMENTS								
	at. LEGAL APPLICATIONS								
	at1. NEGATIVE DECLARATION	GEN. 157							
	au. LEGAL NOTIFICATIONS								
	au1. CITATION	CAL/OSHA							
	au2. NOTIFICATION OF REMOVAL OF MATERIALS AND/OR ALTERATION OF LAKE, RIVER, OR STREAMED BOTTOM OR MARGIN	FG2023							
	av. LEGAL ORDERS/FILINGS								
	aw. LETTERS								
	ax. LICENSES								
	ay. LITIGATION RECORDS								
	az. LOGS/INDICES								
	az1. CROSS REFERENCE SHEET	442							
	az2. TEST HOLE LOG	1527,15256							
	az3. TEST HOLE LOG	R-101							
	az4. WELL LOG	1452							
	ba. MANAGEMENT PROCEDURES								
	bb. MANAGEMENT REPORTS								

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 92 033 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 06 of 34

City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) James F. Wickser Date APR 13 '92

Form Gen. 60 -81) Rev. No. Office of (Original) Record JAMES F. WICKSER

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct M

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	bc. MANAGEMENT SCHEDULES								
	bc1. VACATION SCHEDULE	,02294							
	bd. MEETING ATTENDANCE RECORDS								
	be. MEETING MINUTES								
	bf. MEMORANDA								
	bf1. ADVICE OF ITEMS LOANED	F-19							
	bf2. BILLING MEMORANDUM	,00880							
	bf3. CORRECTION NOTICE	993,14721							
	bf4. MEMO ORDER	,14192							
	bf5. MEMORANDUM	1146,01146							
	bf6. MEMORANDUM	1146,14857							
	bf7. MEMORANDUM	1146,14858							
	bf8. MEMORANDUM	1146							
	bf9. MEMORANDUM	1147,01147							
	bf10. MEMORANDUM	1334,15047							
	bf11. MEMORANDUM	1334,15048							
	bf12. MEMORANDUM	1334							
	bf13. MEMORANDUM	1335,01335							
	bf14. MEMORANDUM	1336,01336							
	bf15. MEMORANDUM	1344,15047							
	bf16. MEMORANDUM	DWR 155							
	bf17. MEMORANDUM	,01145							
	bf18. MEMORANDUM	,01146							
	bf19. MEMORANDUM	,01147							
	bf20. MEMORANDUM	,01334							
	bf21. MEMORANDUM	,01335							
	bf22. MEMORANDUM	,01336							
	bf23. MEMORANDUM FOR BILLS COLLECTIBLE	600							
	bg. MICROFILM/SLIDES								
	bh. OPERATING AND MAINTENANCE SCHEDULES								
	bi. OPERATIONAL REPORTS								
	bi1. SAND & GRAVEL CONSTRUCTION & INDUSTRIAL SOLD OR USED	G-1274-A							
	bj. OPERATIONS & MAINTENANCE PROCEDURES								
	bk. PERMITS								
	bk1. APPLICATION FOR AN AUTHORITY TO CONSTRUCT/PERMIT TO OPERATE	APCD-004							
	bk2. FREE USE APPLICATION AND PERMIT	4056							
	bk3. FREE USE APPLICATION AND PERMIT	5510-1							

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CITY CLEP' Date: JANUARY 17, 1990 Sch. No. Department/Bureau 33 033 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 07 of 34
City of Lo: eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F WICKSER Date APR 13 '92
Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
Aqueduct

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	bl. POSITION DESCRIPTIONS								
	bl1. POSITION DESCRIPTION	PDES 3							
	bm. PROCUREMENT/SALES CONTRACTS								
	bn. PROFESSIONAL DEVELOPMENT RECORDS								
	bn1. ENGINEER'S CERTIFICATE	375,14281							
	bo. PROGRESS PHOTOGRAPHS								
	bp. PROPOSALS								
	bq. PUBLIC RELATIONS COMMUNICATIONS								
	br. PURCHASE ORDERS								
	br1. PURCHASE ORDER	,00001							
	br2. PURCHASE ORDER	,00003							
	br3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	bs. REQUISITIONS								
	bs1. BILL OF LADING REQUISITION	,01199							
	bs2. BILL OF LADING REQUISITION	,16000							
	bs3. CENTRAL SERVICES PRINTING REQUISITION	,03068							
	bs4. FOREMAN'S MATERIAL REQUISITION	,00106							
	bs5. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	bs6. PRINTING REQUISITION	,03068							
	bs7. REQUEST FOR ASSIGNMENT OF SEALING TOOL	OM-091							
	bs8. REQUISITION	,01199							
	bs9. REQUISITION AND EXECUTIVE ORDER	1463,15192							
	bs10. REQUISITION AND EXECUTIVE ORDER	1463							
	bs11. REQUISITION FOR MATERIAL/SERVICES	,01660							
	bs12. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14304							
	bs13. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	bs14. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	bs15. TRAINING AIDS REQUEST	271							
	bs16. TRAINING PROGRAM REQUEST	270							
	bs17. WORK ORDER	,02822							
	bt. ROUTING SLIPS								
	bt1. REFERENCE	185							
	bt2. REFERENCE SLIP	185,00185							
	bt3. REFERENCE SLIP	185,14142							
	bt4. REFERENCE SLIP	185							
	bu. SKETCHES								
	bv. SPACE/EQUIPMENT ALLOCATION RECORDS								
	bw. SPECIFICATIONS								
	bw1. PLANS & SPECIFICATIONS APPROVAL FORM	257							

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CITY CLERK Date: JANUARY 17, 1990 | Sch. No. | Department/Bureau SS 1035 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 08 of 34

City of Los Angeles | WP-19 | Department of Water and Power | By: (Dept. Head) JAMES F WICKSER | Date MAR 13 '92

Form Gen. 60 (Rev. 6-81) | Rev. No. | Office of (Original) Record: Aqueduct M7 | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bx. STATUS REPORTS								
	by. SURVEYS/QUESTIONNAIRES								
	bz. TAX RECORDS								
	ca. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ca1. TELECOPY COVER SHEET	OM-65							
	ca2. TELEGRAM	1209-J							
	ca3. TELEGRAM	1209							
	ca4. TELEGRAM	1210-J							
	ca5. TELEGRAM	1210							
	ca6. TELEGRAM	1245							
	ca7. TELEGRAM	1813,15580							
	cb. TEST RECORDS								
	cb1. CHEMICAL ANALYSIS	236							
	cb2. CHEMICAL ANALYSIS	237							
	cb3. LAB REPORT OF ANALYSIS	205							
	cb4. REPORT OF WATER ANALYSIS	235							
	cc. TIMEKEEPING RECORDS								
	cc1. ABSENCE FROM DUTY RECORD	2588							
	cc2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	cc3. ATTENDANCE AUTHORITY	,02329							
	cc4. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	cc5. VACATION FORM	,01113							
	cd. TRANSMITTALS/ACKNOWLEDGEMENTS								
	cd1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ce. VENDOR MANUALS/CATALOGS								
	cf. WAGE/SALARY STRUCTURE RECORDS								
8	EMPLOYEE PERSONNEL FILES (RECORDS)		T+1	79	T+80				TERMINATION OF EMPLOYEE
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	b. CLAIMS								
	b1. ACCIDENT ANALYSIS	,02747							
	b2. STATEMENT OF ACCIDENT	970,00970							
	b3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187							
	b4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	c. EDUCATION/TRAINING RECORDS								
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 17, 1990

Sch. No. WP-19

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 38 FJ
Department of Water and Power
Office of (Original) Record
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	d1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	d2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	d3. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	d4. EXAMINATION FOR RETURN TO DUTY	2249,02249							
	d5. REPORT OF PERSONAL INJURIES	,00032							
	e. EMPLOYMENT RECORDS								
	e1. APPLICATION FOR EMPLOYMENT	PDR-1							
	e2. CHANGE OF HOME ADDRESS	,00466							
	e3. EMPLOYEE PERSONNEL JACKET	2759,16594							
	e4. EMPLOYMENT ELIGIBILITY VERIFICATION	I-9							
	e5. EXAMINATION FOR EMPLOYMENT	2248,16068							
	e6. INTERVIEW DATA SHEET	3381							
	e7. NOTICE OF COMMENDATION	GEN. 79							
	e8. REPORT OF DRIVER'S TEST	76-45							
	e9. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360,02360							
	e10. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	e11. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	e12. TERMINATION OF EMPLOYMENT	723							
	e13. TERMINATION OF EMPLOYMENT	,00723							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	1455,15185							
	f2. INTRA-DEPARTMENTAL	,01455							
	g. JUDGEMENTS								
	h. LEGAL ORDERS/FILINGS								
	i. LETTERS								
	j. LOGS/INDICES								
	j1. PROGRESS LOG	GS-044							
	k. MANAGEMENT REPORTS								
	l. MEMORANDA								
	l1. MEMORANDUM	1336,01336							
	l2. MEMORANDUM	,01145							
	l3. MEMORANDUM	,01334							
	l4. MEMORANDUM	,01335							
	m. POSITION DESCRIPTIONS								
	m1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 88 080 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 10 of 34
City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92
Form Gen. 60 (-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	n. TIMEKEEPING RECORDS								
	n1. ABSENCE FROM DUTY RECORD	,02588							
	n2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	n3. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	n4. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	n5. TIME ROLL CORRECTION AUTHORITY	2734							
	n6. VACATION FORM	,01113							
9	GROUNDWATER WELLS RECORDER CHARTS SAN FERNANDO VALLEY		1	P	--				
10	HYDROLOGICAL DATA - RELATING TO STORMS, FLOODS, DROUGHTS		2	P	--				
	a. DATA SHEETS								
	b. LETTERS								
	c. OPERATIONS & MAINTENANCE PROCEDURES								
	d. TEST RECORDS								
11	LAWSUITS - WATER RIGHTS		C+2	P	--				COMPLETION OF LAWSUIT
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - ACTUAL								
	c. CLAIMS								
	c1. VERIFICATION (VITAL)					V			
	d. CONVERSATION RECORDS								
	d1. CALL SLIP	,00148							
	e. DATA SHEETS								
	f. DEPARTMENT REAL ESTATE RECORDS								
	f1. ABSTRACT OF WATER RIGHT TITLE (VITAL)					V			
	f2. APPRAISAL (VITAL)					V			
	f3. DEED (VITAL)					V			
	f4. GRANT DEED (VITAL)					V			
	g. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	h. DETAIL PHOTOGRAPHS								
	i. DWP INSPECTION RECORDS								
	i1. INVESTIGATION REPORT (VITAL)					V			
	j. DWP MAPS								
	k. ENGINEERING STUDIES								
	l. FEASIBILITY STUDIES								
	m. FINANCIAL REPORTS								
	n. FOREIGN MAPS								
	o. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								

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CITY CLEP — Date: JANUARY 17, 1990 — Sch. No. WP-19 — Rev. No.
City of Lo eles
Form Gen. 60 J-81)

Department/Bureau 38 FJ
Department of Water and Power
Office of (Original) Record
Aqueduct MA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wicksa
JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date

)ate MR 13 '92

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	p. INTERROGATORIES								
	q. INTRADEPARTMENTAL COMMUNICATIONS								
	q1. INTRA-DEPARTMENTAL	1455,15185							
	q2. INTRA-DEPARTMENTAL	1455							
	q3. INTRA-DEPARTMENTAL	1456,01456							
	q4. INTRA-DEPARTMENTAL	87-69-074							
	q5. INTRA-DEPARTMENTAL	,01455							
	q6. INTRA-DEPARTMENTAL	,01456							
	r. INVOICES/PAYMENTS								
	r1. INVOICE	626							
	s. JUDGEMENTS								
	s1. JUDGEMENT (VITAL)					V			
	s2. JUDGEMENT AND DECREE (VITAL)					V			
	s3. OPINION (VITAL)					V			
	s4. OPINION OF THE ARBITRATOR (VITAL)					V			
	s5. RESOLUTION (VITAL)					V			
	t. LEGAL APPLICATIONS								
	t1. PETITION (VITAL)					V			
	u. LEGAL NOTIFICATIONS								
	u1. AFFIDAVIT (VITAL)					V			
	u2. COMPLAINT (VITAL)					V			
	u3. LEGAL NOTICE (VITAL)					V			
	u4. NOTICE OF APPEAL (VITAL)					V			
	u5. NOTICE OF APPROPRIATION OF WATER (VITAL)					V			
	u6. NOTICE OF FILING (VITAL)					V			
	u7. NOTICE OF MOTION CHANGE VENUE (VITAL)					V			
	u8. NOTICE OF TRANSFERRED ACTION (VITAL)					V			
	u9. SUMMONS (VITAL)					V			
	v. LEGAL ORDERS/FILINGS								
	v1. ARTICLES OF INCORPORATION (VITAL)					V			
	v2. COURT DECREE (VITAL)					V			
	v3. DECLARATION (VITAL)					V			
	v4. DECREE (VITAL)					V			
	v5. INJUNCTION (VITAL)					V			
	v6. LEGAL COMPLAINT (VITAL)					V			
	v7. ORDER TO SHOW CAUSE (VITAL)					V			
	v8. TEMPORARY RESTRAINING ORDER (VITAL)					V			
	w. LETTERS								
	x. LICENSES								

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 98 1038*FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 12 of 34
City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) James F. Wickser Date MAR 13 '90
Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk/Rec. Mgt. Off.) Date
Aqueduct MA

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	y. LITIGATION RECORDS								
	y1. APPELLATE'S OPENING BRIEF (VITAL)					V			
	z. LOGS/INDICES								
	z1. CROSS REFERENCE SHEET	442							
	aa. MANAGEMENT PROCEDURES								
	aa1. CORPORATE BY-LAWS (VITAL)					V			
	ab. MANAGEMENT REPORTS								
	ac. MEETING ATTENDANCE RECORDS								
	ad. MEETING MINUTES								
	ae. MEMORANDA								
	ae1. MEMORANDUM	1145,01145							
	ae2. MEMORANDUM	1146,01146							
	ae3. MEMORANDUM	1146,14857							
	ae4. MEMORANDUM	1146,14858							
	ae5. MEMORANDUM	1146							
	ae6. MEMORANDUM	1334,15047							
	ae7. MEMORANDUM	1334							
	ae8. MEMORANDUM	1335,01335							
	ae9. MEMORANDUM	1344,15047							
	ae10. MEMORANDUM	,01145							
	ae11. MEMORANDUM	,01146							
	ae12. MEMORANDUM	,01147							
	ae13. MEMORANDUM	,01334							
	ae14. MEMORANDUM	,01335							
	af. OPERATIONAL REPORTS								
	ag. PERMITS								
	ag1. PERMIT (VITAL)					V			
	ah. PROCUREMENT/SALES CONTRACTS								
	ah1. AGREEMENT (VITAL)					V			
	ai. PROGRESS PHOTOGRAPHS								
	aj. PUBLIC RELATIONS COMMUNICATIONS								
	ak. ROUTING SLIPS								
	ak1. REFERENCE SLIP	185,14142							
	ak2. REFERENCE SLIP	185							
	al. STATUS REPORTS								
	am. STOCKS								
	an. TAX RECORDS								
	ao. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ao1. TELEGRAM	1209							

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CITY CLEF' Date: JANUARY 17, 1990 Sch. No. Department/Bureau 92 (033 F J Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 13 of 34

City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92

Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk/Rec. Mgt. Off.) Date

Aqueduct

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	ao2. TELEGRAM	1245							
	ap. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ap1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
12	MONTHLY WELL SUMMARIES		10	P	--				
	a. DATA SHEETS								
	b. LOGS/INDICES								
	b1. WELL LOG SHEET	1526							
	b2. WELL LOG SHEET	1527,15256							
	c. OPERATIONAL REPORTS								
13	PATROL SHEETS - IRRIGATION LOS ANGELES AQUEDUCT		1	4	5				
14	PERSONAL EXPENSE (VOUCHERS)		2	3	5				
15	PERSONNEL FILES		5	5	10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. EDUCATION/TRAINING RECORDS								
	d. EMPLOYMENT RECORDS								
	d1. APPLICATION FOR EMPLOYMENT	PDR-1							
	d2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	d3. INTERVIEW DATA SHEET	3381							
	d4. REQUEST TO FILL POSITION	424,00424							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. MANAGEMENT SCHEDULES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01146							
	g3. MEMORANDUM	,01147							
	g4. MEMORANDUM	,01334							
	g5. MEMORANDUM	,01335							
	h. POSITION DESCRIPTIONS								
	h1. POSITION DESCRIPTION	PDES 3							
	i. SPECIFICATIONS								

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

CITY CLEF
City of Lo eles
Form Gen. 60 -81)

Date: JANUARY 17, 1990

Sch. No. WP-19

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 93 083 FJ
Department of Water and Power
Office of (Original) Record
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date APR 13 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	j. SURVEYS/QUESTIONNAIRES								
	k. TIMEKEEPING RECORDS								
16	QUARTER BOOKS, OBSERVER CARDS - NON-POSTED (WATER FLOW, EVAPORATION, AND		2	P	--				
	a. DATA SHEETS								
	a1. DISCHARGE AND WATER SURFACE DATA	355,00355							
	a2. EVAPORATION DATA	,16000							
	a3. WEATHER AND PRECIPITATION DATA	,16000							
17	QUARTER BOOKS OBSERVER - POSTED (WATER FLOW, EVAPORATION AND	PRECIPITATI	2	5	7				
18	REPORTS - AQUEDUCT CONSTRUCTION		2	P	--				
19	REPORTS - AQUEDUCT HYDROGRAPHIC STUDIES		C+2	P	--				
20	REPORTS - AQUEDUCT OPERATIONAL STUDIES		C+2	~~8~~	~~C+2~~ C+10				COMPLETION OF STUDY 92 000794 GP
21	SUMMARY SHEETS OF DAILY FLOW DATA		10	P	--				
	a. DATA SHEETS								
	a1. DAILY GAUGE HEIGHTS AND DISCHARGES	767,14553							
	a2. DAILY GAUGE HEIGHTS AND DISCHARGES	767							
	a3. DISCHARGE MEASUREMENTS AT REGULAR STATION	150							
	a4. DISCHARGE MEASUREMENTS AT REGULAR STATION	497,14372							
	b. LETTERS								
	c. MEMORANDA								
	c1. MEMORANDUM	1146,14857							
	c2. MEMORANDUM	,01145							
	c3. MEMORANDUM	,01146							
	c4. MEMORANDUM	,01334							
	d. OPERATIONAL REPORTS								
22	TIMEROLLS (TIMEKEEPING RECORDS)		3	10	13				COMPUTER GENERATED
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	a2. EXAMINATION FOR RETURN TO DUTY	2249,02249							
	b. EMPLOYMENT RECORDS								
	b1. EXAMINATION FOR EMPLOYMENT	,02248							
	b2. TERMINATION OF EMPLOYMENT	,00723							
	c. LOGS/INDICES								

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

CITY CLER' Date: JANUARY 17, 1990 Sch. No.
City of Lo eles WP-19
Form Gen. 60 -81) Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 033 FJ
Department of Water and Power
Office of (Original) Record
Aqueduct MA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickser
JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date APR 13 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	d2. MEMORANDUM	,01334							
	e. OPERATIONAL REPORTS								
	e1. FOREMAN'S DAILY REPORT	,01464							
	e2. FOREMAN'S DAILY REPORT	,01466							
	f. POSITION DESCRIPTIONS								
	f1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	g. TIMEKEEPING RECORDS								
	g1. ABSENCE FROM DUTY RECORD	2588							
	g2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	g3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	g4. ATTENDANCE RECORD	3002							
	g5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	g6. LABOR DISTRIBUTION RECORD	,03001							
	g7. LOS ANGELES AQUEDUCT - DAILY TIME SHEET	,02727							
	g8. NOTICE OF ABSENCE	,02728							
	g9. RECORD OF ACCUMULATIVE OVERTIME CREDITS & DEBITS	A-13,094-1							
	g10. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	g11. SUPERVISOR'S DAILY TIME REPORT	WA013							
	g12. TIME CARD	,02258							
	g13. TIME ROLL CORRECTION AUTHORITY	2734							
	g14. VACATION FORM	,01113							
	h. WAGE/SALARY STRUCTURE RECORDS								
23	WATER FLOW MEASUREMENT NOTES		3	--	3				
	a. DATA SHEETS								
	a1. DISCHARGE MEASUREMENT NOTE	283							
	a2. DISCHARGE MEASUREMENT NOTE	,00283							
24	WATER SURFACE ELEVATION SAN FERNANDO VALLEY		2	P	--				
	a. DATA SHEETS								
	b. OPERATIONAL REPORTS								
	c. TEST RECORDS								

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CITY CLEP
City of Lo eles
Form Gen. 60 -81)

Date: JANUARY 17, 1990

Sch. No. WP-19

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 92 \ 038 FJ
Department of Water and Power
Office of (Original) Record
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER James F. Wicker
By: (City Clerk, Rec. Mgt. Off.)

Page: 16 of 34
Date APR 13 '92
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
25	WELL DATA CARDS		2	~~3~~	~~5~~				92 000794 GP
	a. DATA SHEETS								
26	WELL FIELD DATA SHEETS		5	P	--				
	a. DATA SHEETS								
	a1. INDEPENDENCE PUMPING WELL	IND A-12, 867-1+2							
	b. MEMORANDA								
	b1. MEMORANDUM	,01145							
27	GROUND WATER DATA		2	P	--				
	a. AGENDA								
	b. DATA SHEETS								
	b1. ENGINEERING DATA SHEET	,01155							
	c. DETAIL PHOTOGRAPHS								
	d. DWP MAPS								
	e. ENGINEERING STUDIES								
	f. ENVIRONMENTAL REPORTS								
	f1. WEATHER AND EVAPORATION REPORT	,14078							
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. LEGAL APPLICATIONS								
	i. LEGAL ORDERS/FILINGS								
	j. LETTERS								
	k. LOGS/INDICES								
	k1. WELL LOG	1452,15181							
	l. MANAGEMENT SCHEDULES								
	m. MEETING MINUTES								
	n. MEMORANDA								
	n1. MEMORANDUM	1146,01146							
	n2. MEMORANDUM	1147,01147							
	o. OPERATIONAL REPORTS								
	p. PUBLIC RELATIONS COMMUNICATIONS								
	q. REQUISITIONS								
	q1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	r. ROUTING SLIPS								
	s. SPECIFICATIONS								
	t. STATUS REPORTS								
	u. VENDOR MANUALS/CATALOGS								

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 038 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code Page: 17 of 34

City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date JAN 13 '92

Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk/Rec. Mgt. Off.) Date

Aqueduct

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	cont	REMARKS
28	RESERVOIR STORAGE DATA		5	P	--				
	a. DATA SHEETS								
	a1. DAILY GAUGE HEIGHTS AND DISCHARGES	,00767							
	b. DESIGN REPORTS								
29	MICROGRAPHIC MEDIA		S	--	S+2				92 000794 GP
	a. DWP MAPS								
	b. MICROFILM/SLIDES								
30	INDEXES		S	--	S+2				92 000794 GP
	a. LICENSES								
	b. LOGS/INDICES								
31	WEATHER BOOKS		5	P	--				
	a. DATA SHEETS								
	a1. HYDROGRAPHIC DATA	,00014							
	a2. HYDROGRAPHIC PATROL	,16000							
	b. ENVIRONMENTAL REPORTS								
	b1. WEATHER AND EVAPORATION REPORT	,00086							
	c. LOGS/INDICES								
32	WATER RIGHTS		C+2	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - ACTUAL								
	c. CLAIMS								
	c1. NOTICE OF WATER CLAIM (VITAL)					V			
	c2. SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE (VITAL)	STATE OF CAL 40-1				V			
	d. CONGRESSIONAL REPORTS								
	e. CONTRACT ADMINISTRATION RECORDS								
	e1. OPTION AGREEMENT (VITAL)					V			
	f. DATA SHEETS								
	f1. HYDROGRAPH (VITAL)					V			
	f2. MONTHLY STREAM FLOW RECORD	580-A							
	g. DEPARTMENT REAL ESTATE RECORDS								
	g1. APPRAISAL (VITAL)					V			
	g2. DEED (VITAL)					V			
	g3. EASEMENT DEED (VITAL)					V			
	g4. GRANT DEED (VITAL)					V			

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau [illegible] F J
Department of Water and Power
Office of (Original) Record
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
Date APR 13 '92
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g5. QUIT CLAIM OF DEED (VITAL)					V			
	h. DESIGN REPORTS								
	h1. HYDROGRAPHIC REPORT (VITAL)					V			
	i. DWP MAPS								
	i1. PLOT MAP (VITAL)					V			
	j. ENGINEERING STUDIES								
	k. FEASIBILITY STUDIES								
	l. FINANCIAL REPORTS								
	m. INTERDEPARTMENTAL COMMUNICATIONS								
	n. INTRADEPARTMENTAL COMMUNICATIONS								
	n1. INTRA-DEPARTMENTAL	1455,01455							
	n2. INTRA-DEPARTMENTAL	1455							
	n3. INTRA-DEPARTMENTAL	87-69-074							
	n4. INTRA-DEPARTMENTAL	,01455							
	n5. INTRA-DEPARTMENTAL	,38824							
	o. INVOICES/PAYMENTS								
	o1. AUTHORIZATION FOR EXPENDITURE	,01612							
	o2. DEPARTMENT TRANSFER WATER REVENUE FUND	3109,03109							
	o3. FOREMAN'S MATERIAL CREDIT	39,00039							
	p. JUDGEMENTS								
	p1. BOARD RESOLUTION (VITAL)					V			
	p2. DECISION (VITAL)					V			
	p3. JUDGEMENT (VITAL)					V			
	p4. JUDGEMENT AND DECREE (VITAL)					V			
	p5. RESOLUTION (VITAL)					V			
	p6. STATE OF CALIFORNIA JOINT ASSEMBLY RESOLUTION (VITAL)					V			
	p7. SUPPLEMENTAL OPINION AND ORDER (VITAL)					V			
	q. LEGAL APPLICATIONS								
	q1. AGREEMENT (VITAL)					V			
	q2. APPLICATION (VITAL)					V			
	r. LEGAL NOTIFICATIONS								
	r1. COMPLAINT (VITAL)					V			
	r2. NOTICE OF APPLICATION TO APPROPRIATE WATER (VITAL)					V			
	r3. NOTICE OF APPROPRIATION OF WATER (VITAL)					V			
	r4. NOTICE OF PETITION (VITAL)					V			
	r5. NOTICE TO LICENSEES (VITAL)					V			
	s. LEGAL ORDERS/FILINGS								

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 98 [illegible] FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 19 of 34

City of Los eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92

Form Gen. 60 (_-81) Rev. No. Office of (Original) Record By: (City Clerk/Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct M

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	s1. APPEAL (VITAL)					V			
	s2. ARTICLES OF INCORPORATION (VITAL)					V			
	s3. COMPLAINT FOR INJUNCTION (VITAL)					V			
	s4. COURT ADJUDICATION (VITAL)					V			
	s5. COURT FILING (VITAL)					V			
	s6. DECREE (VITAL)					V			
	s7. STIPULATION FOR ORDER OF DETERMINATION (VITAL)					V			
	t. LETTERS								
	u. LICENSES								
	u1. APPLICATION FOR LICENSE (VITAL)					V			
	v. LITIGATION RECORDS								
	v1. LAWSUIT (VITAL)					V			
	v2. LEGAL DESCRIPTION (VITAL)					V			
	w. LOGS/INDICES								
	w1. CROSS REFERENCE SHEET	442							
	x. MANAGEMENT PROCEDURES								
	y. MANAGEMENT REPORTS								
	z. MANAGEMENT SCHEDULES								
	aa. MEETING MINUTES								
	aa1. TRANSCRIPT OF TESTIMONY (VITAL)					V			
	ab. MEMORANDA								
	ab1. MEMO ORDER	,14192							
	ab2. MEMORANDUM	1146,01146							
	ab3. MEMORANDUM	1146,14857							
	ab4. MEMORANDUM	1146,14858							
	ab5. MEMORANDUM	1146							
	ab6. MEMORANDUM	1334,15047							
	ab7. MEMORANDUM	1334							
	ab8. MEMORANDUM	1335,01335							
	ab9. MEMORANDUM	1344,15047							
	ab10. MEMORANDUM	,01145							
	ab11. MEMORANDUM	,01146							
	ab12. MEMORANDUM	,01147							
	ab13. MEMORANDUM	,01335							
	ab14. MEMORANDUM	,01336							
	ab15. MEMORANDUM OF AGREEMENT (VITAL)					V			
	ac. OPERATIONAL REPORTS								
	ad. PERMITS								

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CITY CLEP' Date: JANUARY 17, 1990 Sch. No. Department/Bureau 383 FJ Certified per Sec. 123(e) of L.A. Admin. Code: Page: 20 of 34
City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92
Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
Aqueduct MT

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	ad1. APPLICATION FOR EXCHANGE OF PRIVATELY OWNED LANDS (VITAL)					V			
	ad2. APPLICATION TO APPROPRIATE WATER FROM CERTAIN CREEKS IN INYO COUNTY (VITAL)					V			
	ad3. PERMIT APPLICATION (VITAL)					V			
	ae. PROCUREMENT/SALES CONTRACTS								
	ae1. AGREEMENT (VITAL)					V			
	ae2. CONTRACT (VITAL)					V			
	af. PROPOSALS								
	af1. PROPOSAL (VITAL)					V			
	ag. PUBLIC RELATIONS COMMUNICATIONS								
	ah. PURCHASE ORDERS								
	ah1. SUB-PURCHASE ORDER	7B,14009							
	ai. REQUISITIONS								
	ai1. REQUISITION AND EXECUTIVE ORDER	1463,15192							
	aj. ROUTING SLIPS								
	aj1. REFERENCE SHEET	185,14142							
	aj2. REFERENCE SLIP	185-J							
	aj3. REFERENCE SLIP	185,00185							
	ak. STATUS REPORTS								
	al. STOCKS								
	al1. STOCK CERTIFICATE (VITAL)					V			
	am. TELEX/TWX/TELECOPY COMMUNICATIONS								
	am1. TELEGRAM	1209-J							
	am2. TELEGRAM	1209							
	am3. TELEGRAM	1210-J							
	am4. TELEGRAM	1245,14951							
33	AIR QUALITY		5	P	--				
	a. AGENDA								
	b. BID RECORDS								
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	,03091							
	d. DETAIL PHOTOGRAPHS								
	e. ENGINEERING STUDIES								
	f. JOB SCHEDULES								
	g. LEGAL APPLICATIONS								
	h. LEGAL ORDERS/FILINGS								
	i. LETTERS								

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CITY CLEP — Date: JANUARY 17, 1990 — Sch. No. WP-19 — Rev. No. — Page: 21 of 34

City of Lo eles

Form Gen. 60 -81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 3 3 3 F J

Department of Water and Power

Office of (Original) Record

Aqueduct MA

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

By: (Dept. Head) James F. Wickser

JAMES F. WICKSER

Date APR 13 '92

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	j. MANAGEMENT PROCEDURES								
	k. MEETING MINUTES								
	l. PUBLIC RELATIONS COMMUNICATIONS								
	m. PURCHASE ORDERS								
	m1. PURCHASE ORDER	,00001							
	n. VENDOR MANUALS/CATALOGS								
34	CHARTS AND READING SHEETS		2	P	--				
	a. DATA SHEETS								
35	SAFETY FILES		AR	10	AR+10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CLAIMS								
	b1. ACCIDENT ANALYSIS	,02747							
	b2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	c. DETAIL PHOTOGRAPHS								
	d. DWP INSPECTION RECORDS								
	e. EDUCATION/TRAINING RECORDS								
	f. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	f1. CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	MVP21							
	f2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. INVOICES/PAYMENTS								
	i. LETTERS								
	j. LOGS/INDICES								
	k. MEETING ATTENDANCE RECORDS								
	l. MEETING MINUTES								
	m. MEMORANDA								
	m1. MEMORANDUM	,01145							
	m2. MEMORANDUM	,01147							
	m3. MEMORANDUM	,01334							
	n. OPERATIONAL REPORTS								
	o. PERMITS								
	o1. DANGER RED TAGS	03-411							
	p. PUBLIC RELATIONS COMMUNICATIONS								
	q. STANDARDS								

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 8 2 0 3 0 F J Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 22 of 34

City of Los eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92

Form Gen. 60 (Rev. 6-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct M

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	r. TELEX/TWX/TELECOPY COMMUNICATIONS								
36	WORK ORDERS		C+2	--	C+2				
	a. BUDGET RECORDS - PROJECTED								
	a1. MATERIAL AND LABOR ESTIMATE	0377							
	b. CHANGE DOCUMENTS								
	b1. MULTIPLE WORK ORDER CHANGE	,02827							
	b2. WORK ORDER MISCELLANEOUS CHANGE	,02824							
	b3. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823							
	c. DATA SHEETS								
	d. DWP MAPS								
	e. INVOICES/PAYMENTS								
	f. LOGS/INDICES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01146							
	g3. MEMORANDUM	,01147							
	g4. MEMORANDUM	,01334							
	h. OPERATIONAL REPORTS								
	i. REQUISITIONS								
	i1. FOREMAN'S MATERIAL REQUISITION	,00106							
	i2. WORK ORDER	,02822							
	i3. WORK ORDER STANDARD FORM	,02821							
	i4. WORK ORDER ZIP FORM	,02822							
37	DRAWINGS ON MICROFILM		S	--	S+2				92 000794 GP
	a. DRAWINGS								
	b. DWP MAPS								
38	DRAWINGS		S	--	S+2				92 000794 GP
	a. DRAWINGS								
39	SALES OF REAL PROPERTY		C+1	P	--				REAL ESTATE DEPARTMENT - SALES OF EXCESS OR
	a. BUDGET RECORDS - PROJECTED								SUBSTANDARD DWP PARCELS THROUGH THE PUBLIC
	a1. AUTHORIZATION FOR EXPENDITURE	1611							AUCTION AND DIRECT SALE PROCESS
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	,00148							
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	1155,14866							

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CITY CLEF — Date: JANUARY 17, 1990 — Sch. No. — Department/Bureau 09 — Certified per Sec. 12.3(e) of L.A. Admin. Code: — Page: 23 of 34

City of Los Angeles — WP-19 — Department of Water and Power — By: (Dept. Head) JAMES F. WICKSER — Date APR 13 '92

Form Gen. 60 (Rev. 6-81) — Rev. No. — Office of (Original) Record: Aqueduct — By: (City Clerk/Rec. Mgt. Off.) — Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	d. DEPARTMENT REAL ESTATE RECORDS								
	d1. CERTIFICATE OF ACCEPTANCE (VITAL)					V			
	d2. COMPLETED AQUEDUCT DIVISION SALE (VITAL)					V			
	d3. CONFIRMATION OF ORAL BID SURPLUS REAL PROPERTY SALE (VITAL)					V			
	d4. DEED (VITAL)					V			
	d5. EASEMENT (VITAL)					V			
	d6. EASEMENT DEED (VITAL)					V			
	d7. GRANT DEED (VITAL)					V			
	d8. LAND ASSIGNMENT (VITAL)					V			
	d9. LAND DEED (VITAL)					V			
	d10. LAND SALE (VITAL)					V			
	d11. LEASE (VITAL)					V			
	d12. LEASE AGREEMENT (VITAL)					V			
	d13. NORTHERN AQUEDUCT - FIELD SURVEY	B-13, 380-A							
	d14. NOTICE OF INTENTION TO EXCHANGE REAL PROPERTY WITH THE CITY OF LOS ANGELES (VITAL)					V			
	d15. QUIT CLAIM OF DEED (VITAL)					V			
	d16. RIGHT OF WAY AGREEMENT (VITAL)					V			
	d17. RIGHT OF WAY AND LAND DIVISION	1146							
	e. DWP MAPS								
	e1. LAND EXCHANGE BOUNDARIES MAP (VITAL)					V			
	e2. MAP SHOWING PROPOSED EXCHANGE OF ACCESS OPENINGS (VITAL)					V			
	e3. PROPERTY MAP (VITAL)					V			
	f. DWP PROJECT LAYOUT DRAWINGS								
	g. ENVIRONMENTAL REPORTS								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	1455,15185							
	h2. INTRA-DEPARTMENTAL	1455,15186							
	h3. INTRA-DEPARTMENTAL	1455							
	h4. INTRA-DEPARTMENTAL	,01455							
	h5. INTRA-DEPARTMENTAL	,01456							
	i. INVOICES/PAYMENTS								
	i1. BILL COLLECTIBLE (VITAL)	87-00-050				V			
	i2. CASH MEMORANDUM RECEIPT (VITAL)	,00982				V			
	i3. INVOICE (VITAL)					V			
	i4. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION (VITAL)	,01417				V			

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

CITY CLERK Date: JANUARY 17, 1990 | Sch. No. | Department/Bureau 088 FJ | Certified per Sec. 12.8(e) of L.A. Admin. Code: | Page: 24 of 34

City of Los Angeles | WP-19 | Department of Water and Power | By: (Dept. Head) James F. Wickser JAMES F. WICKSER | Date APR 13 '92

Form Gen. 60 (Rev. 6-81) | Rev. No. | Office of (Original) Record Aqueduct VA | By: (City Clerk/Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	i5. WATER REVENUE FUND BILL COLLECTIBLE	,00050							
	j. JOB FILES								
	j1. FOREMAN'S JOB COMPLETION REPORT	1446,15175							
	k. JUDGEMENTS								
	k1. RESOLUTION (VITAL)					V			
	l. LEGAL NOTIFICATIONS								
	l1. AFFIDAVIT OF POSTING NOTICE OF APPLICATION (VITAL)					V			
	l2. BRIEF (VITAL)					V			
	l3. COMPLAINT (VITAL)					V			
	l4. NOTICE OF ENTRY OF JUDGEMENT (VITAL)					V			
	l5. NOTICE OF PENDENCY ACTION (VITAL)					V			
	m. LEGAL ORDERS/FILINGS								
	n. LETTERS								
	o. LITIGATION RECORDS								
	o1. SETTLEMENT STATEMENT (VITAL)	APD775				V			
	p. LOGS/INDICES								
	p1. CHECKLIST FOR PROCESSING SALE	611-I							
	p2. CROSS REFERENCE SHEET	442							
	q. MANAGEMENT REPORTS								
	r. MEETING MINUTES								
	s. MEMORANDA								
	s1. MEMORANDUM	1146,14857							
	s2. MEMORANDUM	1146,14858							
	s3. MEMORANDUM	1146							
	s4. MEMORANDUM	1334,15046							
	s5. MEMORANDUM	1334,15047							
	s6. MEMORANDUM	1334,15048							
	s7. MEMORANDUM	1334							
	s8. MEMORANDUM	1335,01335							
	s9. MEMORANDUM	1344,15047							
	s10. MEMORANDUM	,01145							
	s11. MEMORANDUM	,01146							
	s12. MEMORANDUM	,01147							
	s13. MEMORANDUM	,01334							
	s14. MEMORANDUM	,01335							
	t. PERMITS								
	t1. NOTICE OF DETERMINATION (VITAL)					V			
	u. PROCUREMENT/SALES CONTRACTS								

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CITY CLEP' Date: JANUARY 17, 1990 | Sch. No. | Department/Bureau 8 3 0 F J | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 25 of 34

City of Lo eles | WP-19 | Department of Water and Power | By: (Dept. Head) JAMES F. WECKSER | Date APR 13 '92

Form Gen. 60 -81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct MA

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	u1. CONTRACT (VITAL)					V			
	v. PUBLIC RELATIONS COMMUNICATIONS								
	w. REQUISITIONS								
	x. ROUTING SLIPS								
	x1. REFERENCE SLIP	185							
	y. TELEX/TWX/TELECOPY COMMUNICATIONS								
	y1. TELEGRAM	1209							
	z. TRANSMITTALS/ACKNOWLEDGEMENTS								
	z1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	z2. TRANSMITTAL	,00028							
40	REAL PROPERTY ORIGINAL SIGNED DOCUMENTS		C	P	--				REAL ESTATE DEPARTMENT
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	b1. AUTHORIZATION FOR EXPENDITURE	1611							
	b2. MATERIAL AND LABOR ESTIMATE	376							
	c. CLAIMS								
	c1. RELEASE	504-J							
	c2. RELEASE (VITAL)	504				V			
	d. CUSTOMER SERVICE RECORDS								
	d1. MISCELLANEOUS COMPLAINT ELECTRIC	698,14517							
	e. DEPARTMENT REAL ESTATE RECORDS								
	e1. APPLICATION FOR LEASE OR MONTH TO MONTH RENTAL AGREEMENT (VITAL)	4M				V			
	e2. RENTAL AGREEMENT (VITAL)					V			
	e3. RENTAL BILLING AND TERMINATION ORDER	1996,15769							
	e4. RENTAL BILLING ORDER	1996,15769							
	e5. RENTAL BILLING ORDER	1996							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	1455							
	g. INVOICES/PAYMENTS								
	g1. FOREMAN'S MATERIAL CREDIT	43,14039							
	g2. STATEMENT OF SETTLEMENT	GEN.1A							
	h. JOB FILES								
	h1. FOREMAN'S JOB COMPLETION REPORT	1446							
	i. LETTERS								
	j. LOGS/INDICES								
	k. MEMORANDA								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 9 3 3 T J
Department of Water and Power
Office of (Original) Record
Aqueduct YA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92
By: (City Clerk Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	k1. MEMO ORDER	,14192							
	k2. MEMO ORDER	,16000							
	k3. MEMORANDUM	1146,14857							
	k4. MEMORANDUM	1146							
	k5. MEMORANDUM	1334,15047							
	k6. MEMORANDUM	1334							
	l. REQUISITIONS								
	l1. BILL OF LADING REQUISITION	1199,14913							
	l2. REQUISITION	1191,14902							
	l3. REQUISITION AND EXECUTIVE ORDER	1463,15192							
	l4. REQUISITION AND EXECUTIVE ORDER	1463							
	m. ROUTING SLIPS								
	m1. REFERENCE SLIP	185							
	n. TRANSMITTALS/ACKNOWLEDGEMENTS								
	n1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
41	LICENSE AGREEMENTS		T+2	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CONSULTING CONTRACTS								
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. MODIFICATION OF AGREEMENT (VITAL)					V			
	c2. RENTAL BILLING ORDER	1996,15769							
	d. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	e. DWP MAPS								
	e1. LICENSE REVIEW MAP (VITAL)					V			
	f. ENGINEERING STUDIES								
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	g1. INTER DEPARTMENTAL ORDER	GEN. 34							
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	,01455							
	i. INVOICES/PAYMENTS								
	i1. BILL COLLECTIBLE	1340							
	i2. BILL COLLECTIBLE	,00050							
	i3. RETURN RECEIPT	3811							
	j. LETTERS								
	k. LICENSES								
	k1. LICENSE (VITAL)					V			
	k2. LICENSE AGREEMENT (VITAL)					V			

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 92 1033 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 27 of 34
City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92
Form Gen. 60 J-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
Aqueduct MA

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	bist	conf	REMARKS
	k3. LICENSE AGREEMENT LISTING (VITAL)					V			
	k4. LICENSE CLAUSE ADDITION (VITAL)					V			
	l. LOGS/INDICES								
	m. MANAGEMENT REPORTS								
	n. MEMORANDA								
	n1. MEMORANDUM	1146,14857							
	n2. MEMORANDUM	1334,15047							
	n3. MEMORANDUM	,01145							
	n4. MEMORANDUM	,01334							
	n5. MEMORANDUM	,01335							
	o. PROGRESS PHOTOGRAPHS								
	p. PROPOSALS								
	q. PUBLIC RELATIONS COMMUNICATIONS								
	r. TELEX/TWX/TELECOPY COMMUNICATIONS								
	s. TRANSMITTALS/ACKNOWLEDGEMENTS								
	s1. TRANSMITTAL	28							
42	ENCROACHMENT FILE		C+2	~~8~~	~~C+2~~ C+10				REAL ESTATE
	a. CONVERSATION RECORDS								92 000794 GP
	a1. CALL SLIP	,00148							
	b. INVOICES/PAYMENTS								
	b1. WATER REVENUE FUND BILL COLLECTIBLE	,00050							
	c. LETTERS								
	d. LOGS/INDICES								
	e. MEMORANDA								
	e1. MEMORANDUM	1334,15047							
	e2. MEMORANDUM	,01334							
	e3. MEMORANDUM	,01335							
	f. PERMITS								
	g. TRANSMITTALS/ACKNOWLEDGEMENTS								
	g1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
43	LEASES (RENTALS)		C+1	P	--				REAL ESTATE DEPARTMENT
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE RESPONSE	LR-002							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. AMENDED VACANT HOUSING OPEN FOR BID (VITAL)					V			

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 38 (388 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 28 of 34
City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) James F. Wickser Date APR 13 '92
Form Gen. 60 -81) Rev. No. Office of (Original) Record JMA JAMES F. WICKSER By: (City Clerk, Rec. Mgt. Off.) Date
Aqueduct

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	conf	REMARKS
	c2. BID FOR EMPLOYER HOUSING (VITAL)					V			
	c3. VACANT HOUSING OPEN FOR BID (VITAL)					V			
	d. BUDGET RECORDS - PROJECTED								
	d1. AUTHORIZATION FOR EXPENDITURE	1611							
	d2. MATERIAL AND LABOR ESTIMATE	376							
	e. CLAIMS								
	e1. RELEASE	504-J							
	e2. RELEASE	504,14377							
	e3. RELEASE	504							
	f. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	g. CONVERSATION RECORDS								
	g1. CALL SLIP	,00148							
	h. CUSTOMER SERVICE RECORDS								
	h1. MISCELLANEOUS COMPLAINT ELECTRIC	698,14517							
	i. DEPARTMENT REAL ESTATE RECORDS								
	i1. APPLICATION FOR LEASE OR MONTH TO MONTH RENTAL AGREEMENT (VITAL)	4M				V			
	i2. APPLICATION TO LEASE OR RENT PROPERTY (VITAL)					V			
	i3. ASSIGNMENT OF LEASE (VITAL)					V			
	i4. DATA FOR LEASE OR PERMIT (VITAL)					V			
	i5. DATA FOR LEASE OR USE PERMIT (VITAL)					V			
	i6. LEASE (VITAL)					V			
	i7. LEASE PROPOSAL AND AGREEMENT (VITAL)					V			
	i8. LEASE RECORD	1158J							
	i9. RANCH LEASE (VITAL)					V			
	i10. REAL ESTATE LEASE (VITAL)					V			
	i11. RENT APPRAISAL (VITAL)					V			
	i12. RENTAL AGREEMENT (VITAL)					V			
	i13. RENTAL BILLING AND TERMINATION ORDER	1996,15769							
	i14. RENTAL BILLING AND TERMINATION ORDER (VITAL)	1996,01996				V			
	i15. RENTAL BILLING AND TERMINATION ORDER (VITAL)	I996,15769				V			
	i16. RENTAL BILLING AND TERMINATION ORDER (VITAL)	,01996				V			
	i17. RENTAL BILLING ORDER (VITAL)	1996,15769				V			
	i18. RENTAL BILLING ORDER (VITAL)	1996				V			
	i19. RENTAL BILLING ORDER (VITAL)					V			
	i20. RENTAL/LEASE ORDER (VITAL)	610				V			
	i21. RENTAL/LEASE ORDER (VITAL)					V			
	j. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	k. DWP INSPECTION RECORDS								

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CITY CLEP Date: JANUARY 17, 1990 Sch. No. WP-19 Department/Bureau [illegible] Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 29 of 34

City of Lo eles Rev. No. Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92

Form Gen. 60 -81) Office of (Original) Record Aqueduct PA By: (City Clerk Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	l. DWP MAPS								
	m. FINANCIAL REPORTS								
	n. FOREIGN MAPS								
	o. INTRADEPARTMENTAL COMMUNICATIONS								
	o1. INTRA-DEPARTMENTAL	1455,15184							
	o2. INTRA-DEPARTMENTAL	1455,15185							
	o3. INTRA-DEPARTMENTAL	1455							
	o4. INTRA-DEPARTMENTAL	1456,01456							
	o5. INTRA-DEPARTMENTAL	,01456							
	p. INVOICES/PAYMENTS								
	p1. AUTHORIZATION FOR EXPENDITURE	1611							
	p2. BILL COLLECTIBLE	1340							
	p3. FOREMAN'S MATERIAL CREDIT	43,14039							
	p4. MISCELLANEOUS DEPOSIT RECEIPT	1650,15407							
	p5. POWER REVENUE FUND BILL COLLECTIBLE	,00168							
	p6. RENTAL RECEIPT	900,14652							
	p7. STATEMENT OF SETTLEMENT	GEN.1A							
	p8. WATER REVENUE FUND BILL COLLECTIBLE	1340							
	p9. WATER REVENUE FUND BILL COLLECTIBLE	,00050							
	q. JOB FILES								
	q1. FOREMAN'S JOB COMPLETION REPORT	1446							
	r. JUDGEMENTS								
	s. LEGAL NOTIFICATIONS								
	s1. NOTICE OF TRANSMISSION OR DELIVERY OF MONEY OR CHECKS TO ACCOUNTING DIVISION	1417,15138							
	t. LETTERS								
	u. LOGS/INDICES								
	u1. BUILDING INVENTORY (VITAL)					V			
	v. MEETING MINUTES								
	w. MEMORANDA								
	w1. MEMO ORDER	,14192							
	w2. MEMO ORDER	,16000							
	w3. MEMORANDUM	1146,14857							
	w4. MEMORANDUM	1146,14858							
	w5. MEMORANDUM	1146							
	w6. MEMORANDUM	1334,01334							
	w7. MEMORANDUM	1334,15047							
	w8. MEMORANDUM	1334,15048							
	w9. MEMORANDUM	1334							

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CITY CLEF
City of Lo: eles
Form Gen. 60 (-81)

Date: JANUARY 17, 1990

Sch. No. WP-19

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 93 [illegible] FJ
Department of Water and Power

Office of (Original) Record
Aqueduct YA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickser
JAMES F. WICKSER

By: (City Clerk/Rec. Mgt. Off.)

Date APR 13 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	w10. MEMORANDUM	1335,01335							
	w11. MEMORANDUM	1336,01336							
	w12. MEMORANDUM	,01145							
	w13. MEMORANDUM	,01146							
	w14. MEMORANDUM	,01147							
	w15. MEMORANDUM	,01334							
	w16. MEMORANDUM	,01335							
	w17. MEMORANDUM	,01336							
	x. PERMITS								
	x1. CONDITIONAL USE PERMIT (VITAL)					V			
	x2. PERMIT FOR USE AND OCCUPATION OF LIVING QUARTERS (VITAL)					V			
	x3. RENEWAL OF USE PERMIT (VITAL)					V			
	x4. USE PERMIT (VITAL)	C-1				V			
	x5. USE PERMIT (VITAL)					V			
	y. PROCUREMENT/SALES CONTRACTS								
	z. PROGRESS PHOTOGRAPHS								
	aa. PURCHASE ORDERS								
	aa1. PURCHASE ORDER	1A,14000							
	ab. REQUISITIONS								
	ab1. BILL OF LADING REQUISITION	1199,01199							
	ab2. BILL OF LADING REQUISITION	1199,14913							
	ab3. REQUISITION	1191,14902							
	ab4. REQUISITION AND EXECUTIVE ORDER	1463,15192							
	ab5. REQUISITION AND EXECUTIVE ORDER	1463							
	ab6. REQUISITION FOR TRANSFER OF SUPPLIES	392,14303							
	ac. ROUTING SLIPS								
	ac1. REFERENCE SLIP	185,00185							
	ac2. REFERENCE SLIP	185							
	ad. STATUS REPORTS								
	ae. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ae1. TELECOPY COVER SHEET	OM-249							
	ae2. TELEGRAM	1245							
	af. TRANSMITTALS/ACKNOWLEDGEMENTS								
	af1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	af2. TRANSMITTAL	28,00028							
	af3. TRANSMITTAL	28,14027							
	af4. TRANSMITTAL	28							

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 8 3 3 3 F J Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 31 of 34
City of Los eles WP-19 Department of Water and Power By: (Dept. Head) JAMES F. WICKSER Date APR 13 '92
Form Gen. 60 (Rev. 6-81) Rev. No. Office of (Original) Record By: (City Clerk/Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Aqueduct NA

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ag. VENDOR MANUALS/CATALOGS								
44	EASEMENTS		C+1	P	--				REAL ESTATE DEPARTMENT
	a. CONTRACT ADMINISTRATION RECORDS								
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	148,14116							
	c. DEPARTMENT REAL ESTATE RECORDS								
	d. DWP MAPS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	1455,15184							
	e2. INTRA-DEPARTMENTAL	,01455							
	e3. INTRA-DEPARTMENTAL	,01456							
	f. INVOICES/PAYMENTS								
	f1. CASH MEMORANDUM RECEIPT	,00982							
	f2. WATER REVENUE FUND BILL COLLECTIBLE	,00050							
	g. JUDGEMENTS								
	h. LETTERS								
	i. LOGS/INDICES								
	j. MEMORANDA								
	j1. MEMORANDUM	1334,15047							
	j2. MEMORANDUM	1334,15048							
	j3. MEMORANDUM	1335,01335							
	j4. MEMORANDUM	1344,15047							
	j5. MEMORANDUM	,01145							
	j6. MEMORANDUM	,01334							
	j7. MEMORANDUM	,01335							
	k. REQUISITIONS								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	11. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	12. TRANSMITTAL	,00028							
45	SMALL CLAIMS COURT CASES		C+2	8	C+10				COMMERCIAL DEPARTMENT

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CITY CLEF Date: JANUARY 17, 1990
City of Lo eles
Form Gen. 6 J-81)

Sch. No. WP-19
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau S 3 3 F J
Department of Water and Power
Office of (Original) Record
Aqueduct MA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickser
JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date 1 APR 13 90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
46	NON-CASH DEPOSIT		C	4	C+4				COMMERCIAL DEPARTMENT
47	METER READ SHEETS		C+4	--	C+4				COMMERCIAL DEPARTMENT
	a. CUSTOMER SERVICE RECORDS								
	b. DATA SHEETS								
48	DAILY REPORTS AND LISTINGS		1	1	2				COMMERCIAL DEPARTMENT
49	CUSTOMER COMPLAINTS		C+2	8	C+10				COMMERCIAL DEPARTMENT
50	CIS FILE MAINTENANCE		2W	258W	5Y				COMMERCIAL DEPARTMENT
	a. CUSTOMER SERVICE RECORDS								
	a1. COLLECTION ORDER	,03209							
	a2. SHUT-OFF NOTICE	,00955							
	b. INFORMATION SERVICES RECORDS								
	c. INVOICES/PAYMENTS								
	c1. GENERAL RECEIPT	,03196							
51	CASH PAYMENT STUBS		2M	46M	4Y				COMMERCIAL DEPARTMENT
	a. CUSTOMER SERVICE RECORDS								
	a1. CUSTOMER LEDGER CARD	2888							
52	BILLS COLLECTIBLE		2	38	5 10				COMMERCIAL DEPARTMENT
	a. CUSTOMER SERVICE RECORDS								92 000794 GP
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. OWENS VALLEY RENTAL BILLING AND TERMINATION ORDER	1996,15769							
	c. INVOICES/PAYMENTS								
	c1. DEPARTMENT BILL	3099,07-03-099							
	c2. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	1407,15128							
	c3. INTERFUND BILLING POWER REVENUE FUND	,03099							
	c4. JOURNAL VOUCHER	,03103							
	c5. POWER REVENUE FUND BILL COLLECTIBLE	,00168							
	c6. WATER REVENUE FUND BILL COLLECTIBLE	,00050							
	d. MEMORANDA								
	d1. MEMORANDUM FOR BILLS COLLECTIBLE	600							
	d2. MEMORANDUM FOR BILLS COLLECTIBLE	,00600							

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CITY CLEP' Date: JANUARY 17, 1990
City of Los eles
Form Gen. 60 -81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Sch. No. WP-19
Rev. No.

Department/Bureau 8 3 (3 3 F J
Department of Water and Power
Office of (Original) Record
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) James F. Wickser
JAMES F. WICKSER
By: (City Clerk/Rec. Mgt. Off.)

Date APR 13 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
53	BANK RETURNED CHECKS		2	--	2				COMMERCIAL DEPARTMENT
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
54	APPLICATIONS FOR SERVICE		C+2	--	C+2				COMMERCIAL DEPARTMENT
	a. CUSTOMER SERVICE RECORDS								
55	ADJUSTMENT VOUCHERS		2	3	5				COMMERCIAL DEPARTMENT
56	SURVEY FIELD BOOKS		P	--	--				
	a. DATA SHEETS								
	a1. SURVEY FIELD BOOK (VITAL)					V			
	b. DWP MAPS								
	b1. SURVEY FIELD MAP (VITAL)					V			
	c. SURVEYS/QUESTIONNAIRES								
	c1. HYDROGRAPHIC FIELD BOOK (VITAL)					V			
57	EQUIPMENT/VEHICLE RECORDS		T+2	--	T+2				
	a. CLAIMS								
	b. DATA SHEETS								
	c. DWP INSPECTION RECORDS								
	d. INVOICES/PAYMENTS								
	e. LOGS/INDICES								
	e1. MOBILE CRANE MONTHLY INSPECTION LOG	76-188							
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	g. OPERATING AND MAINTENANCE SCHEDULES								
	h. OPERATIONAL REPORTS								
	h1. VEHICLE TROUBLE REPORT	,00689							
	i. REQUISITIONS								
	i1. INSPECTOR'S SHOP ORDER CONSTRUCTION EQUIPMENT	GS 153							
	j. TEST RECORDS								
	k. VENDOR MANUALS/CATALOGS								

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

CITY CLERK Date: JANUARY 17, 1990 Sch. No. WP-19 Rev. No.
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 68 088 FJ
Department of Water and Power
Office of (Original) Record
Aqueduct MA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) JAMES F. WICKSER
By: (City Clerk, Rec. Mgt. Off.)
Date APR 18 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
58	CUSTOMER DEPOSIT RECEIPTS		1	P	--				
	a. CUSTOMER SERVICE RECORDS								
	b. INVOICES/PAYMENTS								
	b1. CUSTOMER'S DEPOSIT RECEIPT	1270,14980							
59	CUSTOMER SERVICE RECORDS		2	P	--				
	a. CUSTOMER SERVICE RECORDS								
	a1. APPLICATION FOR LIGHT-WATER-POWER	1013,14737							
	a2. CHANGE METER NUMBER ELECTRIC	583,14442							
	a3. ELECTRIC ORDER	,01178							
	a4. LOAD SURVEY ELECTRIC	P-186							
	a5. MISCELLANEOUS COMPLAINT ELECTRIC	698,14517							
	a6. RE-READ METER ELECTRIC	P-219							
	a7. SERVICE ORDER	PS-242							
	b. LITIGATION RECORDS								
	c. OPERATING AND MAINTENANCE SCHEDULES								
60	DISTRICT OFFICE FUND		2	5	7				
	a. CONVERSATION RECORDS								
	b. FINANCIAL REPORTS								
	b1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	65,00065							
	b2. DAILY REPORT OF RECEIPTS, TRANSFERS AND DEPOSITS	,00387							
	b3. DISTRICT OFFICE FUND ITEMIZED STATEMENT OF EXPENSES	,01333							
61	MICROFILM OF ITEMS #1 - 60 ABOVE (EXCEPT #37)		--	199	199				
62	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLEF Date: JANUARY 17, 1990 | Sch. No. | Department/Bureau 9 1034 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 1 of 5

City of Lo eles | WP-19 | Department of Water and Power | By: (Dept. Head) James F. Wickser | Date APR 13 '92

Form Gen. 61 J-81) | Rev. No. | Division Aqueduct 92 CO1034 FJ | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	COST RECORDS		2	8	10		ACCOUNTING DIVISION
	a. BUDGET RECORDS - PROJECTED						
	b. FINANCIAL REPORTS						
	b1. COST REPORT	APR-75					
	c. INVOICES/PAYMENTS						
	d. JOB FILES						
	d1. FOREMAN'S JOB COMPLETION REPORT	,01446					
	e. MEMORANDA						
	e1. MEMORANDUM	,01335					
	f. OPERATIONAL REPORTS						
	f1. FOREMAN'S DAILY REPORT	,01464					
	g. REQUISITIONS						
	g1. BILL OF LADING REQUISITION	,01199					
	g2. REQUISITION	,01192					
2	PURCHASE DOCUMENTS		2	--	2		MIS, GENERAL SERVICES, ACCOUNTING
	a. DEPARTMENT REAL ESTATE RECORDS						
	b. FINANCIAL REPORTS						
	c. INVOICES/PAYMENTS						
	c1. BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405,14313					
	c2. BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	,00405					
	c3. REPORT OF MATERIAL RECEIVED	361,00361					
	c4. REQUEST FOR MATERIAL CREDIT	,01660					
	c5. REQUEST FOR PAYMENT	,03078					
	c6. VOUCHER CONTROL FORM	,01218					
	d. LETTERS						
	e. LOGS/INDICES						
	f. MEMORANDA						
	f1. CORRECTION NOTICE	,00993					

NOTES:

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CITY CLERK Date: JANUARY 17, 1990 Sch. No.
City of Los Angeles WP-19
Form Gen. 61 (Rev. 6-81) Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 93 084 FJ
Department of Water and Power
Division
Aqueduct 97

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Jesse F. Wetkset
By: (City Clerk, Rec. Mgt. Off.)
Date APR 13 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	f2. MEMORANDUM	,01145					
	g. PURCHASE ORDERS						
	g1. PURCHASE ORDER	,00001					
	g2. SUB-PURCHASE ORDER	,00001					
	h. REQUISITIONS						
	h1. REQUISITION FOR MATERIAL/SERVICES	,01658					
	h2. REQUISITION FOR MATERIAL/SERVICES	,01659					
	h3. REQUISITION FOR MATERIAL/SERVICES	,01660					
	h4. REQUISITION FOR MATERIAL/SERVICES	,19838					
	h5. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00393					
	h6. REQUISITION FOR STATIONERY SUPPLIES	,00903					
	h7. WORK ORDER	,02822					
	i. SPECIFICATIONS						
3	MAPS AND DRAWINGS		S	--	S		Water Engineering and Design File Room
	a. DRAWINGS						
	b. DWP MAPS						
	c. FOREIGN MAPS						
4	BULLETINS		S	--	S		Management Information Services
	a. ANNOUNCEMENTS/BULLETINS						
5	TRANSPORTATION EQUIPMENT USE RECORDS		2	--	2		Fleet Engineering Services
	a. DATA SHEETS						
	b. INVOICES/PAYMENTS						
	c. OPERATIONAL REPORTS						
	c1. GASOLINE DIESEL FUEL AND OIL REPORT	3062,03062					
	d. SPACE/EQUIPMENT ALLOCATION RECORDS						
	d1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744					

NOTES:

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CITY CLE[illegible] Date: JANUARY 17, 1990
City of Lo[illegible]eles
Form Gen. 61 (Rev. 10-81)

Sch. No. WP-19
Rev. No.

Department/Bureau [illegible] 084 FJ
Department of Water and Power
Division
Aqueduct MA

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.) [signature]
Date 3/13/92

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
	e. STATUS REPORTS						
	f. TIMEKEEPING RECORDS						
	f1. SHOP LABOR DISTRIBUTION	259					
6	ALERT AND TROUBLE REPORTS		2	--	2		Human Resources, Safety Section
	a. OPERATIONAL REPORTS						
7	ACCOUNTING RECORDS		1	--	1		Accounting Division
	a. BUDGET RECORDS - PROJECTED						
	b. FINANCIAL REPORTS						
	c. INVOICES/PAYMENTS						
	c1. DEPARTMENT TRANSFER WATER REVENUE FUND	,03109					
	c2. JOURNAL VOUCHER	,03109					
	c3. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417					
	c4. VOUCHER CONTROL FORM	,01218					
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
	d2. MEMORANDUM	,01334					
	d3. WATER REVENUE FUND MEMORANDUM	,01333					
	e. PERMITS						
	f. TIMEKEEPING RECORDS						
8	COMPUTER REPORTS		2	--	2		Management Information Services
	a. FINANCIAL REPORTS						
	b. OPERATIONAL REPORTS						

NOTES:

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CITY CLE[illegible] Date: JANUARY 17, 1990
City of Lo[illegible]jeles
Form Gen. 6[illegible].0-81)

Sch. No. WP-19
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau [illegible]
Department of Water and Power
Division
Aqueduct

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) J. F. Wickser
By: (City Clerk, Rec. Mgt. Off.)
Date APR 13 '92

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
9	SURVEY FIELD NOTES		3	--	3		Water Engineering and Design
	a. DATA SHEETS						Survey Section
	b. DWP MAPS						
	c. MEMORANDA						
	c1. MEMORANDUM	,01145					
	c2. MEMORANDUM	,01334					
	d. OPERATIONAL REPORTS						
10	VENDOR MANUALS		S	--	S		Vendor
	a. MEMORANDA						
	b. VENDOR MANUALS/CATALOGS						
11	HYDROGRAPHIC DATA		S	--	S		~~ORIGINAL IN HYDROLOGY, ROOM 1466 GOD~~
	a. DATA SHEETS						Water Engineering and Design
	a1. HYDROGRAPHIC DATA BOOK	,14012					Surveillance Section
	b. ENVIRONMENTAL REPORTS						
	b1. WEATHER AND EVAPORATION REPORT	,00086					
	c. OPERATIONAL REPORTS						
12	VENDOR MANUALS		AR	--	AR		Vendor
13	ANALYSIS OF CONSUMPTION AND EARNINGS REPORTS		3	2	5		Water Executive
	a. FINANCIAL REPORTS						
14	MICROFILM OF ITEMS #1 - 13 ABOVE		--	199	199		

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CITY CLEF Date: JANUARY 17, 1990 Sch. No. Department/Bureau 084 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 5 of 5
City of Lo eles WP-19 Department of Water and Power By: (Dept. Head) Date
Form Gen. 6 -81) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Aqueduct

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
~~15~~	~~HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED~~			~~6M~~	~~6M~~		~~HARDCOPY OF ITEMS #1 - 60 ON WP 19 ORIGINAL (EXCEPT #37). HARDCOPY OF ITEMS #1 - 13 ON WP 19 DUPLICATE.~~
16	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK	--	--	199	199		

NOTES:

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

CITY CLERK Date: JANUARY 15, 198[illegible] Sch. No. Department/Bureau 9 [illegible]0751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Co Page: 01 of 32
City of Los [illegible]eles
Form Gen. 6[illegible]-81) WP-21 Department of Water and [illegible]r By: (Dept. Head) [illegible]IGINAL SIGNED [illegible]ATION Date 7/7/
Rev. No. 1 Office of (Original) Record System Development By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
1	ACTIVITY REPORTS		3	7	10				
	a. AGENDA ITEMS								
	b. CUSTOMER SERVICE RECORDS								
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	,01155							
	d. FINANCIAL REPORTS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. LEGAL NOTIFICATIONS								
	g. LEGAL ORDERS/FILINGS								
	h. LETTERS								
	i. MANAGEMENT REPORTS								
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
	j2. MEMORANDUM	,01147							
	k. REQUISITIONS								
	k1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	k2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	k3. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	l. SURVEYS/QUESTIONNAIRES								
	m. TIMEKEEPING RECORDS								
2	BUDGET FILES		3	3	6				
3	CAPACITY & ENERGY CONTRACTS & AGREEMENTS FILE		T+2	T+18	T+20				
	a. CONTRACT AMENDMENTS								
	a1. AMENDATORY AGREEMENT (VITAL)					V			
	a2. AMENDMENT TO AGREEMENT (VITAL)					V			
	b. DEPARTMENT REAL ESTATE RECORDS								
	b1. INDENTURE OF LEASE (VITAL)					V			
	c. LETTERS								
	c1. INCOMING LETTER (VITAL)					V			
	d. PROCUREMENT/SALES CONTRACTS								
	d1. SALES CONTRACT (VITAL)					V			
	e. TRANSMITTALS/ACKNOWLEDGEMENTS								
	e1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL (VITAL)	,03384				V			

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CITY CLERK Date: JANUARY 15, 1990 | Sch. No. | Department/Bureau 91 0751 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code | Page: 02 of 32
City of Los ales | | | By: (Dept. Head) | Date
Form Gen. 60 31) | WP-21 | Department of Water and Power | | |
RECORDS RETENTION SCHEDULE (Original/Official Records) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date
System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
4	CONSERVATION LOAN FILES		2	4	6				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	e. CONVERSATION RECORDS								
	f. CUSTOMER SERVICE RECORDS								
	f1. HOME ENERGY AUDIT	CUSD 273							
	g. DATA SHEETS								
	h. DEPARTMENT REAL ESTATE RECORDS								
	i. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	j. DWP INSPECTION RECORDS								
	k. FLOWCHARTS								
	l. INTRADEPARTMENTAL COMMUNICATIONS								
	l1. INTRA-DEPARTMENTAL	,01455							
	m. INVOICES/PAYMENTS								
	m1. REQUEST FOR PAYMENT	,03078							
	m2. VOUCHER CONTROL FORM	,01218							
	n. LEGAL NOTIFICATIONS								
	o. LEGAL ORDERS/FILINGS								
	p. LETTERS								
	q. LOGS/INDICES								
	r. MANAGEMENT PROCEDURES								
	s. MANAGEMENT REPORTS								
	t. MANAGEMENT SCHEDULES								
	u. MEMORANDA								
	u1. MEMORANDUM	,01145							
	u2. MEMORANDUM	,01146							
	u3. MEMORANDUM	,01147							
	u4. MEMORANDUM	,01334							
	u5. MEMORANDUM	,01335							
	v. PERMITS								
	w. PROCUREMENT/SALES CONTRACTS								
	w1. CERTIFICATE OF COMPLETION	CD283							
	w2. CERTIFICATE OF COMPLETION	CO 146							
	w3. CONSERVATION LOAN APPLICATION	CD284							
	w4. CONSERVATION LOAN STATUS	5869							
	w5. FINANCING STATEMENT	VDD-1							

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CITY CLER[illegible] Date: JANUARY 15, 1990 | Sch. No. | Department/Bureau 91 0751 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Cor | Page: 03 of 32

City of Lo[illegible]eles | WP-21 | Department of Water and Power | By: (Dept. Head) SIGNAL SIGNED [illegible] | Date

Form Gen. 60[illegible]81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Rec	Conf	REMARKS
	x. PROPOSALS								
	y. PUBLIC RELATIONS COMMUNICATIONS								
	z. REQUISITIONS								
	aa. SPECIFICATIONS								
	ab. STATUS REPORTS								
	ac. SURVEYS/QUESTIONNAIRES								
	ac1. ENERGY & WATER USE SURVEY	CD273							
	ad. TAX RECORDS								
5	CONTRACTS & AGREEMENTS FILE		T+2	8	T+10				Other than capacity and energy contracts.
	a. BID RECORDS								
	a1. BID NOTICE	,03214							
	b. BUDGET RECORDS - ACTUAL								
	c. EMPLOYMENT RECORDS								
	c1. INTERVIEW DATA SHEET	3381							
	c2. PERSONNEL BID INFORMATION	0599							
	d. INVOICES/PAYMENTS								
	d1. VOUCHER CONTROL FORM	,01218							
	e. JOB FILE DATA								
	e1. ENGINEERING ORDER	94/14080							
	f. LEGAL APPLICATIONS								
	g. LETTERS								
	h. LITIGATION RECORDS								
	i. MEMORANDA								
	i1. CORRECTION NOTICE	,00993							
	i2. MEMORANDUM	,01147							
	j. PROFESSIONAL DEVELOPMENT RECORDS								
	k. PURCHASE ORDERS								
	k1. PURCHASE ORDER	,00001							
	k2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
6	CUSTOMER ENERGY SERVICES		1	9	10				
	a. BID RECORDS								
	b. CLAIMS								
	c. CONSERVATION REPORTS								
	c1. CONSERVATION ASSIGNMENT & RESULTS	ANR03							
	c2. CONSERVATION ASSIGNMENT & RESULTS	AN							
	c3. SUMMARY OF CONSERVATION OPPORTUNITIES	0040							

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

CITY CLERK — Date: JANUARY 15, 1990
City of Los [illegible]les — Sch. No. WP-21
Form Gen. 60 [illegible]81) — Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0751 FJ
Department of Water and Power
Office of (Original) Record
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	d. CONTRACT AMENDMENTS								
	e. CONVERSATION RECORDS								
	e1. CALL SLIP	,00148							
	f. CUSTOMER SERVICE RECORDS								
	f1. COMMON AREA LOAD INVENTORY & ENERGY USE ANALYSIS	CD250							
	f2. ENERGY AUDIT AND OPPORTUNITY REPORT	PS							
	f3. METER READING	14057							
	f4. PROJECT SUMMARY SHEET - MASTER METER CONVERSION	CD-250							
	f5. RESIDENTIAL WATER AND ENERGY AUDIT	CUSD273							
	f6. SERVICE ORDER	,02343							
	f7. SWIMMING POOL FILTER PUMP RESET PROGRAM	PS247							
	g. DATA SHEETS								
	h. DEPARTMENT AWARDS RECORDS								
	i. DWP PROJECT LAYOUT DRAWINGS								
	j. FINANCIAL REPORTS								
	k. INFORMATION SERVICES RECORDS								
	l. INTERDEPARTMENTAL COMMUNICATIONS								
	m. INTRADEPARTMENTAL COMMUNICATIONS								
	m1. INTRA-DEPARTMENTAL	,01455							
	n. INVOICES/PAYMENTS								
	o. LETTERS								
	p. LOGS/INDICES								
	q. MANAGEMENT REPORTS								
	r. MEMORANDA								
	r1. BILLING MEMORANDUM	,00880							
	r2. MEMORANDUM	,01145							
	r3. MEMORANDUM	,01147							
	r4. MEMORANDUM	,01334							
	s. OPERATING AND MAINTENANCE SCHEDULES								
	t. OPERATIONAL REPORTS								
	t1. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	u. OPERATIONS & MAINTENANCE PROCEDURES								
	v. PUBLIC RELATIONS COMMUNICATIONS								
	w. REQUISITIONS								
	w1. WORD PROCESSING CENTER JOB REQUEST	3361							
	x. SURVEYS/QUESTIONNAIRES								
	x1. ENERGY & WATER USE SURVEY	CD 273							
	y. TRANSMITTALS/ACKNOWLEDGEMENTS								

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

CITY CLEF Date: JANUARY 15, 1990
City of Lo jeles
Form Gen. 6 0-81)

Sch. No. WP-21
Rev. No.

Department/Bureau 01 0751 F J
Department of Water and Power
Office of (Original) Record
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Co
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	z. VENDOR MANUALS/CATALOGS								
7	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINTS		C+3	7	C+10				
8	EMPLOYEE PERSONNEL FILES		T+1	79	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE RESPONSE	LR-002							
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a3. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BID NOTICE	,03214							
	d. BUDGET RECORDS - PROJECTED								
	e. CLAIMS								
	e1. ACCIDENT ANALYSIS	,02747							
	e2. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741							
	e3. VEHICLE INVESTIGATION	03017							
	f. DATA SHEETS								
	g. EDUCATION/TRAINING RECORDS								
	g1. TUITION REIMBURSEMENT APPLICATION	HR269							
	h. EMPLOYEE ACCOUNTS RECORDS								
	h1. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	i. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	i1. DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011							
	i2. DOCTOR'S RELEASE	,02202							
	i3. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	i4. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	j. EMPLOYEE SUGGESTION PLANS								
	k. EMPLOYMENT RECORDS								
	k1. ADVICE OF EMPLOYMENT	,00224							
	k2. APPLICATION FOR APPOINTMENT	PDR-1							
	k3. APPLICATION FOR EMPLOYMENT	PDR-1							
	k4. APPLICATION FOR SALES POSITION	SA-101							
	k5. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR BUSINESS HOURS	,00469							

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 0751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code By: (Dept. Head) Date Page: 06 of 32

City of Los Angeles WP-21 Department of Water and Power

Form Gen. 6 -81) Rev. No. Office of (Original) Record System Development By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	k6. CHANGE OF EMERGENCY INFORMATION	,03395							
	k7. CHANGE OF HOME ADDRESS	,00466							
	k8. EMPLOYEE DATA RECORD	,02758							
	k9. EMPLOYEE PERSONNEL JACKET	87-02-759							
	k10. EMPLOYEE RATING	,16000							
	k11. EMPLOYEES RECORD	2757							
	k12. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	k13. INTERVIEW DATA SHEET	3381							
	k14. INTERVIEW NOTICE	403,14312							
	k15. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	k16. NOTICE OF COMMENDATION	GEN. 79							
	k17. NOTICE OF TERMINATION OF EMPLOYMENT	723							
	k18. OPEN POSITION	PDR							
	k19. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878							
	k20. PERSONNEL CHANGE SLIP	PS-84							
	k21. REPORT OF APPOINTMENT	2762							
	k22. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	k23. REQUEST FOR CERTIFICATION	PDAS 15							
	k24. REQUEST FOR DETERMINATION OF STEP PLACEMENT	CAO							
	k25. REQUEST FOR RESTORATION TO ELIGIBILITY LIST	CSC-16C							
	k26. REQUEST FOR TRANSFER	CSC16B							
	k27. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	k28. REQUEST TO FILL POSITION	424							
	k29. TERMINATION OF EMPLOYMENT	,00723							
	k30. VERIFICATION OF WORK EXPERIENCE	RD							
	l. INTRADEPARTMENTAL COMMUNICATIONS								
	l1. INTRA-DEPARTMENTAL	,01445							
	l2. INTRA-DEPARTMENTAL	,01455							
	m. JUDGEMENTS								
	n. LEGAL APPLICATIONS								
	o. LEGAL NOTIFICATIONS								
	p. LEGAL ORDERS/FILINGS								
	q. LETTERS								
	r. LOGS/INDICES								
	r1. CROSS REFERENCE SHEET	442							
	s. MANAGEMENT PROCEDURES								

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

CITY CLEF Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 3751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Co Page: 07 of 32
City of Lc eles WP-21 Department of Water and Power By: (Dept. Head) Date
Form Gen. 60 J-81) Rev. No. Office of (Original) Record
System Development By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	t. MANAGEMENT REPORTS								
	t1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	u. MEETING MINUTES								
	v. MEMORANDA								
	v1. DOCTOR MEMO	,02221							
	v2. MEMORANDUM	1146,14858							
	v3. MEMORANDUM	66-84							
	v4. MEMORANDUM	,01145							
	v5. MEMORANDUM	,01146							
	v6. MEMORANDUM	,01147							
	v7. MEMORANDUM	,01335							
	v8. OFFICE MEMORANDUM	GEN. 53							
	w. OPERATIONAL REPORTS								
	w1. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	x. POSITION DESCRIPTIONS								
	x1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	x2. POSITION DESCRIPTION	PDES 3							
	y. PUBLIC RELATIONS COMMUNICATIONS								
	z. PURCHASE ORDERS								
	z1. PURCHASE ORDER	,00001							
	aa. REQUISITIONS								
	aa1. REQUEST FOR REQUISITION FOR MATERIAL/SERVICES	CD002							
	aa2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	ab. SPECIFICATIONS								
	ac. STATUS REPORTS								
	ad. SURVEYS/QUESTIONNAIRES								
	ae. TELEX/TWX/TELECOPY COMMUNICATIONS								
	af. TIMEKEEPING RECORDS								
	af1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	2485,02485							
	af2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	af3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819							
	af4. ATTENDANCE RECORD	3002							
	af5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	af6. NOTICE OF TRANSFER TIME ROLL DATA	,02531							
	af7. NOTIFICATION OF TIME OFF	66-152R							
	af8. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							

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CITY CLERK
City of Lo eles
Form Gen. 6 -81)

Date: JANUARY 15, 1990

Sch. No. WP-21

Rev. No.

Department/Bureau 91 J0751 F J
Department of Water and ower

Office of (Original) Record
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Co
By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	af9. TIME ROLL CORRECTION AUTHORITY	2734							
	af10. VACATION CLAIM	2313,16136							
	af11. VACATION CLAIM	,16136							
	af12. VACATION FORM	,01113							
	ag. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ag1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ah. WAGE/SALARY STRUCTURE RECORDS								
9	LOAD FORECAST & POWER SUPPLY PLANNING		6	20	26				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	,01155							
	d. ENGINEERING STUDIES								
	e. FINANCIAL REPORTS								
	e1. FIXED CHARGE RATE	R-11							
	e2. OTHER SYSTEM O&M EXPENSES	R-16B							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LEGAL NOTIFICATIONS								
	h. LETTERS								
	i. LITIGATION RECORDS								
	j. MANAGEMENT PROCEDURES								
	k. MANAGEMENT REPORTS								
	k1. AGGREGATE CONSTRUCTION OUTLAYS FOR PLANT ADDITIONS	R-13							
	k2. CONSTRUCTION OUTLAYS FOR PLANT ADDITIONS	R-12							
	k3. ESCALATION RATES	R-18							
	k4. EXISTING GENERATING FACILITIES	R-3							
	k5. FINANCIAL ANALYSIS	R-19M							
	k6. FINANCIAL VARIABLES	R-17							
	k7. FUEL RESOURCES	R-8C							
	k8. FUEL STORAGE CAPACITY	R-9A							
	k9. FUTURE GENERATING FACILITIES	R-4							
	k10. GENERIC ASSUMPTION	R-10							
	k11. HISTORICAL & PROJECTED FUEL CONSUMPTION	R-8A							
	k12. INTER-UTILITY TRANSACTIONS	R-5							
	k13. MARGINAL COSTS OF ELECTRICITY	R-20							

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CITY CLERK Date: JANUARY 15, 1990
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Sch. No. WP-21
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 51 0 51 FJ
Department of Water and Power
Office of (Original) Record
System Development

Certified per Sec. 12.3(a) of L.A. Admin. Code
By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	k14. NUCLEAR FUEL INVESTMENTS	R-14							
	k15. NUCLEAR FUEL STORAGE	R-9B							
	k16. OFF SYSTEM LOSSES	R-6							
	k17. PROJECTED CAPACITY FACTORS	R-8B							
	k18. RESERVE REQUIREMENTS	R-7							
	k19. SYSTEM FUEL EXPENSES	R-15							
	l. MEMORANDA								
	l1. MEMORANDUM	,01145							
	l2. MEMORANDUM	,01147							
	m. OPERATIONAL REPORTS								
	n. PUBLIC RELATIONS COMMUNICATIONS								
	o. TECHNICAL REPORTS								
	p. TIMEKEEPING RECORDS								
	p1. OPERATOR'S DAILY TIME REPORT	,02269							
	q. TRANSMITTALS/ACKNOWLEDGEMENTS								
	q1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
10	MANUALS, PROCEDURES & DIRECTIVES		S+2	--	S+2				
11	MARKETING & ADVERTISING		2	4	6				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CONSERVATION REPORTS								
	c. CUSTOMER SERVICE RECORDS								
	d. DATA SHEETS								
	e. DEPARTMENT AWARDS RECORDS								
	f. DWP INSPECTION RECORDS								
	f1. INSPECTOR'S DAILY REPORT	WE204							
	g. ENGINEERING STUDIES								
	h. ENVIRONMENTAL REPORTS								
	i. INVOICES/PAYMENTS								
	j. LETTERS								
	k. LOGS/INDICES								
	l. MANAGEMENT REPORTS								
	m. MEETING MINUTES								
	n. MEMORANDA								
	n1. MEMORANDUM	,01145							
	n2. MEMORANDUM	,01147							
	o. PROFESSIONAL DEVELOPMENT RECORDS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0751 FJ
Department of Water and Power
Office of (Original) Record
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head) [illegible]
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	p. PUBLIC RELATIONS COMMUNICATIONS								
	q. PURCHASE ORDERS								
	q1. PURCHASE ORDER	,00001							
	r. REQUISITIONS								
	r1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	r2. WORK ORDER	,14004							
	s. SPECIFICATIONS								
	t. SURVEYS/QUESTIONNAIRES								
	u. VENDOR MANUALS/CATALOGS								
12	OSHA FILES		10	--	10				
	a. CLAIMS								
	a1. ACCIDENT ANALYSIS	,02747							
	a2. STATEMENT OF ACCIDENT	970,14702							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	b2. REPORT OF PERSONAL INJURIES	,00032							
	c. LOGS/INDICES								
	c1. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200							
	d. MEMORANDA								
	d1. MEMORANDUM	,01335							
13	PERSONNEL ADMINISTRATIVE FILES		5	5	10				
	a. BID RECORDS								
	a1. BID NOTICE	,03214							
	b. EMPLOYMENT RECORDS								
	b1. EMPLOYEES RECORD	2757							
	b2. INTERVIEW DATA SHEET	3381							
	b3. REQUEST FOR CERTIFICATION	PDAS 15							
	b4. REQUEST FOR EXAMINATION	ES-68							
	c. LETTERS								
	d. MANAGEMENT PROCEDURES								
	e. MANAGEMENT SCHEDULES								
	f. MEMORANDA								
	f1. MEMORANDUM	,01147							
	g. POSITION DESCRIPTIONS								
	g1. POSITION DESCRIPTION	PDES 3							

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CITY CLERK — Date: JANUARY 15, 1990 — Sch. No. — Department/Bureau 01 1751 FJ — Certified per Sec. 12.3(e) of L.A. Admin. Co — Page: 11 of 32

City of Los Angeles — WP-21 — Department of Water and Power — By: (Dept. Head) — Date

Form Gen. 60 (Rev. 6-81) — Rev. No. — Office of (Original) Record — By: (City Clerk, Rec. Mgt. Off.) — Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
14	PROJECT AND PROGRAM FILES		C+2	T+6	~~T+6~~ T+10 yrs.*				HOLD IN OFFICE THROUGH THE END OF CONSTRUCTION PLUS 2 YEARS; SEND TO STORAGE
	a. AGENDA								
	b. BUDGET RECORDS - ACTUAL								FOR LIFE OF PROJECT PLUS 6 YEARS. INCLUDES
	c. BUDGET RECORDS - PROJECTED								PROJECTS UNDER STUDY UP TO DECISION TO P
	c1. AFE	2911							ROCEED WITH CONSTRUCTION
	c2. COST ESTIMATE	,03038							*Reference: 91 000865 FJ
	d. CONTRACT ADMINISTRATION RECORDS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	,01155							
	f. DEPARTMENT REAL ESTATE RECORDS								
	g. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	h. DWP INSPECTION RECORDS								
	i. DWP MAPS								
	j. EDUCATION/TRAINING RECORDS								
	k. EXTERNAL INSPECTION RECORDS								
	l. FINANCIAL REPORTS								
	m. FLOWCHARTS								
	n. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	o. INFORMATION SERVICES RECORDS								
	p. INTRADEPARTMENTAL COMMUNICATIONS								
	p1. INTRA-DEPARTMENTAL	,01455							
	q. INVOICES/PAYMENTS								
	q1. REQUEST FOR PAYMENT	,03078							
	r. JUDGEMENTS								
	s. LEGAL APPLICATIONS								
	t. LEGAL NOTIFICATIONS								
	u. LEGAL ORDERS/FILINGS								
	v. LETTERS								
	w. LICENSES								
	x. LITIGATION RECORDS								
	y. LOGS/INDICES								
	z. MANAGEMENT PROCEDURES								
	aa. MANAGEMENT REPORTS								
	ab. MANAGEMENT SCHEDULES								
	ac. MEETING MINUTES								
	ad. MEMORANDA								
	ad1. MEMORANDUM	,01147							
	ae. OPERATING AND MAINTENANCE SCHEDULES								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	af. OPERATIONAL REPORTS								
	ag. PARTICIPANT CONTRACTS								
	ah. PERMITS								
	ai. PROCUREMENT/SALES CONTRACTS								
	aj. PUBLIC RELATIONS COMMUNICATIONS								
	ak. PURCHASE ORDERS								
	al. REQUISITIONS								
	all. BILL OF MATERIAL REQUISITION	DC545							
	am. STATUS REPORTS								
	an. TAX RECORDS								
	ao. TIMEKEEPING RECORDS								
	aol. ATTENDANCE SHEET	DC435							
	ap. TRANSMITTALS/ACKNOWLEDGEMENTS								
	apl. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
15	PROJECT FILES NOT BUILT FACILITIES		C+5	5	C+10				
	a. AGENDA								
	b. AGENDA ITEMS								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BUDGET RECORDS - ACTUAL								
	e. BUDGET RECORDS - PROJECTED								
	f. CHANGE DOCUMENTS								
	g. CONVERSATION RECORDS								
	h. DATA SHEETS								
	h1. ENGINEERING DATA SHEET	,01155							
	h2. ENGINEERING DATA SHEET	,03091							
	i. DEPARTMENT REAL ESTATE RECORDS								
	i1. LEASE	3200							
	j. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	k. DESIGN CALCULATIONS								
	l. DETAIL PHOTOGRAPHS								
	m. DWP INSPECTION RECORDS								
	n. DWP LINE DRAWINGS/DIAGRAMS								
	o. DWP MAPS								
	p. EMPLOYMENT RECORDS								
	q. ENGINEERING STUDIES								
	r. ENVIRONMENTAL REPORTS								
	r1. CALIFORNIA EIR MONITOR (VITAL)					V			

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CITY CLER... Date: JANUARY 15, 1990 | Sch. No. | Department/Bureau 91 751 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Co | Page: 13 of 32

City of L... ...geles | WP-21 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 6... ...0-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	r2. ENVIRONMENTAL ASSESSMENT (VITAL)					V			
	r3. ENVIRONMENTAL IMPACT REPORT (VITAL)					V			
	s. FEASIBILITY STUDIES								
	t. FINANCIAL REPORTS								
	u. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	v. INTERDEPARTMENTAL COMMUNICATIONS								
	w. INTRADEPARTMENTAL COMMUNICATIONS								
	w1. INTRA-DEPARTMENTAL	.01455							
	x. INVOICES/PAYMENTS								
	y. JOB FILE DATA								
	y1. OPERATIONAL ORDER - GEOTHERMAL (VITAL)					V			
	z. JOB SCHEDULES								
	z1. JOB SEQUENCE SCHEDULE	DC027							
	aa. JUDGEMENTS								
	aa1. RECORD OF DECISION (VITAL)					V			
	ab. LEGAL APPLICATIONS								
	ab1. NEGATIVE DECLARATION (VITAL)	GEN. 157				V			
	ac. LEGAL NOTIFICATIONS								
	ac1. NOTICE OF EXEMPTION (VITAL)	GA				V			
	ad. LEGAL ORDERS/FILINGS								
	ae. LETTERS								
	ae1. COMMITTEE CORRESPONDENCE	.02865							
	af. LITIGATION RECORDS								
	af1. RESPONSE (VITAL)					V			
	ag. LOGS/INDICES								
	ah. MANAGEMENT PROCEDURES								
	ai. MANAGEMENT REPORTS								
	af1. ANALYSIS OF ALTERNATIVES (VITAL)					V			
	aj. MANAGEMENT SCHEDULES								
	ak. MEETING ATTENDANCE RECORDS								
	al. MEETING MINUTES								
	am. MEMORANDA								
	am1. MEMORANDUM	.01145							
	am2. MEMORANDUM	.01146							
	am3. MEMORANDUM	.01147							
	am4. MEMORANDUM	.01334							
	an. MICROFILM/SLIDES								
	ao. OPERATIONS & MAINTENANCE PROCEDURES								
	ap. PERMITS								

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau Certified per Sec. 12.3(e) of L.A. Admin. Co Page: 14 of 32

City of Los Angeles WP-21 Department of Water and Power By: (Dept. Head) Date

Form Gen. 6 (Rev. 3-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

21 0 751 FJ

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	aq. PROCUREMENT/SALES CONTRACTS								
	ar. PROPOSALS								
	as. PUBLIC RELATIONS COMMUNICATIONS								
	at. PURCHASE ORDERS								
	au. REQUISITIONS								
	av. ROUTING SLIPS								
	aw. STATUS REPORTS								
	aw1. ACTIVITY REPORT	DC237							
	aw2. ENVIRONMENTAL STATUS REPORT (VITAL)					V			
	ax. SURVEYS/QUESTIONNAIRES								
	ay. TAX RECORDS								
	az. TECHNICAL REPORTS								
	ba. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ba1. FACSIMILE COVER SHEET	BPA-1373							
	bb. TIMEKEEPING RECORDS								
	bb1. GSD OPERATORS DAILY TIME REPORT	,02269							
	INVOICE/STATEMENT OF ACCOUNT (BANK) SCPPA								
	ACKNOWLEDGEMENT OF RECEIPT SCPPA REQUISITION								
	SCPPA - INVOICE								
	bc. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bc1. BOARD OF WATER AND POWER COMMISSIONERS	,03384							
	TRANSMITTAL								
	bd. TRIP REPORTS								
16	RECORDS MANAGEMENT FILES		S+2	--	S+2				
17	REGULATORY & INTER-UTILITY ORGANIZATION FILES		AR	2	AR+2				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. BUDGET RECORDS - ACTUAL								
	e. CLAIMS								
	e1. CLAIM	FAM-27							
	f. CONFERENCE/SEMINAR ARRANGEMENTS								
	g. CONSERVATION REPORTS								
	h. CONSULTING CONTRACTS								
	i. CONTRACT ADMINISTRATION RECORDS								
	j. CONVERSATION RECORDS								
	j1. CALL SLIP	,00148							

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CITY CLEF Date: JANUARY 15, 1990 | Sch. No. | Department/Bureau 91 0751 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Co | Page: 15 of 32

City of Lc eles | WP-21 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 6(0-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hst	cont	REMARKS
	k. DATA SHEETS								
	k1. DATA SHEET	37.304							
	k2. ENGINEERING DATA SHEET	,01155							
	l. DESIGN REPORTS								
	m. DWP INSPECTION RECORDS								
	n. DWP LINE DRAWINGS/DIAGRAMS								
	o. DWP MAPS								
	p. EDUCATION/TRAINING RECORDS								
	q. EMPLOYMENT RECORDS								
	r. ENGINEERING STUDIES								
	s. ENVIRONMENTAL REPORTS								
	t. FINANCIAL REPORTS								
	u. FLOWCHARTS								
	v. INTERROGATORIES								
	w. INTRADEPARTMENTAL COMMUNICATIONS								
	w1. INTRA-DEPARTMENTAL	,01455							
	x. INVOICES/PAYMENTS								
	x1. INVOICE COLLECTIBLE	,00861							
	y. JOB SCHEDULES								
	y1. JOB SEQUENCE SCHEDULE	DC027							
	z. JUDGEMENTS								
	aa. LEGAL APPLICATIONS								
	ab. LEGAL NOTIFICATIONS								
	ac. LEGAL ORDERS/FILINGS								
	ad. LETTERS								
	ae. LOGS/INDICES								
	af. MANAGEMENT PROCEDURES								
	ag. MANAGEMENT REPORTS								
	ag1. MARKETING SUMMARY REPORT	4A							
	ah. MANAGEMENT SCHEDULES								
	ai. MEETING ATTENDANCE RECORDS								
	aj. MEETING MINUTES								
	ak. MEMORANDA								
	ak1. MEMORANDUM	,01145							
	ak2. MEMORANDUM	,01147							
	ak3. MEMORANDUM	,01334							
	ak4. MEMORANDUM	,01335							
	al. OPERATING AND MAINTENANCE SCHEDULES								
	am. OPERATIONAL REPORTS								

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 01 0751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Cod Page: 16 of 32
City of Lo[illegible]eles WP-21 Department of Water and Power By: (Dept. Head) Date
Form Gen. 6[illegible]81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	aml. COMPARISON OF PEAK DEMAND LOADS AND RESOURCE DATA	A-1							
	an. OPERATIONS & MAINTENANCE PROCEDURES								
	ao. PARTICIPANT CONTRACTS								
	ap. PERMITS								
	aq. PROCUREMENT/SALES CONTRACTS								
	ar. PROFESSIONAL DEVELOPMENT RECORDS								
	as. PROPOSALS								
	at. PUBLIC RELATIONS COMMUNICATIONS								
	au. PURCHASE ORDERS								
	au1. PURCHASE ORDER	,00001							
	av. REQUISITIONS								
	av1. PRINTING REQUISITION	,03068							
	av2. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	aw. STATUS REPORTS								
	ax. SURVEYS/QUESTIONNAIRES								
	ay. TAX RECORDS								
	az. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ba. TIMEKEEPING RECORDS								
	bb. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bb1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	bc. VENDOR MANUALS/CATALOGS								
18	REPORTS, STUDIES AND SURVEYS		5	--	5				REPORTS & STUDIES PRODUCED BY OTHER ORGANIZATIONS
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BUDGET RECORDS - PROJECTED								
	c1. AUTHORIZATION FOR EXPENDITURE	2911							
	d. CHANGE DOCUMENTS								
	e. CONVERSATION RECORDS								
	e1. CALL SLIP	,00148							
	f. DATA SHEETS								
	f1. ENGINEERING DATA SHEET	,01155							
	f2. ENGINEERING DATA SHEET	,03091							
	g. DEPARTMENT REAL ESTATE RECORDS								
	h. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	i. DESIGN CALCULATIONS								
	j. DWP FLOW DIAGRAMS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 [illegible]0751 FJ
Department of Water and Power
Office of (Original) Record
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Co[illegible]
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	k. DWP INSPECTION RECORDS								
	l. DWP LINE DRAWINGS/DIAGRAMS								
	m. DWP MAPS								
	n. ENGINEERING STUDIES								
	o. ENVIRONMENTAL REPORTS								
	p. FEASIBILITY STUDIES								
	q. FINANCIAL REPORTS								
	r. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	s. INTERDEPARTMENTAL COMMUNICATIONS								
	s1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	t. INTRADEPARTMENTAL COMMUNICATIONS								
	t1. INTRA-DEPARTMENTAL	87-69-074							
	t2. INTRA-DEPARTMENTAL	,01455							
	u. INVOICES/PAYMENTS								
	v. JOB FILE DATA								
	w. JOB FILES								
	x. JOB SCHEDULES								
	y. JUDGEMENTS								
	z. LEGAL NOTIFICATIONS								
	aa. LEGAL ORDERS/FILINGS								
	ab. LETTERS								
	ac. LITIGATION RECORDS								
	ad. LOGS/INDICES								
	ae. MANAGEMENT PROCEDURES								
	af. MANAGEMENT REPORTS								
	ag. MEETING ATTENDANCE RECORDS								
	ah. MEETING MINUTES								
	ai. MEMORANDA								
	ai1. MEMORANDUM	,01145							
	ai2. MEMORANDUM	,01147							
	aj. OPERATIONAL REPORTS								
	ak. OPERATIONS & MAINTENANCE PROCEDURES								
	al. PUBLIC RELATIONS COMMUNICATIONS								
	am. REQUISITIONS								
	an. ROUTING SLIPS								
	ao. STATUS REPORTS								
	ap. SURVEYS/QUESTIONNAIRES								
	aq. TAX RECORDS								
	ar. TELEX/TWX/TELECOPY COMMUNICATIONS								

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City of Los Angeles | WP-21 | Department of Water and Power | By: (Dept. Head) | Date

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ar1. FACSIMILE COVER SHEET	BPA-1373							
	as. TIMEKEEPING RECORDS								
	at. TRANSMITTALS/ACKNOWLEDGEMENTS								
	at1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
19	SAFETY FILES		5	--	5				
20	SUBJECT & CORRESPONDENCE FILES		AR	2	AR+2				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE INITIATION	LR-001							
	a2. GRIEVANCE RESPONSE	LR-002							
	a3. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	b. AGENDA								
	c. AGENDA ITEMS								
	c1. MEETING ASSIGNMENT SLIP	PA							
	d. ANNOUNCEMENTS/BULLETINS								
	d1. MEETING ANNOUNCEMENT	DC519							
	d2. NOTICE OF PREPARATION	GEN. 154							
	e. BID RECORDS								
	e1. BID NOTICE	,03214							
	e2. REQUEST FOR BID	,01027							
	e3. REQUEST FOR ENGINEERING SERVICES	DC914							
	f. BUDGET RECORDS - ACTUAL								
	g. BUDGET RECORDS - PROJECTED								
	g1. AUTHORIZATION FOR EXPENDITURE	2911							
	g2. AUTHORIZATION FOR EXPENDITURE	,01612							
	g3. COST CODE ESTIMATE	,02908							
	g4. COST ESTIMATE	,03038							
	g5. JOB ESTIMATE COMPARISON	G-1							
	g6. SUPPLEMENTARY ESTIMATE RECONCILIATION SUPPORTING AUTHORIZATION FOR EXPENDITURE	,02650							
	h. CHANGE DOCUMENTS								
	i. CLAIMS								
	i1. ACCIDENT ANALYSIS	,02747							
	i2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	i3. SUMMARY OF TESTIMONY (VITAL)					V			
	j. CONFERENCE/SEMINAR ARRANGEMENTS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	k. CONSERVATION REPORTS								
	l. CONSULTING CONTRACTS								
	m. CONTRACT ADMINISTRATION RECORDS								
	m1. AGREEMENT FOR EXTENSION OF UNDERGROUND ELECTRIC LINE TO SERVE REAL ESTATE SUBDIVISION, TRACT, HOUSING PROJECT MULTI-FAMILY DWELLING OR COMMERCIAL DEVELOPMENT	DC647							
	n. CONTRACT AMENDMENTS								
	o. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	p. CONVERSATION RECORDS								
	p1. CALL SLIP	,00148							
	p2. RECORD OF CONFERENCE/CONVERSATION	DC007A							
	p3. RECORD OF PHONE CONVERSATION	DC772A							
	q. CUSTOMER SERVICE RECORDS								
	r. DATA SHEETS								
	r1. EMS NIOSH FIBER COUNT DATA SHEET (VITAL)					V			
	r2. ENGINEERING DATA SHEET	,01150							
	r3. ENGINEERING DATA SHEET	,01155							
	r4. ENGINEERING DATA SHEET	,03091							
	r5. MARINE AND ANADROMOUS RECREATIONAL FISHERY DATA COLLECTION (VITAL)					V			
	r6. MATERIAL SAFETY DATA SHEET (VITAL)					V			
	r7. PLANT EMISSION DATA SHEET (VITAL)					V			
	r8. PRODUCT INFORMATION SHEET (VITAL)					V			
	r9. TURBO GENERATOR	,02693							
	r10. UNDERGROUND STORAGE TANK INFORMATION FORM (VITAL)					V			
	s. DEPARTMENT AWARDS RECORDS								
	t. DEPARTMENT REAL ESTATE RECORDS								
	u. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	v. DESIGN CALCULATIONS								
	w. DESIGN CRITERIA RECORDS								
	x. DETAIL PHOTOGRAPHS								
	x1. PHOTOGRAPH DETAIL (VITAL)					V			
	y. DRAWINGS								
	z. DWP EQUIPMENT DRAWINGS								
	aa. DWP FLOW DIAGRAMS								
	ab. DWP INSPECTION RECORDS								
	ab1. TSCA INSPECTION CONFIDENTIALITY NOTICE (VITAL)	EPA-7740-4				V			

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Department/Bureau 01 751 FJ
Department of Water and Power
Office of (Original) Record
System Development

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	ac. DWP LINE DRAWINGS/DIAGRAMS								
	ad. DWP MAPS								
	ae. DWP PROJECT LAYOUT DRAWINGS								
	af. DWP SPACE ALLOCATION DRAWINGS								
	ag. EDUCATION/TRAINING RECORDS								
	ag1. PERSONNEL DEPARTMENT EXAMINATION REQUEST FORM	ES-68							
	ah. EMPLOYEE ACCOUNTS RECORDS								
	ah1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	ah2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	ah3. PERSONAL AUTOMOBILE AUTHORITY	,02586							
	ah4. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	ah5. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	ai. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	ai1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR948							
	ai2. EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	ai3. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	ai4. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	ai5. MEDICAL DIVISION FIRST AID OFFICE DAILY RECORD	02303							
	ai6. REPORT OF PERSONAL INJURIES	32							
	aj. EMPLOYEE INSURANCE RECORDS								
	ak. EMPLOYEE SUGGESTION PLANS								
	ak1. SUGGESTION	IR272							
	ak2. SUGGESTION EVALUATION REPORT	IR035							
	al. EMPLOYMENT RECORDS								
	al1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR BUSINESS HOURS	,00469							
	al2. INTERVIEW DATA SHEET	3381							
	al3. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	al4. STATEMENT OF ECONOMIC INTEREST FOR DESIGNATED EMPLOYEES	730							
	al5. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730							

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System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vita	hist	conf	REMARKS
	am. ENGINEERING STUDIES								
	an. ENVIRONMENTAL REPORTS								
	an1. AIR POLLUTION EMERGENCY PLAN (VITAL)					V			
	an2. AIR QUALITY ANALYSIS (VITAL)					V			
	an3. AIR QUALITY IMPLEMENTATION PLAN (VITAL)					V			
	an4. AIR QUALITY MANAGEMENT PLAN (AQMP) (VITAL)					V			
	an5. AIR QUALITY MANAGEMENT PLAN PROJECT MONITORING DATA FORM (VITAL)					V			
	an6. AIR QUALITY READINGS FROM PLANT (VITAL)					V			
	an7. BEST AVAILABLE CONTROL TECHNOLOGY DETERMINATION (VITAL)					V			
	an8. CALCULATED AIR QUALITY IMPACT OF EMISSIONS FROM THE IGS (VITAL)					V			
	an9. EMISSION FROM BURNING OF FUEL - SCAQMD (VITAL)					V			
	an10. EMISSIONS FROM POWER PLANT FACILITIES - SCAQMD (VITAL)					V			
	an11. EMISSIONS SUMMARY - SPREADSHEET (VITAL)					V			
	an12. EMISSIONS TESTING REPORT (VITAL)					V			
	an13. ENVIRONMENTAL ANALYSIS (VITAL)					V			
	an14. ENVIRONMENTAL ASSESSMENT (VITAL)					V			
	an15. ENVIRONMENTAL IMPACT REPORT (VITAL)					V			
	an16. ENVIRONMENTAL PROTECTION AGENCY RESEARCH & DEVELOPMENT REPORT (VITAL)					V			
	an17. ENVIRONMENTAL REPORT (VITAL)					V			
	an18. EPA AIR POLLUTANT EMISSIONS REPORT (VITAL)					V			
	an19. EPA STUDY (VITAL)					V			
	an20. EPISODE MESSAGE (VITAL)					V			
	an21. EXCESS EMISSIONS REPORT (VITAL)					V			
	an22. FINAL ENVIRONMENTAL IMPACT STATEMENT (VITAL)					V			
	an23. PCB SPILL REPORT (VITAL)					V			
	an24. POLLUTANT EMISSIONS INVENTORY (VITAL)					V			
	an25. PREDICTED AND/OR DECLARED OZONE EPISODES (VITAL)					V			
	an26. STACK MONITORING REPORT (VITAL)					V			
	an27. STEAM - ELECTRIC PLANT AIR QUALITY CONTROL DATA (VITAL)					V			
	an28. STEAM ELECTRIC PLANT AIR & WATER CONTROL DATA (VITAL)	FPC-67				V			
	an29. SUMMARY OF EMISSIONS AND DETERMINATION OF FEES FOR PLANT PREMISES (VITAL)					V			

CITY CLE[illegible] Date: JANUARY 15, 1990
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Office of (Original) Record
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ao. EXTERNAL INSPECTION RECORDS								
	ao1. NOTICE OF INSPECTION (VITAL)	EPA-7740-3				V			
	ao2. NOTICE OF VIOLATION (VITAL)					V			
	ao3. NOTICE TO COMPLY (VITAL)					V			
	ao4. OFFICIAL DISPOSAL SITE INSPECTION REPORT (VITAL)	H-978				V			
	ao5. UNDERGROUND TANK INVESTIGATION FORM (VITAL)					V			
	ap. FEASIBILITY STUDIES								
	ap1. BEST AVAILABLE CONTROL TECHNOLOGY (BACT) SUPPORT STUDY (VITAL)					V			
	aq. FINANCIAL REPORTS								
	aq1. RCAS WORK FORM	,02822							
	aq2. TYPICAL NET MONTHLY BILLS FOR RESIDENTIAL SERVICE	EIA-213							
	ar. FLOWCHARTS								
	as. FOREIGN MAPS								
	at. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	at1. APPLICATION FOR CERTIFICATE OF DISCLOSURE OF HAZARDOUS SUBSTANCES (VITAL)					V			
	at2. CALIFORNIA HAZARDOUS WASTE MANIFEST (VITAL)					V			
	at3. CALIFORNIA LIQUID WASTE HAULER RECORD (VITAL)					V			
	at4. HAZARDOUS MATERIALS MATRIX (VITAL)					V			
	at5. HAZARDOUS SUBSTANCE LISTING (VITAL)					V			
	at6. HAZARDOUS SUBSTANCE STORAGE STATEMENT (VITAL)					V			
	at7. MONTHLY WASTE MANAGEMENT SHIPMENT SUMMARY (VITAL)					V			
	at8. MONTHLY WASTE SHIPMENT SUMMARY (VITAL)					V			
	at9. UNIFORM HAZARDOUS WASTE MANIFEST (VITAL)	DHS 8022A				V			
	at10. UNIFORM HAZARDOUS WASTE MANIFEST (VITAL)					V			
	at11. WASTE CHARACTERIZATION FORM (VITAL)					V			
	au. INFORMATION SERVICES RECORDS								
	au1. CODE SHEET	3024,03024							
	au2. COMPUTER SYSTEMS SERVICE REQUEST	,03279							
	au3. SUFFIX TABLE	CA-006							
	av. INTERDEPARTMENTAL COMMUNICATIONS								
	av1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	aw. INTERROGATORIES								
	ax. INTRADEPARTMENTAL COMMUNICATIONS								
	ax1. INTRA-DEPARTMENTAL	87-69-074							
	ax2. INTRA-DEPARTMENTAL	,01455							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	ax3. INTRA-DEPARTMENTAL	,01456							
	ax4. INTRA-DEPARTMENTAL	,14694							
	ay. INVOICES/PAYMENTS								
	ay1. INVOICE	,00002							
	ay2. INVOICE COLLECTIBLE	862,00862							
	ay3. INVOICE COLLECTIBLE	,00861							
	ay4. PETTY CASH VOUCHER	,00724							
	ay5. RECEIPT FOR SAMPLES AND DOCUMENTS	7740-1							
	ay6. RECORD OF INVOICES PASSED	,00261							
	ay7. REQUEST FOR PAYMENT	,03078							
	ay8. VOUCHER CONTROL FORM	,01218							
	az. JOB FILE DATA								
	ba. JOB SCHEDULES								
	ba1. INSERT SCHEDULE (AUDIT)	C1199							
	ba2. JOB SEQUENCE SCHEDULE	DC027							
	ba3. JOB SEQUENCE SCHEDULE REVIEW AND APPROVAL FORM	DC410							
	bb. JUDGEMENTS								
	bb1. COURT FINDINGS OF FACT (VITAL)					V			
	bb2. COURT ORDER FOR JUDGEMENT (VITAL)					V			
	bb3. COURT STIPULATION (VITAL)					V			
	bb4. JUDGEMENT (VITAL)					V			
	bc. LEGAL APPLICATIONS								
	bc1. COURT APPLICATION (VITAL)					V			
	bc2. COURT PETITION (VITAL)					V			
	bc3. NEGATIVE DECLARATION	GEN. 157							
	bc4. PETITION FOR EMERGENCY VARIANCE (VITAL)					V			
	bc5. PETITION FOR HEARING (VITAL)					V			
	bc6. PETITION FOR VARIANCE (VITAL)					V			
	bd. LEGAL NOTIFICATIONS								
	bd1. BRIEF (VITAL)					V			
	be. LEGAL ORDERS/FILINGS								
	be1. LEGAL ORDER	03188							
	be2. LEGAL ORDER (VITAL)					V			
	be3. ORDER FOR ABATEMENT (VITAL)					V			
	bf. LETTERS								
	bf1. COMMITTEE CORRESPONDENCE	,02865							
	bf2. COMMITTEE CORRESPONDENCE	,02867							
	bg. LICENSES								
	bh. LITIGATION RECORDS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	bi. LOGS/INDICES								
	bi1. BULK POWER - SENIOR DISPATCHER'S LOG	OM-568							
	bi2. DAILY LOG OF EVENTS	TDF109							
	bi3. EMS ASBESTOS BULK SAMPLE OPTICAL ANALYSIS LOG SHEET (VITAL)					V			
	bi4. JOB LOG	,02393							
	bi5. PCB CONTAMINATED MATERIALS RECEIVED FOR STORAGE LOG (VITAL)					V			
	bi6. TEST HOLE LOG	R-101							
	bj. MANAGEMENT PROCEDURES								
	bk. MANAGEMENT REPORTS								
	bk1. BULK POWER SUMMARY SHEET	#2001							
	bk2. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO							
	bk3. REPORT TO THE BOARD - EMISSION INVENTORY (VITAL)					V			
	bl. MANAGEMENT SCHEDULES								
	bm. MEETING ATTENDANCE RECORDS								
	bn. MEETING MINUTES								
	bn1. RECORD OF CONFERENCE	G-7							
	bo. MEMORANDA								
	bo1. CORRECTION NOTICE	,00993							
	bo2. MEMORANDUM	1146,14857							
	bo3. MEMORANDUM	1146,14858							
	bo4. MEMORANDUM	1344,15047							
	bo5. MEMORANDUM	87-69-078							
	bo6. MEMORANDUM	,01134							
	bo7. MEMORANDUM	,01145							
	bo8. MEMORANDUM	,01146							
	bo9. MEMORANDUM	,01147							
	bo10. MEMORANDUM	,01334							
	bo11. MEMORANDUM	,01335							
	bo12. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	bp. MICROFILM/SLIDES								
	bq. OPERATING AND MAINTENANCE SCHEDULES								
	br. OPERATIONAL REPORTS								
	br1. CONTROL ROOM OPERATING REPORT	2357,02357							
	br2. DAILY GENERATION REPORT (VITAL)	RS#1				V			
	br3. DAILY SUMMARY OF OPERATIONS	LDH2007							
	br4. EMERGENCY EPISODE PLAN (VITAL)					V			

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	br5. GENERATION UNIT REPORT (VITAL)					V			
	br6. HAZARDOUS MATERIALS DISCLOSURE STATEMENT (VITAL)	2D				V			
	br7. HAZARDOUS WASTE DISPOSAL REPORT (VITAL)	BT-314				V			
	br8. HAZARDOUS WASTE FACILITY OPERATIONAL PLAN (VITAL)					V			
	br9. HAZARDOUS WASTE GENERATOR REPORT (VITAL)					V			
	br10. HAZARDOUS WASTE MANAGEMENT PLAN REPORT (VITAL)					V			
	br11. MONTHLY TURBINE OR ENGINE FUEL USE REPORT (VITAL)					V			
	br12. NOTIFICATION FOR UNDERGROUND STORAGE TANKS (VITAL)					V			
	br13. NOTIFICATION OF HAZARDOUS WASTE ACTIVITY (VITAL)					V			
	br14. POWER PLANT FUEL USE REPORT (VITAL)					V			
	br15. POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3							
	br16. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	br17. UNDERGROUND TANK REPORT (VITAL)					V			
	bs. OPERATIONS & MAINTENANCE PROCEDURES								
	bs1. PROCEDURE MANUAL	OM-113							
	bs2. TEST PLAN & POLICY STATEMENT (VITAL)					V			
	bt. PARTICIPANT CONTRACTS								
	bu. PERMITS								
	bu1. ANNUAL PERMIT TO OPERATE (VITAL)	114-82				V			
	bu2. ANNUAL VALIDATION OF PERMIT TO OPERATE (VITAL)					V			
	bu3. APPLICATION FOR A RECEPTION FACILITY CERTIFICATE OF ADEQUACY FOR OIL (VITAL)	OMB-2115-0543				V			
	bu4. APPLICATION FOR AUTHORITY TO CONSTRUCT & PERMIT TO OPERATE (VITAL)	400-A				V			
	bu5. APPLICATION FOR PERMIT TO CONSTRUCT	400A							
	bu6. APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE & EXCAVATE (VITAL)					V			
	bu7. APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE (VITAL)					V			
	bu8. AUTHORITY TO CONSTRUCT (VITAL)					V			
	bu9. AUTHORITY TO CONSTRUCT/PERMIT TO OPERATE APPLICATION (VITAL)					V			
	bu10. GEOTHERMAL DRILLING PERMIT (VITAL)					V			
	bu11. NOTICE OF DETERMINATION	GEN. 156							
	bu12. PERMIT APPLICATION (VITAL)					V			

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CITY CLER[illegible] Date: JANUARY 15, 1990 Sch. No. Department/Bureau 01 0751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Co
City of Lo[illegible]eles WP-21 Department of Water and Power By: (Dept. Head) Date
Form Gen. 6[illegible]-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
System Development

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	bu13. PERMIT RENEWAL (VITAL)					V			
	bu14. PERMIT TO CONSTRUCT (VITAL)					V			
	bu15. PERMIT TO OPERATE (VITAL)					V			
	bu16. PREVENTION OF SIGNIFICANT DETERIORATION (PSD) PERMIT APPLICATION (VITAL)					V			
	bu17. RADIOACTIVE LICENSE (VITAL)					V			
	bu18. RADIOACTIVE LICENSE APPLICATION (VITAL)					V			
	bv. PERSONNEL CONTRACTS								
	bw. POSITION DESCRIPTIONS								
	bw1. POSITION DESCRIPTION	PDES 3							
	bw2. SPECIALIST POSITION JUSTIFICATION	PE001							
	bx. PROCUREMENT/SALES CONTRACTS								
	bx1. SALES AGREEMENT	,03188							
	by. PROFESSIONAL DEVELOPMENT RECORDS								
	bz. PROPOSALS								
	ca. PUBLIC RELATIONS COMMUNICATIONS								
	ca1. STATEMENT OF CLEANUP VERIFICATION (VITAL)					V			
	cb. PURCHASE ORDERS								
	cb1. PURCHASE ORDER	0002							
	cb2. PURCHASE ORDER	,00001							
	cb3. PURCHASE ORDER	,00003							
	cb4. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	cb5. SUB-PURCHASE ORDER	,00008							
	cc. REQUISITIONS								
	cc1. BILL OF MATERIAL REQUISITION	DC545							
	cc2. EQUIPMENT TRANSFER	1217,14930							
	cc3. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	cc4. LABORATORY AND TECHNICAL SERVICES JOB ORDER	2735							
	cc5. LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735							
	cc6. PRINTING REQUISITION	,03068							
	cc7. REQUEST FOR REQUISITION FOR MATERIAL/SERVICES	CD002							
	cc8. REQUISITION FOR MATERIAL/SERVICES	,01660							
	cc9. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	cc10. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	cc11. SUBORDINATE WORK ORDER REQUEST	DC690							
	cc12. WORK ORDER ZIP FORM	,02822							
	cd. RETENTION SCHEDULES								
	cd1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							

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CITY CLERK Date: JANUARY 15, 1990
City of Los ɜles
Form Gen. 60 81)

Sch. No. WP-21
Rev. No.

Department/Bureau 01 0751 F J
Department of Water and Power
Office of (Original) Record Unit
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	cd2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
	ce. ROUTING SLIPS								
	ce1. CHAIN OF CUSTODY RECORD	GPO-854-809							
	cf. SKETCHES								
	cg. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ch. SPECIFICATIONS								
	ci. STATUS REPORTS								
	ci1. BOILER & LIQUID HEATER SUMMARY (VITAL)					V			
	cj. SURVEYS/QUESTIONNAIRES								
	cj1. HAZARDOUS MATERIALS DISCLOSURE QUESTIONNAIRE (VITAL)	575				V			
	cj2. HAZARDOUS MATERIALS USAGE QUESTIONNAIRE (VITAL)					V			
	cj3. SOLID WASTE INVENTORY FORM (VITAL)					V			
	cj4. STORAGE TANK SUMMARY (VITAL)	400-C-9				V			
	cj5. STORAGE TANK SUMMARY (VITAL)					V			
	ck. TAX RECORDS								
	ck1. DETAILED SUMMARY OF HAZARDOUS WASTE TAX RETURN BY GENERATING SITE (VITAL)					V			
	ck2. HAZARDOUS WASTE TAX RETURN (VITAL)					V			
	cl. TECHNICAL REPORTS								
	cm. TELEX/TWX/TELECOPY COMMUNICATIONS								
	cm1. TELECOPY COVER SHEET	OM-65							
	cn. TEST RECORDS								
	cn1. COMBUSTION GASES SAMPLING & ANALYSIS (VITAL)					V			
	cn2. FUEL OIL LABORATORY REPORT (VITAL)	2774,16608				V			
	cn3. GENERATOR'S WASTE ANALYSIS DATA (VITAL)					V			
	cn4. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT (VITAL)					V			
	cn5. MONITOR PERFORMANCE TEST DATA SHEET (VITAL)					V			
	cn6. NOX TEST (VITAL)					V			
	cn7. REPORT OF WATER ANALYSIS	201							
	cn8. REPORT OF WATER ANALYSIS (VITAL)	201				V			
	cn9. SOIL CLASSIFICATION	WE302							
	cn10. TEST REPORT (VITAL)					V			
	cn11. TESTING LABORATORIES JOB ORDER	2735,02735							
	cn12. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT (VITAL)	,01774				V			

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CITY CLER' Date: JANUARY 15, 1990 | Sch. No. | Department/Bureau 01 0751 F J | Certified per Sec. 12.3(e) of L.A. Admin. Cod | Page: 28 of 32

City of Los eles | WP-21 | Department of Water and Power | By: (Dept. Head) | ate

Form Gen. 60 81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	cn13. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	,01774							
	co. TIMEKEEPING RECORDS								
	co1. ATTENDANCE AUTHORITY	,02329							
	co2. OPERATOR'S DAILY TIME REPORT	,02270							
	co3. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	co4. TIME ROLL CORRECTION AUTHORITY	2734							
	cp. TRANSMITTALS/ACKNOWLEDGEMENTS								
	cp1. ACKNOWLEDGEMENT OF NOTIFICATION OF HAZARDOUS WASTE ACTIVITY (VITAL)	8700-12A				V			
	cp2. BID TRANSMITTAL	,02280							
	cp3. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	cp4. TRANSMITTAL	CAO							
	cp5. TRANSMITTAL	,00028							
	cp6. TRANSMITTAL SLIP	3014							
	cq. TRIP REPORTS								
	cr. VENDOR MANUALS/CATALOGS								
	cs. WAGE/SALARY STRUCTURE RECORDS								
21	TIMEKEEPING FILES		2	8	10				
	a. EMPLOYMENT RECORDS								
	a1. TERMINATION OF EMPLOYMENT	,00723							
	b. MEMORANDA								
	b1. MEMORANDUM	,01334							
	c. TIMEKEEPING RECORDS								
	c1. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	c2. VACATION FORM	,01113							
	d. WAGE/SALARY STRUCTURE RECORDS								
22	TRANSPORTATION AUTHORIZATION		2	--	2				
23	WORK ORDERS		C+2	--	C+2				
	a. BUDGET RECORDS - PROJECTED								
	b. INFORMATION SERVICES RECORDS								
	c. MEMORANDA								
	c1. MEMORANDUM	,01147							
	d. REQUISITIONS								
	d1. WORK ORDER	,02822							

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CITY CLEF Date: JANUARY 15, 1990 Sch. No. Department/Bureau 0 1 (751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Co Page: 29 of 32
City of Lc eles WP-21 By: (Dept. Head) Date
Form Gen. 6 -81) Department of Water and Power
RECORDS RETENTION SCHEDULE Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
(Original/Official Records) System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
24	HAZARDOUS MATERIALS FILES		2	3	8 10 yrs.				*Reference: 91 000865 FJ
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. BUDGET RECORDS - PROJECTED								
	d. CONVERSATION RECORDS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	,01155							
	f. DWP MAPS								
	g. EXTERNAL INSPECTION RECORDS								
	h. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	h1. BUSINESS INFORMATION (VITAL)	BP1				V			
	h2. BUSINESS PLAN - HAZARDOUS MATERIALS INVENTORY (VITAL)	BP-2				V			
	h3. LA COUNTY FIRE DEPARTMENT HAZARDOUS MATERIALS INVENTORY	578							
	h4. TABLES FOR BUSINESS PLAN INVENTORY FORM (VITAL)	BP2				V			
	h5. TABLES FOR BUSINESS PLAN INVENTORY FORM (VITAL)	BP3				V			
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	j. INVOICES/PAYMENTS								
	j1. PETTY CASH VOUCHER	,00724							
	k. LEGAL APPLICATIONS								
	l. LEGAL NOTIFICATIONS								
	m. LEGAL ORDERS/FILINGS								
	n. LETTERS								
	o. LOGS/INDICES								
	p. MANAGEMENT PROCEDURES								
	q. MANAGEMENT REPORTS								
	r. MANAGEMENT SCHEDULES								
	s. MEETING MINUTES								
	t. MEMORANDA								
	t1. MEMORANDUM	,01145							
	t2. MEMORANDUM	,01147							
	t3. MEMORANDUM	,01334							
	u. OPERATIONAL REPORTS								
	v. OPERATIONS & MAINTENANCE PROCEDURES								
	v1. HAZARDOUS MATERIALS & WASTE PROCEDURE	ON-764							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 15, 1990

Sch. No. WP-21

Rev. No.

Department/Bureau 01 0751 FJ
Department of Water and Power
Office of (Original) Record
System Development

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	v2. SYSTEM OPERATIONS PROCEDURE	OM-113							
	w. PERMITS								
	x. PUBLIC RELATIONS COMMUNICATIONS								
	y. STATUS REPORTS								
25	MANIFESTS AND TAX DOCUMENTS		2	--	2 10 yrs.				*Reference: 91 000865 FJ
	a. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	a1. SUMMARY OF GENERATING FEE SITES BY AMOUNTS OF HAZARDOUS WASTE GENERATED (VITAL)					V			
	a2. SUMMARY OF GENERATING SITES BY AMOUNTS OF HAZARDOUS WASTE GENERATED SCHEDULE G (NO #) - BD OF EQUALIZATION (VITAL)					V			
	a3. UNIFORM HAZARDOUS WASTE MANIFEST (VITAL)	DHS 8022A				V			
	b. OPERATING AND MAINTENANCE SCHEDULES								
	b1. TOXIC PITS CLEANUP ACT ANNUAL FEE SCHEDULE (VITAL)					V			
	c. OPERATIONAL REPORTS								
	c1. CALIFORNIA STATE DEPARTMENT FACILITY HAZARDOUS WASTE REPORT (VITAL)	DHS				V			
	c2. CALIFORNIA STATE DEPARTMENT GENERATOR HAZARDOUS WASTE REPORT (VITAL)	DHS				V			
	c3. HAZARDOUS WASTE DISPOSAL REPORT (VITAL)	BT-314				V			
	d. PERMITS								
	d1. NOTICE OF ANNUAL GENERATORS OPERATING FEE (VITAL)	BT-401-J-3				V			
	e. TAX RECORDS								
	e1. DETAILED SUMMARY OF HAZARDOUS WASTE TAX RETURN BY GENERATING SITE (VITAL)	BT-401JS				V			
	e2. HAZARDOUS WASTE TAX RETURN (VITAL)	BJ-401-J				V			
	e3. STATE BOARD OF EQUALIZATION DEPT. OF BUSINESS TAXES EXCISE TAX PAYMENT FORM (VITAL)	BT-1210				V			
26	PERMITS		P	--	--				
	a. PERMITS								
	a1. ANNUAL VALIDATION OF PERMIT TO OPERATE (VITAL)					V			
	a2. APPLICATION FOR AUTHORITY TO CONSTRUCT & PERMIT TO OPERATE (VITAL)	400-A				V			
	a3. APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE & EXCAVATE (VITAL)					V			

CITY CLER Date: JANUARY 15, 1990 Sch. No. Department/Bureau 91 0751 FJ Certified per Sec. 12.3(e) of L.A. Admin. Cod Page: 31 of 32
City of Los les WP-21 Department of Water and Power By: (Dept. Head) ate
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RECORDS RETENTION SCHEDULE (Original/Official Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	a4. CALIFORNIA EXTREMELY HAZARDOUS WASTE DISPOSAL PERMIT (VITAL)	8019-001				V			
	a5. PERMIT APPLICATION (VITAL)					V			
	a6. PERMIT RENEWAL (VITAL)					V			
	a7. PERMIT TO CONSTRUCT (VITAL)					V			
	a8. PERMIT TO OPERATE (VITAL)					V			
	a9. PERMIT VARIANCE APPLICATION (VITAL)					V			
27	RATE ORDINANCES		P	--	--				
	a. FINANCIAL REPORTS								
	b. LEGAL NOTIFICATIONS								
	c. LEGAL ORDERS/FILINGS								
	d. MANAGEMENT PROCEDURES								
	e. PUBLIC RELATIONS COMMUNICATIONS								
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
	f1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
28	ENERGY SALES REPORTS		5	--	5				
	a. FINANCIAL REPORTS								
29	RULES HISTORY		10	--	10				
	a. MANAGEMENT PROCEDURES								
	b. TRANSMITTALS/ACKNOWLEDGEMENTS								
	b1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
30	CUSTOMER INFORMATION FILES		P	--	--				
	a. CONVERSATION RECORDS								
	a1. CALL SLIP	,00148							
	b. CUSTOMER SERVICE RECORDS								
	c. DATA SHEETS								
	d. JOB FILE DATA								
	e. LEGAL APPLICATIONS								
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 1)

Date: JANUARY 15, 1990

Sch. No. WP-21

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 751 FJ
Department of Water and Power
Office of (Original) Record
System Development

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

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Vital	Hist	Cont	REMARKS
			OFFICE	CENTER	DESTROY				
31	RESIDENTIAL ENERGY AUDITS		1	9	10				
32	CUSTOMER ENERGY SERVICES LOGS		S	--	S				
	a. CUSTOMER SERVICE RECORDS								
	b. LOGS/INDICES								
	b1. INDEX CARD	,02398							
33	BOND ISSUE RECORDS		P	--	--				
	a. FINANCIAL REPORTS								
34	COMPUTER TIME AND USE REPORTS		10	--	10				
	a. BUDGET RECORDS - ACTUAL								
35	MICROFILM OF ITEMS #1 - 34 ABOVE		--	199	199				
36	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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CITY OF Date: JANUARY 15, 1990 Sch. No. Department/Bureau 000752 FJ Certified per Sec. 12.3(e) of L.A. Admin. Page: 1 of 8

City of ngeles WP-21 Department of Water and Power By: (Dept. Head) Date

Form Gen. (Rev. 10-81) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
1	ACCIDENT & INJURY REPORTS		2	3	5		HUMAN RESOURCES
2	ACCOUNTING RECORDS		2	4	6		ACCOUNTING
	a. EMPLOYEE ACCOUNTS RECORDS						
	a1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	b. INTRADEPARTMENTAL COMMUNICATIONS						
	b1. INTRA-DEPARTMENTAL	,01455					
	c. INVOICES/PAYMENTS						
	c1. INVOICE CORRECTION NOTICE	,03081					
	c2. PETTY CASH VOUCHER	,00724					
	c3. VOUCHER CONTROL FORM	,01218					
	d. LETTERS						
	e. LOGS/INDICES						
	f. OPERATIONAL REPORTS						
	g. PROFESSIONAL DEVELOPMENT RECORDS						
	h. TIMEKEEPING RECORDS						
3	BUDGET FILES		AR	--	AR		ACCOUNTING
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	c. STATUS REPORTS						
4	CONTRACTS & AGREEMENTS FILES		C+2	4	C+6		PURCHASING (GENERAL SERVICES)
5	EMPLOYEE TRAVEL & EXPENSE		2	--	2		
	a. EMPLOYEE ACCOUNTS RECORDS						
	a1. AUTOMOBILE MILEAGE REPORT AND CLAIM	CD001					
	a2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	a3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	b. FINANCIAL REPORTS						

NOTES:

Retention Code: A - Audit AR - Annual Review C - Closed or Completion

91 000752 FJ

CITY OF Los Angeles
Form Gen. (0-81)

Date: JANUARY 15, 1990

Sch. No. WP-21

Rev. No.

Department/Bureau
Department of Water and Power

Division
System Development

Certified per Sec. 12.3(e) of L.A. Admin.
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	c. INVOICES/PAYMENTS						
	c1. PARKING TICKET STUB	AC125					
	c2. VOUCHER CONTROL FORM	,01218					
	d. LETTERS						
	e. OPERATIONAL REPORTS						
	e1. MILEAGE REPORT	01334					
	f. PROCUREMENT/SALES CONTRACTS						
	g. TRANSMITTALS/ACKNOWLEDGEMENTS						
6	INTER- & INTRA- DEPARTMENTAL PROCEDURES, MANUALS & BULLETINS		S	--	S		ORIGINATING OFFICE
7	LAB & TECHNICAL SERVICES JOB ORDERS		C+1	--	C+1		POWER DESIGN & CONSTRUCTION
	a. EMPLOYMENT RECORDS						
	a1. TERMINATION OF EMPLOYMENT	,00723					
	b. MEMORANDA						
	b1. MEMORANDUM	,01334					
	c. TIMEKEEPING RECORDS						
	c1. TIME ROLL CORRECTION AUTHORITY	2734					
	d. WAGE/SALARY STRUCTURE RECORDS						
	d1. SALARY ADJUSTMENT	AC125					
8	LITIGATION CASE FILES		C+1	9	C+10		VARIOUS ORIGINATING OFFICES
9	PERSONNEL ADMINISTRATIVE FILES		AR	--	AR		HUMAN RESOURCES; ORIGINATING OFFICE
	a. EMPLOYMENT RECORDS						
	a1. REQUEST FOR CERTIFICATION	PDAS 15					
	b. INTRADEPARTMENTAL COMMUNICATIONS						
	b1. INTRA-DEPARTMENTAL	,01455					
	c. LETTERS						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					

NOTES:

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City of ...geles | WP-21 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 61 (n 10-81) | Rev. No. | Division DPM | By: (City Clerk, Rec. Mgt. Off.) | Date

System Development

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e. POSITION DESCRIPTIONS						
	e1. POSITION DESCRIPTION	PDES 3					
	f. SPECIFICATIONS						
10	PUBLICATIONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
	a. CONVERSATION RECORDS						
	b. DATA SHEETS						
	b1. ENGINEERING DATA SHEET	,01155					
	c. DEPARTMENT AWARDS RECORDS						
	d. DEPARTMENT REAL ESTATE RECORDS						
	e. DWP MAPS						
	f. EMPLOYMENT RECORDS						
	g. ENGINEERING STUDIES						
	h. ENVIRONMENTAL REPORTS						
	i. FEASIBILITY STUDIES						
	j. FINANCIAL REPORTS						
	k. INTERROGATORIES						
	l. INTRADEPARTMENTAL COMMUNICATIONS						
	l1. INTRA-DEPARTMENTAL	,01455					
	m. INVOICES/PAYMENTS						
	n. LETTERS						
	o. LITIGATION RECORDS						
	p. MANAGEMENT REPORTS						
	q. MEMORANDA						
	q1. MEMORANDUM	,01145					
	q2. MEMORANDUM	,01146					
	q3. MEMORANDUM	,01147					
	r. PUBLIC RELATIONS COMMUNICATIONS						
	s. PURCHASE ORDERS						
	s1. PURCHASE ORDER	,00001					
	t. STANDARDS						

NOTES:

1. NON-RECORD

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

CITY, CA
City of [illegible]geles
Form Gen. [illegible]10-81)

Date: JANUARY 15, 1990

Sch. No. WP-21

Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 0752 FJ
Department of Water and Power
Division
System Development

Certified per Sec. 12.3(e) of L.A. Admin.
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
	u1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	v. VENDOR MANUALS/CATALOGS						
11	PURCHASING RECORDS		3	--	3		PURCHASING (GENERAL SERVICES)
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. BUDGET RECORDS - PROJECTED						
	c. CONTRACT ADMINISTRATION RECORDS						
	d. CONTRACT AMENDMENTS						
	e. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	f. CONVERSATION RECORDS						
	f1. CALL SLIP	,00148					
	g. CUSTOMER SERVICE RECORDS						
	h. DATA SHEETS						
	h1. ENGINEERING DATA SHEET	,01155					
	i. FINANCIAL REPORTS						
	j. INTRADEPARTMENTAL COMMUNICATIONS						
	j1. INTRA-DEPARTMENTAL	,01455					
	k. INVOICES/PAYMENTS						
	k1. REQUEST FOR MATERIAL CREDIT	,01666					
	k2. REQUEST FOR PAYMENT	,03078					
	k3. VOUCHER CONTROL FORM	,01218					
	l. JUDGEMENTS						
	m. LEGAL APPLICATIONS						
	n. LETTERS						
	o. LITIGATION RECORDS						
	p. LOGS/INDICES						
	p1. VOUCHER/SERVICE LOG	,00001					
	q. MANAGEMENT REPORTS						
	r. MEMORANDA						

NOTES:

91 000752 FJ

CITY CL... Date: JANUARY 15, 1990
City of L...geles
Form Gen. 61 (R-10-81)

Sch. No. WP-21
Rev. No.

Department/Bureau
Department of Water and Power
Division
System Development

Certified per Sec. 12.3(e) of L.A. Admin.
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD: DEPARTMENT & OFFICE
	r1. CORRECTION NOTICE	,00993					
	r2. MEMORANDUM	,01145					
	r3. MEMORANDUM	,01147					
	s. PROCUREMENT/SALES CONTRACTS						
	t. PURCHASE ORDERS						
	t1. PURCHASE ORDER	0002					
	t2. PURCHASE ORDER	,00001					
	t3. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	t4. SUB-PURCHASE ORDER	,00008					
	u. REQUISITIONS						
	u1. REQUEST FOR REQUISITION FOR MATERIAL/SERVICES	CD002					
	u2. REQUISITION FOR MATERIAL/SERVICES	,01660					
	v. TRANSMITTALS/ACKNOWLEDGEMENTS						
	v1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
12	SURPLUS PRINTED MATERIAL		AR	--	AR	1	
13	TIMEKEEPING FILES		2	--	2		ACCOUNTING
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	a1. DOCTOR'S NOTICE OF EMPLOYEE ABLE TO RETURN TO WORK	,02202					
	a2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948					
	a3. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	b. EMPLOYMENT RECORDS						
	c. MEMORANDA						
	c1. MEMORANDUM	,01147					
	d. TIMEKEEPING RECORDS						
	d1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485					
	d2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					

NOTES:

1. NON-RECORD

CITY-C: Date: JANUARY 15, 1990 | 91 9752 FJ | Page: 6 of 8

City of L geles | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. | By: (Dept. Head) | Date

Form Gen. 61 (R 10-81) | WP-21 | Department of Water and Power

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. | Division of System Development | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d3. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	d4. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
14	TRAINING PROGRAM		AR	--	AR		ORIGINATING OFFICE
15	REPORTS		S	--	S		
	a. DATA SHEETS						
	a1. ENGINEERING DATA SHEET	,01155					
	b. DWP LINE DRAWINGS/DIAGRAMS						
	c. FINANCIAL REPORTS						
	c1. ELECTRIC UTILITY COMPANY MONTHLY STATEMENT	EIA826					
	d. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	e. INVOICES/PAYMENTS						
	e1. DEPARTMENT BILL	,03009					
	e2. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407					
	f. LEGAL NOTIFICATIONS						
	g. LETTERS						
	h. LITIGATION RECORDS						
	i. MANAGEMENT PROCEDURES						
	j. MANAGEMENT REPORTS						
	j1. ANNUAL ELECTRIC UTILITY REPORT	EIA-861					
	k. MANAGEMENT SCHEDULES						
	l. OPERATING AND MAINTENANCE SCHEDULES						
	m. OPERATIONAL REPORTS						
	n. PUBLIC RELATIONS COMMUNICATIONS						
	o. SPECIFICATIONS						

NOTES:

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

CITY CL... Date: JANUARY 15, 1990 | 91 (52 FJ | Certified per Sec. 12.3(e) of L.A. Admin. | Page: 7 of 8

City of L... geles | Sch. No. | Department/Bureau | By: (Dept. Head) | Date

Form Gen. 61 (R 10-81) | WP-21 | Department of Water and Power

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. | Division: System Development | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
16	CUSTOMER ENERGY SERVICES		5	--	5		
	a. CUSTOMER SERVICE RECORDS						
	b. DWP INSPECTION RECORDS						
	c. INVOICES/PAYMENTS						
	d. LETTERS						
17	TRADE SHOWS AND DISPLAY RECORDS		AR	--	AR		
	a. BUDGET RECORDS - PROJECTED						
	b. DETAIL PHOTOGRAPHS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	.01455					
	d. LETTERS						
	e. MEMORANDA						
	e1. MEMORANDUM	.01145					
	e2. MEMORANDUM	.01147					
	e3. MEMORANDUM	.01334					
	f. OPERATIONAL REPORTS						
	g. PUBLIC RELATIONS COMMUNICATIONS						
	h. REQUISITIONS						
	i. SPACE/EQUIPMENT ALLOCATION RECORDS						
18	SAFETY MEETING RECORDS		AR	--	AR		
	a. MEMORANDA						
	a1. MEMORANDUM	.01145					
	a2. MEMORANDUM	.01147					
	b. PUBLIC RELATIONS COMMUNICATIONS						

NOTES:

Retention Code: A - Audit ... AR - Annual Review ... C - Close ... Cumulative ... E - Event ... P - Permanent

CITY CL Date: JANUARY 15, 1990 | 91 0752 FJ | Page: 8 of 8

City of geles | Sch. No. | Department/Bureau | Certified per Sec. 12.3(e) of L.A. Admin. | By: (Dept. Head) | Date

Form Gen. 6 (Rev. 10-81) | WP-21 | Department of Water and Power

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. | Division (Bur) | By: (City Clerk, Rec. Mgt. Off.) | Date

System Development

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
19	MICROFILM OF ITEMS #1 - 18 ABOVE		--	199	199		
20	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 34 ON WP-21 ORIGINAL. HARDCOPY OF ITEMS #1 - 18 ON WP-21 DUPLICATE.
21	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

Retention Code: A = Audit AR = Annual Review C = Closed/Cancelled F = Fiscal

CITY CLERK
City of Los Angeles
Form Gen. 160 (Rev. 6-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 97 0755 FJ

Department of Water and Power 91 000755 FJ

Office of (Original) Record

Power Design and Construction

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

By: (Dept. Head) ORIGINAL SIGNED DON A. COTTON

By: (City Clerk, Rec. Mgt. Off.)

Date 5-7-90

Page: 01 of 34

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	ADMINISTRATIVE REPORTS		AR+2	--	AR+2				
	a. STATUS REPORTS								
2	BUDGET FILES		5	5	10				RETENTION IN BUDGET SECTION ONLY
	a. BUDGET RECORDS - PROJECTED								
	b. INVOICES/PAYMENTS								
3	CONTROL MAPS		P	--	--				
	a. AERIAL PHOTOGRAPHS								
	b. DETAIL PHOTOGRAPHS								
	c. NEGATIVES								
	d. PROGRESS PHOTOGRAPHS								
4	CORRESPONDENCE & REPORTS (MICROFILM)		AR+2	--	AR+2				
5	DISASTER CLAIMS		A	6	A + 10 yrs. ~~A+6~~				*Reference: 91 000865 FJ KEEP IN AUDIT UNIT UNTIL AUDIT IS COMPLETED. RETAIN 6 YRS. IN RECORDS CENTER
	a. BUDGET RECORDS - ACTUAL								
	a1. AUTHORIZATION SUMMARY ACCRUAL TO DATE, UNCLEARED	,01892							
	b. BUDGET RECORDS - PROJECTED								
	b1. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378							
	c. CONVERSATION RECORDS								
	c1. RECORD OF CONFERENCE/CONVERSATION	DC007A							
	d. DATA SHEETS								
	e. EMPLOYMENT RECORDS								
	e1. EMPLOYEES RECORD	0757,16592							
	f. FINANCIAL REPORTS								
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	72-0253,14694							
	h. INVOICES/PAYMENTS								
	h1. VOUCHER CONTROL FORM	,01218							
	i. JOB FILE DATA								
	j. LETTERS								
	k. LOGS/INDICES								
	l. MEMORANDA								
	11. MEMORANDUM	,01145							
	12. MEMORANDUM	,01147							
	13. MEMORANDUM	,01335							
	14. OFFICE MEMORANDUM	GEN. 53							
	m. OPERATIONAL REPORTS								

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

CITY CLERK — Date: FEBRUARY 9, 1990 — Page: 02 of 34
City of Los [illegible]eles — Sch. No. WP-24 — Department/Bureau 01 (755 FJ — Certified per Sec. 12.3(e) of L.A. Admin. Code:
Form Gen. 30 [illegible]31) — Rev. No. — Department of Water and Power — By: (Dept. Head) ORIGINAL SIGNED DON A. COTTON — Date 2/7/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record: Power Design and Construction 303 — By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	n. PERSONNEL CONTRACTS								
	o. REQUISITIONS								
	o1. FOREMAN'S ORDER	,03156							
	o2. SUBORDINATE WORK ORDER REQUEST	DC690							
	p. SPACE/EQUIPMENT ALLOCATION RECORDS								
	p1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744							
	q. TIMEKEEPING RECORDS								
	q1. DAILY JOB LOG AND TIME REPORT	,02645							
	q2. DAILY JOB LOG AND TIME REPORT	,13123							
	q3. DAILY TIME REPORT	DC 281-B							
	q4. GROUP TIME REPORT	DC029							
	q5. OPERATOR'S DAILY TIME REPORT	,02269							
	r. TRANSMITTALS/ACKNOWLEDGEMENTS								
	s. TRIP REPORTS								
	s1. TRUCK DRIVER'S TRIP REPORT	,02260							
	t. WAGE/SALARY STRUCTURE RECORDS								
6	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINT FILES		C+3	7	C+10				
7	DRAWINGS		T+6	--	T+6				
	a. DRAWINGS								
	a1. BID DRAWING (VITAL)					V			
	a2. DRAWING (VITAL)					V			
	a3. ROLL DRAWING (VITAL)					V			
	b. FOREIGN CONSTRUCTION DRAWINGS								
	b1. FOREIGN CONSTRUCTION DRAWING (VITAL)					V			
	c. LOGS/INDICES								
	c1. DRAWING NUMBER MASTER INDEX (VITAL)					V			
	c2. INDEX (VITAL)					V			
	c3. INDEX CARD (VITAL)					V			
	c4. INDEX SHEET (VITAL)					V			
	d. SKETCHES								
	d1. SKETCH (VITAL)					V			

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

CITY CLERK
City of Los eles
Form Gen. 80 81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 91 0755 FJ
Department of Water and Power

Office of (Original) Record
Power Design and Construction 703

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNATURE SIGNED DONNA COTTON

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
8	DRAWINGS (MICROFILM)		P	--	--				DUPLICATE HELD IN CONTROLLED STORAGE AREA (LAKE TAHOE)
	a. DRAWINGS								
	a1. APERTURE CARD (VITAL)					V			
9	EMPLOYEE PERSONNEL FILES		T	80	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE APPEAL	LR-003							
	a2. GRIEVANCE INITIATION	LR-001							
	a3. GRIEVANCE RESPONSE	LR-002							
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a5. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. CLAIMS								
	d1. ACCIDENT ANALYSIS	,02747							
	e. DEPARTMENT REAL ESTATE RECORDS								
	f. EDUCATION/TRAINING RECORDS								
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	g1. DISABILITY AND DEATH BENEFITS WHILE ON LEAVE WITHOUT PAY	RP0128							
	g2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	g3. REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	h. EMPLOYMENT RECORDS								
	h1. ADVICE OF EMPLOYMENT	,00224							
	h2. APPLICATION FOR EMPLOYMENT	PDR-1							
	h3. CHANGE OF ADDRESS	,00466							
	h4. CHANGE OF HOME ADDRESS	,00466							
	h5. CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE	DC 594							
	h6. DWP PERSONAL DATA	3381							
	h7. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	h8. EMPLOYEE DATA RECORD	2755,16593							
	h9. EMPLOYEE DATA RECORD	2758,16593							
	h10. EMPLOYEE DATA RECORD	,02758							
	h11. EMPLOYEE RECORD	275A,16592							
	h12. EMPLOYEE RECORD	,02757							
	h13. INTERVIEW DATA SHEET	3381							
	h14. NOTICE OF COMMENDATION	GEN. 79							

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

CITY CLERK
City of Los Angeles
Form Gen. 160 (Rev. 6-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 3755 F J
Department of Water and Power

Office of (Original) Record
Power Design and Construction 704

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY DON A. COTTON

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	h15. PD&C PERSONNEL INFORMATION	G-12							
	h16. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878							
	h17. PERSONNEL INFORMATION	DC708							
	h18. PERSONNEL INFORMATION	G-12							
	h19. REPORT OF APPOINTMENT	,02-762							
	h20. REPORT OF APPOINTMENT	,02762							
	h21. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	h22. TERMINATION OF EMPLOYMENT	,00723							
	i. EXTERNAL INSPECTION RECORDS								
	j. INTERDEPARTMENTAL COMMUNICATIONS								
	k. INTRADEPARTMENTAL COMMUNICATIONS								
	k1. INTRA-DEPARTMENTAL	,01455							
	k2. INTRA-DEPARTMENTAL MEMORANDUM	G-15							
	l. JOB FILE DATA								
	m. LEGAL NOTIFICATIONS								
	n. LETTERS								
	o. LOGS/INDICES								
	p. MANAGEMENT REPORTS								
	p1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	q. MEDICAL RECORDS								
	r. MEMORANDA								
	r1. MEMORANDUM	,01145							
	r2. MEMORANDUM	,01147							
	r3. MEMORANDUM	,01334							
	r4. MEMORANDUM	,01335							
	s. PERMITS								
	t. POSITION DESCRIPTIONS								
	t1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	t2. POSITION DESCRIPTION	PDES 3							
	u. TIMEKEEPING RECORDS								
	u1. ABSENCE FROM DUTY RECORD	,02588							
	u2. ABSENCE FROM WORK (NORMAL WORKDAYS ONLY)	2588,02588							
	u3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	u4. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02619							

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

CITY CLERK
City of Los les
Form Gen. 60 31)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 1755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 742

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED RON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	u5. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819							
	u6. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	u7. DAILY TIME REPORT	DC 281-B							
	u8. FLOATING HOLIDAY FORM	DC225							
	u9. INTRA-DEPARTMENTAL MEMORANDUM	DC750							
	u10. LABORATORY AND TECHNICAL SERVICES GROUP TIME REPORT	,14717							
	u11. REQUEST FOR APPROVAL OF A 5/40 WORK SCHEDULE OR MODIFICATION OF WORKING HOURS	DC750							
	u12. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	u13. TIME ROLL CORRECTION AUTHORITY	2734							
	u14. VACATION FORM	,01113							
10	EMPLOYEE TRAVEL & EXPENSE RECORDS		2	3	5				
	a. BUDGET RECORDS - PROJECTED								
	a1. REIMBURSEMENT AUTHORITY	,02316							
	b. DEPARTMENT REAL ESTATE RECORDS								
	c. EMPLOYEE ACCOUNTS RECORDS								
	c1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	d. FINANCIAL REPORTS								
	e. INTERDEPARTMENTAL COMMUNICATIONS								
	f. INVOICES/PAYMENTS								
	f1. SUB VOUCHER	,00046							
	f2. VOUCHER CONTROL FORM	,01218							
11	EQUIPMENT TEST REPORTS		T+2	--	T+2				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	c. BUDGET RECORDS - PROJECTED								
	c1. AFE WORK ORDER SUMMARY	DC527B							
	c2. MATERIAL AND LABOR ESTIMATE	0377							
	c3. PRELIMINARY ESTIMATE	1548							
	d. CLAIMS								
	e. CONVERSATION RECORDS								
	e1. CALL SLIP	,00148							
	f. CUSTOMER SERVICE RECORDS								
	f1. METER AND SERVICE ORDER	87-02-144							
	f2. METER AND SERVICE ORDER (M&S) (VITAL)					V			

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

CITY CLERK Date: FEBRUARY 9, 1990 | Sch. No. | Department/Bureau 01 0755 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 06 of 34

City of Los Angeles | WP-24 | Department of Water and Power | By: (Dept. Head) ORIGINAL SIGNED | Date 5-7-90

Form Gen. 160 (Rev. 8-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) JOHN J. COTTON | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Design and Construction 342

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f3. METER CARD	,87-10-884							
	f4. METER CARD (VITAL)	87-10-884				V			
	f5. SERVICE JOB	DC-449							
	g. DATA SHEETS								
	g1. CUSTOMER STATIONS DATA SHEET	168 DC377							
	g2. CUSTOMER STATIONS DATA SHEET	DC377							
	g3. ENGINEERING DATA SHEET	,01155							
	g4. READ BOOK RECORD	,00554							
	g5. WATT HOUR METER TEST CARD (VITAL)	2486				V			
	g6. WATT-HOUR METER FIELD TEST CARD (VITAL)	2486				V			
	g7. WATT-HOUR METER HISTORY RECORD (VITAL)					V			
	g8. WATT-HOUR METER RECORD	2207,16019							
	g9. WATT-HOUR METER SECONDARY CARD	2207,16019							
	g10. WATT-HOUR METER SECONDARY CARD (VITAL)	,02207				V			
	g11. WATTHOUR METER FIELD TEST CARD (VITAL)	2486				V			
	g12. WATTHOUR METER RECORD (VITAL)	2207,16019				V			
	g13. WATTHOUR METER SECONDARY CARD (VITAL)	2207,16019				V			
	g14. WATTHOUR METER TEST (VITAL)	230,14175				V			
	h. DESIGN CALCULATIONS								
	h1. CALCULATION SHEET	1155,14866							
	i. DESIGN REPORTS								
	j. DETAIL PHOTOGRAPHS								
	k. DRAWINGS								
	l. DWP ELECTRICAL DRAWINGS								
	m. DWP INSPECTION RECORDS								
	m1. INSPECTION REPORT	72-0050,14228							
	m2. QUALITY ASSURANCE TEST REPORT	DC237							
	n. ENGINEERING STUDIES								
	o. EXTERNAL INSPECTION RECORDS								
	p. FINANCIAL REPORTS								
	q. FOREIGN EQUIPMENT DRAWINGS								
	r. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	r1. PCB COMPUTER DATA (VITAL)					V			
	r2. UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A							
	s. INTERDEPARTMENTAL COMMUNICATIONS								
	s1. INTER DEPARTMENTAL ORDER	GEN. 34							
	t. INTRADEPARTMENTAL COMMUNICATIONS								
	t1. INTRA-DEPARTMENTAL	,01455							
	u. INVOICES/PAYMENTS								

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

CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 3755 FJ
Department of Water and Power

Office of (Original) Record
Power Design and Construction 70L

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED BY LA COTTON

Date 5-7-90

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	u1. AUTHORITY FOR BILLING	,00364							
	v. LETTERS								
	w. LOGS/INDICES								
	x. MEETING MINUTES								
	y. MEMORANDA								
	y1. MEMORANDUM	1146							
	y2. MEMORANDUM	1147							
	y3. MEMORANDUM	,01145							
	y4. MEMORANDUM	,01146							
	y5. MEMORANDUM	,01147							
	y6. MEMORANDUM	,01334							
	z. OPERATIONAL REPORTS								
	z1. RELAY INSTALLATION REPORT	82-92							
	aa. PERMITS								
	ab. PROFESSIONAL DEVELOPMENT RECORDS								
	ac. PUBLIC RELATIONS COMMUNICATIONS								
	ad. PURCHASE ORDERS								
	ad1. PURCHASE ORDER	,00001							
	ad2. PURCHASE ORDER	,00003							
	ad3. SALES ORDER	2343							
	ad4. SUB-PURCHASE ORDER	,00009							
	ae. REQUISITIONS								
	ae1. BILL OF MATERIAL REQUISITION	DC545							
	ae2. FOREMAN'S MATERIAL REQUISITION	,00106							
	ae3. JOB ORDER	,00247							
	ae4. JOB ORDER	,02735							
	ae5. PURCHASE REQUISITION	,00006							
	ae6. REQUEST FOR METERS	,02612							
	ae7. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ae8. SUBORDINATE WORK ORDER REQUEST	DC690							
	ae9. WANT LIST	,14428							
	ae10. WORK SHEET PARTICULATE SAMPLE	RDD							
	af. SKETCHES								
	ag. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ah. SPECIFICATIONS								
	ai. STATUS REPORTS								
	aj. SURVEYS/QUESTIONNAIRES								
	aj1. METER CALIBRATION DATA SHEET (VITAL)					V			
	ak. TECHNICAL REPORTS								

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CITY CLERK Date: FEBRUARY 9, 1990
City of Los eles
Form Gen. 60 81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 755 FJ
Department of Water and Power

Office of (Original) Record
Power Design and Construction 701

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible] SIGNED ON A COPY
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	conf	REMARKS
	a1. TEST RECORDS								
	a11. INSTRUMENT TRANSFORMER TEST RECORD (VITAL)	2312				V			
	a12. LABORATORY AND TECHNICAL SERVICES SUPPLEMENTARY REPORT	DC608							
	a13. MAXIMUM DEMAND RECORD (VITAL)					V			
	a14. SPECIAL TEST & INVESTIGATION REPORT	DC592							
	a15. TEST CARD	,14419							
	a16. TEST REPORT	1841							
	a17. TESTING LABORATORIES JOB ORDER	2735,02735							
	a18. TESTING LABORATORIES JOB ORDER	,02735							
	a19. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	,01774							
	a110. TESTING LABORATORIES WATER ANALYSIS REPORT	1774,01774							
	a111. TRANSFORMER TEST RECORD	2781,02781							
	a112. WATT-HOUR METER FIELD TEST CARD	2486							
	a113. WATT-HOUR METER FIELD TEST CARD (VITAL)	2486				V			
	a114. WATT-HOUR METER TEST	230,14175							
	a115. WATT-HOUR METER TEST CARD	2486							
	am. TRANSMITTALS/ACKNOWLEDGEMENTS								
	am1. BID TRANSMITTAL	,02280							
	an. VENDOR MANUALS/CATALOGS								
	ao. WORK PACKAGE RECORDS								
	ao1. CONSTRUCTION WORK PACKAGE MATERIAL PROCUREMENT CHECKLIST	DC575							
	ao2. CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764							
	ao3. CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601							
	ao4. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							
12	FACILITY PHOTOGRAPHS		C+6	--	C+6				
	a. DETAIL PHOTOGRAPHS								
	b. NEGATIVES								
13	HAZARDOUS MATERIAL REPORTS		5	25	30				
	a. DATA SHEETS								
	b. ENGINEERING STUDIES								
	c. FINANCIAL REPORTS								
	d. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	e. OPERATIONAL REPORTS								

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CITY CLERK Date: FEBRUARY 9, 1990 Sch. No. Department/Bureau 91 0755 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 09 of 34

City of Los Angeles WP-24 Department of Water and Power By: (Dept. Head) ORIGINAL SIGNED IN ADMINISTRATION Date 3/1/90

Form Gen. 60 (Rev. 6-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Div.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Design and Construction 743

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f. TEST RECORDS								
	f1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592							
	f2. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC618							
14	INSPECTION REPORTS		T+5	--	T+5				
	a. ANNOUNCEMENTS/BULLETINS								
	b. DATA SHEETS								
	b1. ENGINEERING DATA SHEET	,01155							
	c. DETAIL PHOTOGRAPHS								
	d. DWP WIRING DRAWINGS/DIAGRAMS								
	e. INVOICES/PAYMENTS								
	e1. REPORT OF MATERIAL RECEIVED	361,00361							
	f. LETTERS								
	g. LOGS/INDICES								
	h. MEMORANDA								
	h1. MEMORANDUM	1146,14857							
	h2. MEMORANDUM	,01145							
	i. OPERATIONS & MAINTENANCE PROCEDURES								
	j. PURCHASE ORDERS								
	j1. PURCHASE ORDER	,00001							
	k. REQUISITIONS								
	k1. FOREMAN'S MATERIAL REQUISITION	,00106							
	k2. JOB ORDER	2735,02735							
	k3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	l. TEST RECORDS								
	l1. CONCRETE CYLINDER TEST INFORMATION SHEET	1790,15557							
	l2. GROUT CUBE TEST INFORMATION	1790,15557							
	l3. SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	m. VENDOR MANUALS/CATALOGS								
15	INTER/INTRA AGENCY BULLETINS, MANUALS, & PROCEDURES		S+2	--	S+2				
	a. MANAGEMENT PROCEDURES								

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CITY CLERK
City of Los [illegible]les
Form Gen. 60 [illegible]81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
By: (City Clerk, Rec. Mgt. Div.) [illegible]

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	conf	REMARKS
16	JOB FILES - COMPLETED FACILITIES		C+2	T+6	T+6				HOLD IN SUBSECTION FILE ROOM FOR 2 YRS.
	a. ADDENDA TO SPECIFICATIONS								FOLLOWING COMPLETION OF JOB; SEND TO STORAGE
	b. AFFIRMATIVE ACTION/EEO RECORDS								FOR LIFE OF FACILITY PLUS 6 YRS.
	b1. GRIEVANCE RESPONSE	LR-002							
	c. AGENDA								
	d. ANNOUNCEMENTS/BULLETINS								
	d1. MEETING ANNOUNCEMENT	DC519							
	e. BID RECORDS								
	e1. BID SPECIFICATION	1799-B							
	e2. BID TRANSMITTAL	,02280							
	e3. BIDDER'S BOND	,01802							
	e4. BIDDING DOCUMENT	1799-B							
	e5. REQUEST FOR BID	,01027							
	f. BUDGET RECORDS - ACTUAL								
	f1. AFE CLOSING SUMMARY	DC009							
	f2. CLOSING SUMMARY	DC009							
	f3. CLOSING SUMMARY	G-9							
	g. BUDGET RECORDS - PROJECTED								
	g1. AFE COMPARISON AND APPROVAL	DC527A							
	g2. AFE COMPARISON AND APPROVAL TOTAL JOB	DC527A							
	g3. AFE SUMMARY	15469							
	g4. AFE WORK ORDER COMPARISON AND APPROVAL	DC0527A							
	g5. AUTHORIZATION FOR EXPENDITURE	2885,16691							
	g6. AUTHORIZATION FOR EXPENDITURE	2911,14122							
	g7. AUTHORIZATION FOR EXPENDITURE	2911,D3092							
	g8. AUTHORIZATION FOR EXPENDITURE	2911							
	g9. AUTHORIZATION FOR EXPENDITURE	,02855							
	g10. AUTHORIZATION FOR EXPENDITURE - WORK ORDER COMPARISONS AND APPROVALS	DC0527A							
	g11. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC0527B							
	g12. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC527B							
	g13. CONSTRUCTION PROJECT AUTHORIZATION FOR EXPENDITURE	,16485							
	g14. CONSTRUCTION PROJECT COST ESTIMATE	,16478							
	g15. COST CODE ESTIMATE	,02908							
	g16. COST ESTIMATE	3038,03038							
	g17. COST ESTIMATE	3038							

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CITY CLER[illegible] Date: FEBRUARY 9, 1990
City of Los [illegible]les
Form Gen. 60 (r[illegible]-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 91 [illegible]755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 7A2

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED UPON A CERTIFICATION
By: (City Clerk, Rec. Mgt. Off.)

Page: 11 of 34
ate 5[illegible]
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	g18. COST ESTIMATE	,02028							
	g19. COST ESTIMATE	,03038							
	g20. COST ESTIMATE DETAIL	DC0527C							
	g21. COST ESTIMATE DETAIL	DC527C							
	g22. CREDIT ESTIMATE	2866							
	g23. ENGINEERING JOB ESTIMATE	DC466A							
	g24. ENGINEERING JOB ESTIMATE STANDARD/PLANNING VALUE CALCULATION SHEET	DC466B							
	g25. ENGINEERING JOB ESTIMATE STANDARD/PLANNING VALUE CALCULATION SHEET	DC466							
	g26. ENGINEERING JOB ESTIMATE SUMMARY	DC466S							
	g27. JOB CARD	DC659							
	g28. JOB ESTIMATE COMPARISON	G-1							
	g29. JOB ESTIMATE COMPARISON MULTIYEAR EXPENDITURE PROGRAM ALLOCATIONS AFE TOTALS TO DATE	G-1							
	g30. JOB ESTIMATE FORM	DC466							
	g31. MAN-HOUR REPORT	DC470							
	g32. MECHANICAL ENGINEERING SECTION CHECKLIST FOR BUDGET (MEP) DOCUMENTS	DC670							
	g33. MEP QUESTION RESPONSE	10							
	g34. PERIODICAL PROGRESS AND COMPLETION ESTIMATE	,16399							
	g35. PRELIMINARY ESTIMATE	2908							
	g36. PRELIMINARY ESTIMATE AND ESTIMATING CALCULATIONS	2908							
	g37. REVISED ESTIMATE RECONCILIATION	DC0528							
	g38. SUPPLEMENTARY ESTIMATE	2650							
	g39. SUPPLEMENTARY ESTIMATE RECONCILIATION SUPPORTING CONSTRUCTION PROJECT AUTHORIZATION FOR EXPENDITURE	,02650							
	h. CHANGE DOCUMENTS								
	h1. DESIGN CHANGE CONTROL	DC792							
	h2. DESIGN ENGINEERS EMERGENCY FIELD CHANGE	DC126							
	h3. MASTER SCHEDULE & ESTIMATE CHANGE CONTROL	DC031							
	i. CLAIMS								
	j. CONTRACT ADMINISTRATION RECORDS								
	j1. CONTRACT PERFORMANCE REPORT	113							
	j2. CONTRACT/PERFORMANCE REPORT	113							
	j3. RECORD OF BOARD AWARD	32							
	j4. REPORT ON APPEAL FOR MODIFICATION	G-10							
	k. CONTRACT AMENDMENTS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 742

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNATURE ON FILE
Date 2-7-90
By: (City Clerk, Rec. Mgt. Div.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	k1. ADDITIONAL WORK	DC 125							
	l. CONVERSATION RECORDS								
	l1. RECORD OF CONFERENCE/CONVERSATION	DC007A							
	l2. RECORD OF CONVERSATION	G-8A							
	l3. RECORD OF PHONE CONVERSATION	DC772							
	l4. RECORD OF PHONE CONVERSATION	MDS-17							
	l5. RECORD OF PHONE CONVERSATION	MES-17							
	m. COST CALCULATIONS								
	n. DATA SHEETS								
	n1. DISCHARGE MEASUREMENT NOTE	283							
	n2. DISCHARGE MEASUREMENT NOTE	284							
	n3. ENGINEERING DATA SHEET	,01155							
	n4. ENGINEERING DATA SHEET	,03091							
	o. DEPARTMENT REAL ESTATE RECORDS								
	p. DESIGN CALCULATIONS								
	p1. CALCULATION SHEET	,14866							
	q. DESIGN CRITERIA RECORDS								
	q1. DESIGN CRITERIA	DC784A							
	r. DESIGN REPORTS								
	s. DETAIL PHOTOGRAPHS								
	t. DRAWING FORMS								
	t1. DOCUMENT REVIEW	14566							
	t2. DRAFTING TIME RECORD	G-8							
	t3. DRAWING REQUEST	DC267							
	t4. ENGINEERING & DRAFTING ONLY	2855							
	t5. FOREIGN DRAWING NUMBER REQUEST	72-0226							
	t6. OZALID ORDER AND DISTRIBUTION NON-PROJECT	SEDS 136							
	t7. POWER DRAFTING ORDER	G-6							
	t8. POWER DRAFTING ROOM MANUFACTURER'S DRAWING NUMBER REQUEST	72-0226							
	u. DRAWINGS								
	v. DWP INSPECTION RECORDS								
	v1. CONSTRUCTION QUALITY CONTROL PLAN	DC012							
	v2. INSPECTION REPORT	14516							
	v3. INSPECTION REPORT	72-0050,14228							
	v4. INSPECTION REPORT	72-0080,14228							
	v5. QUALITY ASSURANCE ACTIVITY REPORT	DC237							
	v6. QUALITY ASSURANCE TEST REPORT	DC237							
	v7. QUALITY CONTROL NONCOMPLIANCE REPORT	DC179							

CITY CLERK Date: FEBRUARY 9, 1990
City of Los eles
Form Gen. 60 -81)

Sch. No. WP-24
Rev. No.

Department/Bureau 91 C 755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 743

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	v i t a	h i s t	c o n f	REMARKS
	w. DWP MAPS								
	w1. LOCATION MAP/SITTING	,01147							
	x. DWP PIPING DRAWINGS								
	y. EDUCATION/TRAINING RECORDS								
	z. EMPLOYMENT RECORDS								
	z1. JOB ASSIGNMENT	DC339							
	aa. ENGINEERING STUDIES								
	ab. ENVIRONMENTAL REPORTS								
	ab1. STEAM ELECTRIC PLANT AIR QUALITY CONTROL DATA	FPC67							
	ac. EXTERNAL INSPECTION RECORDS								
	ad. FINANCIAL REPORTS								
	ad1. COST REPORT	1322,01322							
	ae. FOREIGN CONSTRUCTION DRAWINGS								
	af. FOREIGN EQUIPMENT DRAWINGS								
	ag. FOREIGN LOCATION DRAWINGS								
	ah. FOREIGN PIPING DRAWINGS								
	ai. INFORMATION SERVICES RECORDS								
	ai1. MEP CODING AND DATA FORM	MEP-1 DC413							
	ai2. MEP FISCAL YEAR ITEM DETAILS CODING AND DATA FORM	DC414 MEP-2							
	aj. INTERDEPARTMENTAL COMMUNICATIONS								
	aj1. INTERDEPARTMENTAL	DC690							
	aj2. INTERDEPARTMENTAL	,01455							
	ak. INTRADEPARTMENTAL COMMUNICATIONS								
	ak1. INTRA-DEPARTMENTAL	1455,01455							
	ak2. INTRA-DEPARTMENTAL	1456,01456							
	ak3. INTRA-DEPARTMENTAL	72-0253,14694							
	ak4. INTRA-DEPARTMENTAL	87-69-074							
	ak5. INTRA-DEPARTMENTAL	DC690							
	ak6. INTRA-DEPARTMENTAL	,01455							
	ak7. INTRA-DEPARTMENTAL	,01456							
	ak8. INTRA-DEPARTMENTAL	,14694							
	al. INVOICES/PAYMENTS								
	al1. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	2573,16405							
	al2. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	,16405							
	al3. DELIVERY RECEIPT	14580							
	al4. DELIVERY RECEIPT	,00817							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 91 755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Div.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	al5. DEPARTMENT TRANSFER POWER REVENUE FUND	25906							
	al6. INVOICE	,14475							
	al7. JOURNAL VOUCHER	,03103							
	al8. JOURNAL VOUCHER SUPPLEMENT	,01407							
	al9. POWER REVENUE FUND TRANSFER	,03103							
	al10. REQUEST FOR MATERIAL CREDIT	,03286							
	al11. VOUCHER CONTROL FORM	,01218							
	am. JOB FILE DATA								
	am1. ENGINEER'S INSTRUCTION SHEET	3143							
	am2. ENGINEER'S INSTRUCTION SHEET	,03143							
	am3. INTERDIVISIONAL JOB REVIEW	DC774							
	am4. JOB PERSONNEL LIST	DC002							
	am5. OPERATING ENGINEER'S ORDER	82-268							
	am6. OPERATING ENGINEER'S ORDER	OM-018							
	am7. SUMMARY OF DRAWING	DC005							
	am8. SUMMARY OF DRAWING	MDS-14							
	am9. SUMMARY OF REFERENCES	G-2							
	am10. SUMMARY OF REFERENCES	MDS-2							
	an. JOB FILES								
	an1. JOB FILE PACKAGE (VITAL)					V			
	ao. JOB SCHEDULES								
	ao1. CHRONOLOGY	MDS-3							
	ao2. JOB SEQUENCE SCHEDULE	DC027							
	ao3. JOB SEQUENCE SCHEDULE REVIEW AND APPROVAL FORM	DC410							
	ao4. PRECEDENCE NETWORK	DC032A							
	ao5. STANDARD PRELIMINARY PRECEDENCE NETWORK	DC032-1							
	ao6. STANDARD PRELIMINARY PRECEDENCE NETWORK	DC656							
	ap. JUDGEMENTS								
	aq. LEGAL APPLICATIONS								
	ar. LEGAL NOTIFICATIONS								
	as. LETTERS								
	as1. COMMITTEE CORRESPONDENCE	2866,02866							
	as2. COMMITTEE CORRESPONDENCE	,02866							
	at. LITIGATION RECORDS								
	au. LOGS/INDICES								
	au1. AERIAL BOOM AND LADDER TRUCKS DAILY MAINTENANCE LOG	76-183							
	au2. DAILY JOB LOG	DC352							
	au3. INDEX	152							

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CITY CLEF Date: FEBRUARY 9, 1990 Sch. No. Department/Bureau 01 0755 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 15 of 34
City of Lo: eles WP-24 Department of Water and Power By: (Dept. Head) Date
Form Gen. 60 (Rev. 6-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	au4. JOB FILE INDEX TAB - SECTION 1 - REFERENCE	G-10A							
	INFORMATION TAB								
	au5. JOB FILE INDEX TAB - SECTION 2 -	G-10B							
	AUTHORIZATIONS AND ESTIMATES TAB								
	au6. JOB FILE INDEX TAB - SECTION 3 - PERMITS AND	G-10C							
	INSPECTIONS TAB								
	au7. JOB FILE INDEX TAB - SECTION 4 -	G-10D							
	CORRESPONDENCE TABS								
	au8. JOB FILE INDEX TAB - SECTION 5 - PROCUREMENT TAB	G-10E							
	au9. JOB FILE INDEX TAB - SECTION 6 - DRAWINGS TAB	G-10F							
	au10. JOB FILE INDEX TAB - SECTION 7 - ENGINEERING	G-10G							
	TABS								
	au11. JOB FILE INDEX TAB - SECTION 8 - JOB SUMMARY TAB	G-10H							
	au12. JOB FILE INDEX TAB A - LEGAL	D757							
	au13. MATERIAL PROCUREMENT CHECKLIST	DC575							
	au14. ROUTING LOG FOR AUTHORIZATIONS/WORK ORDER	DC202							
	APPROVAL								
	au15. TEST HOLE LOG	R-101							
	au16. VEHICLE MOUNTED AND SELF-PROPELLED MANLIFTS -	76-183							
	DAILY MAINTENANCE LOG								
	av. MANAGEMENT REPORTS								
	av1. CONSTRUCTION QUALITY CONTROL PLAN	DC012A							
	av2. CONSTRUCTION QUALITY CONTROL PLAN	DC012							
	aw. MANAGEMENT SCHEDULES								
	ax. MEETING ATTENDANCE RECORDS								
	ax1. CONFERENCE ATTENDANCE SHEET	DC435							
	ay. MEETING MINUTES								
	ay1. RECORD OF CONFERENCE	G-7							
	ay2. RECORD OF MEETING	MDS-16							
	az. MEMORANDA								
	az1. CORRECTION NOTICE	993,14721							
	az2. ENGINEER'S FIELD MEMO	,03135							
	az3. ENGINEER'S MEMORANDUM	DC825							
	az4. INSPECTION ENGINEER'S MEMORANDUM	G-19							
	az5. JOB START MEMORANDUM	DC839							
	az6. MEMORANDUM	1145							
	az7. MEMORANDUM	1334,01334							
	az8. MEMORANDUM	1334,15047							
	az9. MEMORANDUM	2434,16257							

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

CITY CLEF Date: FEBRUARY 9, 1990
City of Lo eles
Form Gen. 60 J-81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 7AZ

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 2/ 1 /90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	az10. MEMORANDUM	56							
	az11. MEMORANDUM	72-0258							
	az12. MEMORANDUM	87-69-074							
	az13. MEMORANDUM	87-69-078							
	az14. MEMORANDUM	DC483-MES							
	az15. MEMORANDUM	DC483							
	az16. MEMORANDUM	DC509,01146							
	az17. MEMORANDUM	DC540							
	az18. MEMORANDUM	DC573-S/A							
	az19. MEMORANDUM	DC573							
	az20. MEMORANDUM	DC593							
	az21. MEMORANDUM	DC684							
	az22. MEMORANDUM	DC758							
	az23. MEMORANDUM	,01145							
	az24. MEMORANDUM	,01146							
	az25. MEMORANDUM	,01147							
	az26. MEMORANDUM	,01334							
	az27. MEMORANDUM	,01455							
	az28. MEMORANDUM	,14694							
	az29. MEMORANDUM	,87-69-078							
	az30. STATION ELECTRICAL DESIGN	118							
	ba. NEGATIVES								
	bb. OPERATING AND MAINTENANCE SCHEDULES								
	bc. OPERATIONAL REPORTS								
	bc1. CONSTRUCTION QUALITY VERIFICATION PLAN/REPORT	DC013A							
	bc2. CONSTRUCTION QUALITY VERIFICATION REPORT	DC013A							
	bc3. PD&C QUALITY ASSURANCE OFFICE REPORT	DC237							
	bc4. QUALITY CONTROL DAILY REPORT	MDM 57-036-77							
	bc5. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3,03157							
	bd. OPERATIONS & MAINTENANCE PROCEDURES								
	be. PERMITS								
	be1. AUTHORIZATION	,14594							
	be2. PERMIT TO OPERATE AIR PRESSURE TANK	25694							
	be3. PERMIT TO OPERATE STEAM BOILER	11902							
	be4. SEWER PERMIT	190							
	bf. PROCUREMENT/SALES CONTRACTS								
	bg. PROGRESS PHOTOGRAPHS								
	bh. PROPOSALS								
	bi. PUBLIC RELATIONS COMMUNICATIONS								

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CITY CLERK Date: FEBRUARY 9, 1990
City of Los ɘles
Form Gen. 60 ... 81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 (755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 303

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [SIGNED]
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	bj. PURCHASE ORDERS								
	bj1. PURCHASE ORDER	,00001							
	bj2. PURCHASE ORDER	,00003							
	bj3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	bj4. SUB-PURCHASE ORDER	,00008							
	bj5. SUB-PURCHASE ORDER	,00009							
	bk. REQUISITIONS								
	bk1. AUTHORIZATION FOR EXPENDITURE	2911							
	bk2. AUTHORIZATION FOR EXPENDITURE	,02855							
	bk3. BILL OF MATERIAL REQUISITION	2661,02661							
	bk4. BILL OF MATERIAL REQUISITION	2661,14137							
	bk5. BILL OF MATERIAL REQUISITION	2661							
	bk6. BILL OF MATERIAL REQUISITION	DC545							
	bk7. BILL OF MATERIAL REQUISITION	PDC-1970-0							
	bk8. BILL OF MATERIAL REQUISITION	,02261							
	bk9. BILL OF MATERIAL REQUISITION	,03168							
	bk10. BILL OF MATERIAL REQUISITION CODING FORM	,03168							
	bk11. BILL OF MATERIAL REQUISITION INDEX	152							
	bk12. BILL OF MATERIAL REQUISITION SUMMARY	G-4							
	bk13. JOB ORDER	2735,02735							
	bk14. JOB ORDER	2735							
	bk15. JOB ORDER	,02735							
	bk16. OPERATION AND MAINTENANCE MATERIAL REQUISITION	2025,01155							
	bk17. REQUEST FOR SERVICES	SPCP-C20							
	bk18. REQUISITION FOR MATERIAL	,01550							
	bk19. REVISION TO BILL OF MATERIAL REQUISITION	DC545R							
	bk20. SUBORDINATE WORK ORDER REQUEST	DC690							
	bk21. WORK ORDER COMPARISON AND APPROVAL	DC0527A							
	bk22. WORK ORDER COMPARISON AND APPROVAL	DC527A							
	bl. ROUTING SLIPS								
	bl1. SPECIFICATION CHECK AND APPROVAL SHEET	ZI-MC010							
	bl2. SPECIFICATION ROUTING RECORD	90							
	bm. SKETCHES								
	bn. SPACE/EQUIPMENT ALLOCATION RECORDS								
	bo. SPECIFICATIONS								
	bo1. SPECIFICATION COVER SHEET	1799							
	bo2. SYSTEM/STRUCTURE DESIGN SPECIFICATION	DC800B							
	CONTINUATION SHEET								
	bo3. SYSTEM/STRUCTURE DESIGN SPECIFICATION	DC800A							

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CITY CLERK Date: FEBRUARY 9, 1990
City of Los eles
Form Gen. 60 31)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 (755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 307

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	bp. STATUS REPORTS								
	bp1. CONSTRUCTION BI-WEEKLY REPORT	DC353							
	bp2. CONSTRUCTION SECTION MONTHLY STATUS REPORT	DC353							
	bp3. JOB STATUS REVIEW	DC577							
	bp4. TIME ANALYSIS ACTIVITY CHECKLIST	SR01							
	bp5. TIME SCHEDULING PROJECT BAR CHART BY WEEK	SR05							
	bp6. WORK ORDER SUMMARY	DC527B							
	bq. SURVEYS/QUESTIONNAIRES								
	bq1. REQUEST FOR SURVEY	DC-021							
	bq2. REQUEST FOR SURVEY	G-21							
	br. TECHNICAL REPORTS								
	bs. TEST RECORDS								
	bs1. CONCRETE CYLINDER FIELD DATA	1791							
	bs2. CONCRETE CYLINDER TEST REPORT	1790,15557							
	bs3. LABORATORY ANALYSIS	205							
	bs4. QUALITY ASSURANCE OFFICE TEST RECORD	DC237							
	bs5. REPORT OF WATER ANALYSIS	201							
	bs6. SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	bs7. SPECIAL TEST & INVESTIGATION REPORT	DC592							
	bs8. SPECIAL TEST & INVESTIGATION REPORT	,01774							
	bs9. TESTING LABORATORIES JOB ORDER	2735,16570							
	bt. TIMEKEEPING RECORDS								
	bt1. ATTENDANCE SHEET	DC435							
	bt2. DAILY JOB LOG AND TIME REPORT	,02645							
	bu. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bu1. BID TRANSMITTAL	,02280							
	bu2. CHECK SHEET	16130							
	bu3. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028							
	bu4. TRANSMITTAL MEMORANDUM	DC540							
	bu5. WORK PACKAGE TRANSMITTAL MEMORANDUM	DC-540							
	bv. TURNOVER PACKAGE RECORDS								
	bv1. PD&C TURNOVER PACKAGE COVER SHEET	DC870							
	bw. VENDOR MANUALS/CATALOGS								
	bx. VIDEOTAPES								
	by. WORK PACKAGE RECORDS								
	by1. AUTHORIZATION FOR URGENT OR EMERGENCY WORK AT A GENERATING STATION	DC867							
	by2. CONSTRUCTION WORK PACKAGE	DC540							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 00755 FJ
Department of Water and Power

Office of (Original) Record
Power Design and Construction 743

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

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	by3. CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764							
	by4. CONSTRUCTION WORK PACKAGE SAFETY CONSIDERATIONS LIST	DC884							
	by5. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							
	by6. SUMMARY OF DOCUMENTS CONSTRUCTION WORK PACKAGE	DC601							
17	JOB FILES - NOT BUILT FACILITIES		C+2	8	C+10				DOES NOT INCLUDE NUCLEAR FACILITIES
18	LITIGATION FILES a. CLAIMS		C+2	8	C+10				
19	METER LOCATION INDEX		S+2	--	S+2				
	a. CUSTOMER SERVICE RECORDS a1. METER LOCATION INDEX (VITAL)					V			
20	OSHA FILES		1	9	10				
	a. CLAIMS b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	c. LOGS/INDICES								
21	PERSONNEL ADMINISTRATIVE FILES		5	5	10				
	a. MEMORANDA a1. MEMORANDUM	,01147							
	b. STATUS REPORTS								
22	RECORDS MANAGEMENT FILES		S+2	--	S+2				
23	REPORTS AND STUDIES		AR+2	--	AR+2				
	a. BUDGET RECORDS - ACTUAL b. BUDGET RECORDS - PROJECTED								
	b1. AUTHORIZATION FOR EXPENDITURE	1611,15344							
	b2. MATERIAL AND LABOR ESTIMATE	376,14284							
	c. CONSTRUCTION PROCEDURES d. CONTRACT ADMINISTRATION RECORDS								
	e. CONTRACT AMENDMENTS f. DATA SHEETS								
	f1. ENGINEERING DATA SHEET	,01155							
	f2. ENGINEERING DATA SHEET	,03091							

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CITY CLEF Date: FEBRUARY 9, 1990
City of L.o: eles
Form Gen. 60 (-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 0: 00755 F J
Department of Water and Power
Office of (Original) Record
Power Design and Construction 203

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 4. / /

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f3. POINT CARD (VITAL)	DC562				V			
	g. DEPARTMENT REAL ESTATE RECORDS								
	h. DESIGN CALCULATIONS								
	i. DETAIL PHOTOGRAPHS								
	j. DRAWING FORMS								
	j1. DRAFTING REQUEST FORM	G6							
	k. DRAWINGS								
	l. DWP ELECTRICAL DRAWINGS								
	m. DWP INSPECTION RECORDS								
	n. DWP MAPS								
	n1. SURVEY MAP	E-255							
	o. DWP WIRING DRAWINGS/DIAGRAMS								
	p. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	q. ENGINEERING STUDIES								
	r. ENVIRONMENTAL REPORTS								
	s. FEASIBILITY STUDIES								
	t. FINANCIAL REPORTS								
	t1. COST REPORT	1322,01322							
	u. INFORMATION SERVICES RECORDS								
	v. INTRADEPARTMENTAL COMMUNICATIONS								
	v1. INTRA-DEPARTMENTAL	,14694							
	v2. INTRA-DEPARTMENTAL	,38824							
	w. JOB FILE DATA								
	w1. BUSINESS AGENTS ENGINEERING ORDER	,14080							
	x. LEGAL APPLICATIONS								
	x1. APPEAL FOR MODIFICATION OF BUILDING ORDINANCE	COM 31							
	y. LEGAL NOTIFICATIONS								
	z. LETTERS								
	z1. COMMITTEE CORRESPONDENCE	2866,02866							
	z2. COMMITTEE CORRESPONDENCE	,02865							
	aa. LOGS/INDICES								
	ab. MANAGEMENT REPORTS								
	ac. MEETING MINUTES								
	ad. MEMORANDA								
	ad1. MEMORANDUM	1145							
	ad2. MEMORANDUM	1146,01146							
	ad3. MEMORANDUM	1147,01147							
	ad4. MEMORANDUM	1147							
	ad5. MEMORANDUM	87-69-074							

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CITY CLERK Date: FEBRUARY 9, 1990 | Sch. No. | Department/Bureau 01 00755 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 21 of 34

City of Los Angeles | WP-24 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 6[illegible]-81) | Rev. No. | Office of (Original) Record | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Design and Construction 340

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ad6. MEMORANDUM	87-69-078							
	ad7. MEMORANDUM	.01145							
	ad8. MEMORANDUM	.01146							
	ad9. MEMORANDUM	.01147							
	ad10. MEMORANDUM	.01335							
	ad11. MEMORANDUM	.03384							
	ae. OPERATIONAL REPORTS								
	af. PROCUREMENT/SALES CONTRACTS								
	ag. PROGRESS PHOTOGRAPHS								
	ah. PROPOSALS								
	ai. PURCHASE ORDERS								
	ai1. PURCHASE ORDER	.00001							
	aj. REQUISITIONS								
	aj1. CENTRAL SERVICES PRINTING REQUISITION	.03068							
	aj2. JOB ORDER	.02735							
	aj3. REQUISITION FOR MATERIAL/SERVICES	.01660							
	ak. SKETCHES								
	al. STATUS REPORTS								
	am. TECHNICAL REPORTS								
	an. TEST RECORDS								
	an1. CONCRETE CYLINDER FIELD DATA	.01791							
	an2. CONCRETE CYLINDER TEST INFORMATION SHEET	1790,15557							
	an3. CONCRETE CYLINDER TEST REPORT	.02525							
	an4. FIELD TEST ACTIVITY REPORT FOR THE MONTH	CET/RG							
	an5. MATERIAL TEST INFORMATION	DC609							
	an6. MATERIAL TEST REPORT	DC607							
	an7. SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	an8. SPECIAL TEST & INVESTIGATION REPORT	DC592							
	an9. TESTING LABORATORIES JOB ORDER	.16570							
	an10. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	ao. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ao1. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028							
	ap. VENDOR MANUALS/CATALOGS								
	aq. WATER QUALITY STUDIES								
	ar. WORK PACKAGE RECORDS								
	ar1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							

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CITY CLEP Date: FEBRUARY 9, 1990 Sch. No. Department/Bureau 01 755 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 22 of 34
City of Lo eles WP-24 Department of Water and Power By: (Dept. Head) Date
Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Design and Construction 741

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
24	SAFETY FILES		AR+5	5	AR+10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CLAIMS								
	b1. ACCIDENT ANALYSIS	,02747							
	b2. NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT	GEN. 87							
	b3. STATEMENT OF ACCIDENT	,00970							
	b4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	c. EDUCATION/TRAINING RECORDS								
	c1. EMPLOYEE HAZARD COMMUNICATION TRAINING PROGRAM FORM	DC905							
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	d1. EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	d2. EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	d3. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	e. EXTERNAL INSPECTION RECORDS								
	e1. EMPLOYER'S REPORT OF CORRECTED CONDITIONS OF ALLEGED SERIOUS, GENERAL AND REGULATORY VIOLATIONS	CAL/OSHA							
	f. INTERDEPARTMENTAL COMMUNICATIONS								
	f1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. LEGAL NOTIFICATIONS								
	h1. CITATION	CAL/OSHA							
	i. LETTERS								
	j. LOGS/INDICES								
	k. MANAGEMENT REPORTS								
	l. MEETING MINUTES								
	m. MEMORANDA								
	m1. MEMORANDUM	,01145							
	m2. MEMORANDUM	,01147							
	n. OPERATIONAL REPORTS								
	n1. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3,03181							
	n2. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	o. OPERATIONS & MAINTENANCE PROCEDURES								
	p. TEST RECORDS								

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CITY CLEP[illegible] Date: FEBRUARY 9, 1990 Sch. No. WP-24
City of Lo[illegible]eles Rev. No.
Form Gen. 60[illegible]-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 [illegible]755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 703

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible] Date [illegible]/[illegible]
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
25	SUBJECT & CORRESPONDENCE FILES		AR	2	AR+2				
	a. ADDENDA TO SPECIFICATIONS								
	b. AFFIRMATIVE ACTION/EEO RECORDS								
	b1. CHARGE OF DISCRIMINATION	EEOC 5							
	b2. GRIEVANCE APPEAL	LR-003							
	b3. GRIEVANCE RESPONSE	LR-002							
	c. AGENDA								
	d. ANNOUNCEMENTS/BULLETINS								
	e. BID RECORDS								
	e1. BID NOTICE	,03214							
	f. BUDGET RECORDS - ACTUAL								
	f1. AFE CLOSING SUMMARY	DC009							
	f2. AUTHORIZATION POWER REVENUE FUND	,03103							
	g. BUDGET RECORDS - PROJECTED								
	g1. AUTHORIZATION FOR EXPENDITURE	2911							
	g2. AUTHORIZATION FOR EXPENDITURE	3660,14076							
	g3. AUTHORIZATION FOR EXPENDITURE CLOSING SUMMARY	DC009							
	g4. COST CODE ESTIMATE	,02908							
	g5. COST ESTIMATE DETAIL	DC527C							
	g6. DRAFTING ESTIMATE	DC117							
	g7. ENGINEERING JOB ESTIMATE	DC466A							
	g8. ENGINEERING JOB ESTIMATE SUMMARY	DC466S							
	g9. MAN-HOUR TABULATION SHEET	MDA 241							
	g10. MES CHECKLIST FOR BUDGET (MEP) DOCUMENTS	DC670							
	g11. PD&C MEP FISCAL YEAR ITEM DETAIL CODING AND DATA FORM	DC414							
	g12. POWER SYSTEM MULTI-YEAR EXPENDITURE PROGRAM CODING & DATA FORM	MEP-1							
	g13. REQUEST FOR SPECIAL ACTIVITY PERFORMANCE REPORTING SYSTEM	DC 180-A							
	g14. REVISED ESTIMATE RECONCILIATION	DC0528							
	h. CHANGE DOCUMENTS								
	h1. FIELD ENGINEER'S EMERGENCY FIELD CHANGE	DC126							
	h2. MASTER SCHEDULE & ESTIMATE CHANGE CONTROL	DC031							
	i. CLAIMS								
	i1. ACCIDENT ANALYSIS	2747							
	i2. ACCIDENT ANALYSIS	,02747							
	i3. STATEMENT OF ACCIDENT	,00970							

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CITY CLER' Date: FEBRUARY 9, 1990
City of Los eles
Form Gen. 60 81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 3755 F J
Department of Water and Power
Office of (Original) Record
Power Design and Construction 740

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	i4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364							
	j. CONFERENCE/SEMINAR ARRANGEMENTS								
	k. CONSULTING CONTRACTS								
	l. CONTRACT ADMINISTRATION RECORDS								
	m. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	n. CONVERSATION RECORDS								
	n1. RECORD OF PHONE CONVERSATION	DC772							
	n2. RECORD OF PHONE CONVERSATION	G-8							
	o. CUSTOMER SERVICE RECORDS								
	o1. COMPLAINT TEST: ELECTRIC METER	,02243							
	p. DATA SHEETS								
	p1. ENGINEERING DATA SHEET	,01155							
	p2. ENGINEERING DATA SHEET	,03091							
	p3. REQUEST FOR MATERIAL SAFETY DATA SHEET	DC891							
	p4. WATT-HOUR METER SECONDARY CARD	,02207							
	q. DEPARTMENT REAL ESTATE RECORDS								
	r. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	r1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134							
	r2. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	r3. INSURANCE REQUIREMENTS	GEN. 133							
	s. DESIGN CALCULATIONS								
	t. DESIGN CRITERIA RECORDS								
	t1. ELECTRICAL ENGINEERING DESIGN STANDARD	DC824							
	u. DESTRUCTION RECORDS								
	v. DETAIL PHOTOGRAPHS								
	w. DRAWING FORMS								
	x. DRAWINGS								
	y. DWP ELECTRICAL DRAWINGS								
	z. DWP INSPECTION RECORDS								
	z1. INSPECTION MEMORANDUM	,14505							
	z2. QUALITY ASSURANCE INSPECTION REPORT	DC237							
	z3. QUALITY CONTROL NONCOMPLIANCE REPORT	DC179							
	aa. DWP MAPS								
	ab. DWP OPERATION DRAWINGS/DIAGRAMS								
	ac. DWP PROJECT LAYOUT DRAWINGS								
	ad. EDUCATION/TRAINING RECORDS								
	ae. EMPLOYEE ACCOUNTS RECORDS								
	ae1. BUSINESS TRIP	DC974							

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

Department/Bureau 91 0755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date 4/1/

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No.

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ae2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	ae3. ON-SYSTEM TRAVEL OUTSIDE THE LOS ANGELES METROPOLITAN AREA	DC269							
	ae4. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	af. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	af1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	af2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	af3. STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	ag. EMPLOYEE SUGGESTION PLANS								
	ah. EMPLOYMENT RECORDS								
	ah1. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	ah2. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	ah3. REQUEST FOR CIVIL SERVICE EXAMINATION	DC920							
	ah4. REQUEST TO FILL POSITION	DC915							
	ah5. TERMINATION OF EMPLOYMENT	,00723							
	ai. ENGINEERING STUDIES								
	ai1. DAMAGE SURVEY REPORT	OMB 3067-0027							
	ai2. FAULT ANALYSIS REPORT	,02076							
	aj. ENVIRONMENTAL REPORTS								
	ak. EXTERNAL INSPECTION RECORDS								
	ak1. FIRE/LIFE SAFETY VIOLATION	F-340-C							
	al. FEASIBILITY STUDIES								
	am. FINANCIAL REPORTS								
	an. FLOWCHARTS								
	ao. FOREIGN EQUIPMENT DRAWINGS								
	ap. FOREIGN MAPS								
	ap1. RECORD OF SURVEY MAP (VITAL)					V			
	aq. INFORMATION SERVICES RECORDS								
	aq1. COMPUTER SYSTEMS SERVICE REQUEST	,03279							
	ar. INTERDEPARTMENTAL COMMUNICATIONS								
	ar1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	as. INTRADEPARTMENTAL COMMUNICATIONS								
	as1. INTRA-DEPARTMENTAL	1455,13184							
	as2. INTRA-DEPARTMENTAL	1455							

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

Department/Bureau 01 00755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	as3. INTRA-DEPARTMENTAL	,01455							
	as4. INTRA-DEPARTMENTAL	,01456							
	as5. INTRA-DEPARTMENTAL	,14858							
	as6. INTRA-DEPARTMENTAL CORRESPONDENCE	DC690							
	at. INVOICES/PAYMENTS								
	at1. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	2573,16405							
	at2. DEPARTMENT BILL	3105,03105							
	at3. DEPARTMENT TRANSFER - POWER REVENUE FUND	3103							
	at4. INVOICE	,00859							
	at5. INVOICE	,00861							
	at6. REQUEST FOR MATERIAL CREDIT	,01666							
	at7. REQUEST FOR PAYMENT	,03078							
	au. JOB FILE DATA								
	av. JOB SCHEDULES								
	av1. FIELD TESTERS DAILY ROUTE SHEET	,01136							
	av2. JOB SEQUENCE SCHEDULE	DC0271							
	av3. JOB SEQUENCE SCHEDULE	DC027							
	av4. STANDARD PRELIMINARY PRECEDENCE NETWORK	DC032							
	aw. JUDGEMENTS								
	ax. LEGAL APPLICATIONS								
	ay. LEGAL NOTIFICATIONS								
	ay1. NOTICE OF TERMINATION	,14529							
	az. LEGAL ORDERS/FILINGS								
	ba. LETTERS								
	ba1. COMMITTEE CORRESPONDENCE	2865,02865							
	ba2. COMMITTEE CORRESPONDENCE	,02866							
	bb. LITIGATION RECORDS								
	bc. LOGS/INDICES								
	bc1. CONSTRUCTION QUALITY CONTROL PLAN DISTRIBUTION LIST	DC003							
	bc2. FACILITY REGISTER	HR962							
	bc3. PROCEDURE LOG	DC842							
	bd. MANAGEMENT PROCEDURES								
	be. MANAGEMENT REPORTS								
	be1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	be2. SECURITY REPORT	HR963							
	bf. MANAGEMENT SCHEDULES								
	bg. MEETING MINUTES								

CITY CLER' Date: FEBRUARY 9, 1990
City of Los ales
Form Gen. 60 -81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 745

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
	bg1. MEETING MINUTES	,01455							
	bg2. MEETING MINUTES MEMORANDUM	DC484MES							
	bh. MEMORANDA								
	bh1. CORRECTION NOTICE	,00993							
	bh2. ELECTRIC MEMO	,00554							
	bh3. INSPECTION ENGINEER'S MEMORANDUM	G-19							
	bh4. MEMORANDUM	1146,01146							
	bh5. MEMORANDUM	1146,14858							
	bh6. MEMORANDUM	1147,01147							
	bh7. MEMORANDUM	1447,01147							
	bh8. MEMORANDUM	87-69-074							
	bh9. MEMORANDUM	87-69-078BX							
	bh10. MEMORANDUM	87-69-078							
	bh11. MEMORANDUM	94							
	bh12. MEMORANDUM	DC157							
	bh13. MEMORANDUM	DC237							
	bh14. MEMORANDUM	DC483							
	bh15. MEMORANDUM	DC540							
	bh16. MEMORANDUM	DC573							
	bh17. MEMORANDUM	DC758							
	bh18. MEMORANDUM	,01145							
	bh19. MEMORANDUM	,01146							
	bh20. MEMORANDUM	,01147							
	bh21. MEMORANDUM	,01334							
	bh22. MEMORANDUM	,01335							
	bh23. MEMORANDUM	,03384							
	bh24. OFFICE MEMORANDUM	140							
	bi. OPERATING AND MAINTENANCE SCHEDULES								
	bj. OPERATIONAL REPORTS								
	bj1. LOAD DISPATCHING HEADQUARTERS - BULK POWER - DAILY SUMMARY OF OPERATIONS CHANGES TO POWER SYSTEM AND OTHER EVENTS	LDH 2001							
	bj2. PD&C QUALITY ASSURANCE OFFICE REPORT	DC237							
	bj3. POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3,03191							
	bj4. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	bk. OPERATIONS & MAINTENANCE PROCEDURES								
	bk1. CHECKLIST AND TEST PROCEDURE	MC-392B							
	bl. PERMITS								

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CITY CLERK Date: FEBRUARY 9, 1990
City of Los les
Form Gen. '60 31)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0755 F J
Department of Water and Power
Office of (Original) Record
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	b11. APPLICATION FOR AUTHORITY TO PLACE PRIVATELY OWNED FREIGHT CARS IN SERVICE UNDER THE PROVISIONS OF AAA CIRCULAR OT-5-SERIES	OT-5							
	bm. PERSONNEL CONTRACTS								
	bn. POSITION DESCRIPTIONS								
	bn1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	bn2. JOB DESCRIPTION	3560							
	bn3. POSITION DESCRIPTION	PDES 3							
	bo. PROFESSIONAL DEVELOPMENT RECORDS								
	bp. PROGRESS PHOTOGRAPHS								
	bq. PROPOSALS								
	br. PUBLIC RELATIONS COMMUNICATIONS								
	bs. PURCHASE ORDERS								
	bs1. PURCHASE ORDER	0002							
	bs2. PURCHASE ORDER	,00001							
	bs3. PURCHASE ORDER	,00003							
	bs4. PURCHASE ORDER ADJUSTMENT	,02806							
	bt. RECORD TRANSMITTALS								
	bu. RECORDS RETENTION AUTHORIZATIONS								
	bv. REQUISITIONS								
	bv1. BILL OF MATERIAL REQUISITION	2262,14158							
	bv2. BILL OF MATERIAL REQUISITION	2661							
	bv3. BILL OF MATERIAL REQUISITION	DC545							
	bv4. EQUIPMENT TRANSFER	1217							
	bv5. EQUIPMENT TRANSFER	,01217							
	bv6. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	bv7. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	bv8. PD&C AIRCRAFT REQUEST	DC 826							
	bv9. REQUEST FOR SERVICES	SPCD-C20							
	bv10. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	bv11. REVISION TO BILL OF MATERIAL REQUISITION	DC545R							
	bv12. SUBORDINATE WORK ORDER REQUEST	DC690							
	bv13. TRAINING PROGRAM REQUEST	270							
	bv14. TYPING REQUEST	DC795							
	bv15. WORD PROCESSING CENTER JOB REQUEST	3361							
	bv16. WORK ORDER COMPARISON AND APPROVAL	DC527A							
	bw. ROUTING SLIPS								
	bw1. ACTION ASSIGNMENT SLIP	DC148							
	bx. SKETCHES								

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CITY CLER' Date: FEBRUARY 9, 1990
City of Los eles
Form Gen. 60 -81)

Sch. No. WP-24
Rev. No.

Department/Bureau 91 0755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 7A7

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	by. SPECIFICATIONS								
	by1. SPECIFICATION	1799							
	by2. SYSTEM/STRUCTURE DESIGN SPECIFICATION	DC800A							
	bz. STATUS REPORTS								
	ca. SURVEYS/QUESTIONNAIRES								
	cb. TECHNICAL REPORTS								
	cc. TELEX/TWX/TELECOPY COMMUNICATIONS								
	cc1. TELECOPY COVER SHEET	OM-65							
	cd. TEST RECORDS								
	cd1. SPECIAL TEST & INVESTIGATION REPORT	DC618							
	cd2. SPECIAL TEST AND INVESTIGATION REPORT	DC592							
	ce. TIMEKEEPING RECORDS								
	ce1. APPLICATION FOR OVERTIME OFF WITH PAY	2549,02549							
	ce2. ATTENDANCE AUTHORITY	,02329							
	ce3. ATTENDANCE SHEET	DC435							
	ce4. DAILY JOB LOG AND TIME REPORT	,02645							
	ce5. DAILY TIME REPORT	DC 281-B							
	ce6. REQUEST FOR APPROVAL OF A 5/40 WORK SCHEDULE OR MODIFICATION OF WORKING HOURS	DC750							
	ce7. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	ce8. VACATION FORM	,01113							
	ce9. WORKING HOURS	DC750							
	cf. TRANSMITTALS/ACKNOWLEDGEMENTS								
	cf1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	cf2. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028							
	cf3. PURCHASING BID TRANSMITTAL	,02280							
	cf4. QUALITY CONTROL PLAN DISTRIBUTION LIST AND TRANSMITTAL FORM	DC003							
	cf5. TRANSMITTAL	104							
	cf6. TRANSMITTAL	,03384							
	cg. TURNOVER PACKAGE RECORDS								
	ch. VENDOR MANUALS/CATALOGS								
	ci. WORK PACKAGE RECORDS								
	ci1. CONSTRUCTION WORK PACKAGE MATERIAL PROCUREMENT CHECKLIST	DC575							
	ci2. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							
	ci3. SUMMARY OF DOCUMENTS	DC601							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 8-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 0755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	ci4. WORK AUTHORITY	DC690							
26	SURVEY FIELD NOTES		P	--	--				
	a. DATA SHEETS								
	a1. BENCHMARK CARD (COPIES OF) (VITAL)					V			
	a2. BENCHMARK LOCATION (VITAL)					V			
	a3. FIELD BOOK (VITAL)					V			
	a4. FIELD BOOK INDEX (VITAL)					V			
	a5. HORIZONTAL CONTROL DATA (VITAL)					V			
	a6. VERTICAL CONTROL DATA (VITAL)					V			
	b. DRAWINGS								
	b1. DRAWING (VITAL)					V			
	c. DWP LINE DRAWINGS/DIAGRAMS								
	c1. DIAGRAM (VITAL)					V			
	d. DWP MAPS								
	d1. DRAWING - BOUND MAP - QUAD					V			
	d2. GEODETIC QUAD MAP (VITAL)					V			
	e. ENGINEERING STUDIES								
	e1. SURVEY PRINTOUT (VITAL)					V			
	f. LOGS/INDICES								
	f1. ALPHABETICAL INDEX TO HORIZONTAL CONTROL DATA (VITAL)					V			
	f2. T/L R/W INDEX - TRANSMISSION LINES/RIGHT OF WAY (VITAL)					V			
	g. MEMORANDA								
	g1. FIELD NOTE (VITAL)					V			
	h. SKETCHES								
	h1. SKETCH (VITAL)					V			
	i. SURVEYS/QUESTIONNAIRES								
27	TIMEKEEPING FILES		2	8	10				
	a. CONSULTING CONTRACTS								
	b. CONTRACT AMENDMENTS								
	c. LEGAL APPLICATIONS								
	d. TIMEKEEPING RECORDS								
	d1. DAILY TIME REPORT	DC 281-B							

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CITY CLEF Date: FEBRUARY 9, 1990
City of Lo: eles
Form Gen. 60 (-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 00755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction 202

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
28	TOOLS & WAREHOUSE RECORDS		S+2	--	S+2				
	a. LOGS/INDICES								
	b. MEMORANDA								
	b1. MEMORANDUM	,01146							
	b2. MEMORANDUM	,01147							
	c. OPERATIONAL REPORTS								
	d. REQUISITIONS								
	d1. MEMO MATERIAL REQUISITION	2102,02102							
	d2. PROJECT MATERIAL CARD	2651,16487							
	d3. REQUEST FOR ASSIGNMENT OF SEALING TOOL	OM-091							
29	TRAINING FILES		AR	10	AR+10				
	a. EDUCATION/TRAINING RECORDS								
	b. EMPLOYMENT RECORDS								
	c. INFORMATION SERVICES RECORDS								
	d. MEMORANDA								
	d1. MEMORANDUM	,01147							
30	RIGHT OF WAY GRANTS		C+1	P	--				
	a. DEPARTMENT REAL ESTATE RECORDS								
	b. SPECIFICATIONS								
31	AGREEMENTS/CONTRACTS		C+2	5	~~C+7~~				
	a. BID RECORDS				C+10 yrs.				*Reference: 91 000865 FJ
	b. CHANGE DOCUMENTS								
	c. CONSULTING CONTRACTS								
	d. CONTRACT ADMINISTRATION RECORDS								
	e. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	e1. RSA - RELATED CONTRACTS RULES & REGULATIONS	87-017							
	f. DRAWINGS								
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. INVOICES/PAYMENTS								
	i. JUDGEMENTS								
	j. LEGAL APPLICATIONS								
	k. LEGAL NOTIFICATIONS								
	l. LETTERS								
	m. MANAGEMENT PROCEDURES								

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 00755 FJ
Department of Water and Power

Office of (Original) Record
Power Design and Construction 345

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

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	n. MANAGEMENT SCHEDULES								
	o. MEMORANDA								
	o1. CORRECTION NOTICE	,00993							
	o2. MEMO	,00028							
	o3. MEMORANDUM	,01145							
	o4. MEMORANDUM	,01146							
	o5. MEMORANDUM	,01147							
	p. PURCHASE ORDERS								
	p1. PURCHASE ORDER	0002							
	q. REQUISITIONS								
	q1. BILL OF MATERIAL REQUISITION	DC545							
32	SPECIFICATIONS		P	--	--				
	a. CONTRACT ADMINISTRATION RECORDS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	b1. INTRA-DEPARTMENTAL	,01455							
	c. LETTERS								
	d. MEMORANDA								
	e. PROCUREMENT/SALES CONTRACTS								
	e1. CONTRACT (VITAL)					V			
	f. PURCHASE ORDERS								
	f1. PURCHASE ORDER (VITAL)	,00003				V			
	g. REQUISITIONS								
	g1. JOB ORDER FORMAL AND INFORMAL SPECIFICATIONS (VITAL)	Z1-MC005-8				V			
	h. SPACE/EQUIPMENT ALLOCATION RECORDS								
	h1. FORMAL SPECIFICATION JOB ORDER	Z1-MC005							
	i. SPECIFICATIONS								
	i1. SPECIFICATION (VITAL)					V			
33	INDEX TO DRAWINGS		P	--	--				
34	WATER RIGHTS FILE		P	--	--				

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CITY CLEF
City of Los eles
Form Gen. 60 -81)

Date: FEBRUARY 9, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0755 FJ
Department of Water and Power

Office of (Original) Record
Power Design and Construction 201

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

By: (City Clerk, Rec. Mgt. Off.)

Date 2-7-90

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
35	EARTHQUAKE RESEARCH AND REFERENCE MATERIALS		P	--	--				
	a. BUDGET RECORDS - ACTUAL								
	b. DATA SHEETS								
	b1. ENGINEERING DATA SHEET	,03091							
	c. DETAIL PHOTOGRAPHS								
	d. DRAWINGS								
	e. EMPLOYMENT RECORDS								
	f. ENGINEERING STUDIES								
	g. FEASIBILITY STUDIES								
	h. INTERDEPARTMENTAL COMMUNICATIONS								
	h1. INTER-DEPARTMENTAL	,14094							
	i. JOB FILE DATA								
	i1. OPERATING ENGINEER'S ORDER	82-268							
	j. LOGS/INDICES								
	k. MANAGEMENT REPORTS								
	l. MEMORANDA								
	l1. MEMORANDUM	87-69-074							
	l2. MEMORANDUM	,01146							
	m. MICROFILM/SLIDES								
	n. OPERATIONAL REPORTS								
	o. TECHNICAL REPORTS								
	p. VENDOR MANUALS/CATALOGS								
36	CONSTRUCTION TIME REPORTS		2	78	80				
	a. LOGS/INDICES								
	b. TIMEKEEPING RECORDS								
37	PURCHASE ORDERS AND SUB-PURCHASE ORDERS		3	7	10				
	a. BUDGET RECORDS - PROJECTED								
	a1. AFE WORK ORDER COMPARISON AND APPROVAL	DC527A							
	a2. AUTHORIZATION FOR EXPENDITURE	DC527A							
	a3. COST ESTIMATE DETAIL	DC0527C							
	b. DESIGN CRITERIA RECORDS								
	b1. DESIGN CRITERIA	DC784A							
	c. INVOICES/PAYMENTS								
	c1. VOUCHER CONTROL FORM	,01218							
	d. PURCHASE ORDERS								
	d1. MATERIALS RECEIVING REPORT	,02668							
	d2. PURCHASE ORDER	,00001							

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CITY CLERK Date: FEBRUARY 9, 1990
City of Los Angeles
Form Gen. 60 (Rev. 8-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 9755 FJ
Department of Water and Power
Office of (Original) Record
Power Design and Construction

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	d3. PURCHASE ORDER	,00003							
	d4. SUB-PURCHASE ORDER	,00009							
	e. REQUISITIONS								
	e1. BILL OF MATERIAL REQUISITION	DC545							
	e2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	f. STATUS REPORTS								
38	COMPLAINT FILE		C+2	8	C+10				
39	INDEX TO SPECIFICATIONS		P	--	--				
	a. LOGS/INDICES								
	a1. INDEX CARD (VITAL)					V			
40	MICROFILM OF ITEMS #1 - 39 ABOVE (EXCEPT #4 & 8)		--	199	199				
	a. MICROFILM/SLIDES								
41	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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CITY CLERK Date: MARCH 21, 1990
City of Los Angeles
Form Gen. 6 (Rev. 6-81)

Sch. No. WP-24
Rev. No. 1

Department/Bureau Department of Water and Power
Division Power Design and Construction

90756 FJ
91 000756 FJ
707

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCIDENT & INJURY REPORTS		2	3	5		*Accounting, Personnel Section of Power Design and Construction
	a. BUDGET RECORDS - PROJECTED						
	b. CLAIMS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	1455					
	d. INVOICES/PAYMENTS						
	e. LEGAL APPLICATIONS						
	f. LOGS/INDICES						
	g. MANAGEMENT REPORTS						
	h. MEDICAL RECORDS						
	h1. INJURY REPORTS	CAL/OSHA 00032					
	i. MEMORANDA						
	i1. MEMORANDUM	,01145					
	j. PROCUREMENT/SALES CONTRACTS						
2	ACCOUNTING/EXPENDITURES/PURCHASING RECORDS		5	--	5		ACCOUNTING; PURCHASING (GENERAL SERVICES);
	a. BID RECORDS						STATIONERY STORES (MANAGEMENT INFORMATION SERVICES)
	b. BUDGET RECORDS - ACTUAL						
	b1. EXPENDITURE DETAIL	,03193					
	c. BUDGET RECORDS - PROJECTED						
	c1. AFE WORK ORDER SUMMARY	DC5278					
	c2. AUTHORIZATION FOR EXPENDITURE	2911					
	c3. AUTHORIZATION FOR EXPENDITURE	,01147					
	c4. COST ESTIMATE	OM-330					
	c5. WORKSHEET FOR ESTIMATING LADWP COST	DC742					
	d. CHANGE DOCUMENTS						
	e. CONTRACT ADMINISTRATION RECORDS						
	e1. FORMAL CONTRACT	DC270					
	f. DEPARTMENT REAL ESTATE RECORDS						
	g. DRAWINGS						
	h. EDUCATION/TRAINING RECORDS						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 31)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 756 FJ
Department of Water and Power
Division
Power Design and Construction FAL

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	i. EMPLOYEE ACCOUNTS RECORDS						
	i1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	i2. PERSONAL AUTOMOBILE AUTHORITY	2586,02586					
	i3. PERSONAL AUTOMOBILE AUTHORITY	,02586					
	i4. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261					
	i5. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	j. EMPLOYEE HOME PURCHASE PROGRAM RECORDS						
	k. EMPLOYEE INSURANCE RECORDS						
	l. EMPLOYMENT RECORDS						
	l1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS	,00469					
	l2. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
	m. FINANCIAL LEDGERS						
	n. FINANCIAL REPORTS						
	o. INTERDEPARTMENTAL COMMUNICATIONS						
	o1. INTER DEPARTMENTAL ORDER	GEN. 34					
	o2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	p. INTRADEPARTMENTAL COMMUNICATIONS						
	p1. INTRA-DEPARTMENTAL	,01455					
	q. INVOICES/PAYMENTS						
	q1. DEPARTMENT BILL	,03009					
	q2. DEPARTMENT BILL	,03099					
	q3. DEPARTMENT TRANSFER	,03103					
	q4. DEPARTMENT TRANSFER	,03104					
	q5. DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407					
	q6. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
	q7. INTERFUND BILLING POWER REVENUE FUND	,03099					

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CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 3756 FJ
Department of Water and Power
Division
Power Design and Construction ZAZ

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	q8. INTERFUND BILLING WATER REVENUE FUND	,03105					
	q9. JOURNAL VOUCHER	,03103					
	q10. REQUEST FOR PAYMENT	,03078					
	q11. SUPPLEMENT	,01407					
	q12. VOUCHER CONTROL FORM	,01218					
	r. JOB FILE DATA						
	r1. ENGINEER'S ORDER	68,14063					
	r2. OPERATING ENGINEER'S ORDER	OM-018					
	s. JOB SCHEDULES						
	s1. PROJECT WORK ACTIVITY BY LADWP	DC741					
	t. LETTERS						
	u. LOGS/INDICES						
	v. MANAGEMENT PROCEDURES						
	v1. PROCEDURE	164					
	w. MANAGEMENT REPORTS						
	w1. AUDIT	,01218					
	w2. AUDIT POWER REVENUE	,01218					
	w3. QUALITY ASSURANCE REPORT	DC237					
	x. MEETING ATTENDANCE RECORDS						
	y. MEMORANDA						
	y1. CONSTRUCTION MANAGERS MEMO	CM110					
	y2. MEMORANDUM	,01145					
	y3. MEMORANDUM	,01146					
	y4. MEMORANDUM	,01147					
	y5. MEMORANDUM	,01334					
	y6. MEMORANDUM	,03384					
	y7. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400					
	z. OPERATIONAL REPORTS						
	aa. PERMITS						
	aa1. AUTHORIZATION	,03024					
	ab. PERSONNEL CONTRACTS						

NOTES:

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CITY CLERK
City of Los [illegible]eles
Form Gen. 61 [illegible]81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau
Department of Water and Power 0756 FJ

Division
Power Design and Construction 201

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ac. PROCUREMENT/SALES CONTRACTS						
	ad. PROPOSALS						
	ae. PURCHASE ORDERS						
	ae1. PURCHASE ORDER	,00001					
	ae2. PURCHASE ORDER	,00003					
	ae3. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	ae4. SALE OF SURPLUS MATERIAL	SC5					
	ae5. SUB-PURCHASE ORDER	,00008					
	ae6. SUB-PURCHASE ORDER	,00009					
	af. REQUISITIONS						
	af1. BILL OF MATERIAL REQUISITION	68,14137					
	af2. BILL OF MATERIAL REQUISITION	DC545					
	af3. EQUIPMENT TRANSFER	87-00-049C					
	af4. FOREMAN'S ORDER	,03150					
	af5. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	af6. INFORMATION REQUEST	27E					
	af7. JOB ORDER	,02735					
	af8. LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735					
	af9. MICROFILM SERVICES JOB CONTROL TICKET	ENG2.104					
	af10. PHOTOCOPY WORK REQUEST	2.1018					
	af11. REQUEST FOR SUPPLIES	1321					
	af12. REQUISITION	,01192					
	af13. REQUISITION FOR MATERIAL/SERVICES	,01658					
	af14. REQUISITION FOR MATERIAL/SERVICES	,01660					
	af15. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2395,02395					
	af16. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
	af17. REQUISITION FOR STATIONERY SUPPLIES	,00903					
	af18. SUBORDINATE WORK ORDER REQUEST	DC690					
	af19. WORK ORDER	,02821					
	af20. WORK ORDER COMPARISON AND APPROVAL	DC0527A					
	af21. WORK REQUEST PHOTOCOPY	ENG2. 101					

NOTES:

CITY CLERK
City of Los eles
Form Gen. 61 81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and

Division
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ag. SPACE/EQUIPMENT ALLOCATION RECORDS						
	ah. SPECIFICATIONS						
	ai. STATUS REPORTS						
	aj. TEST RECORDS						
	ak. TIMEKEEPING RECORDS						
	ak1. ATTENDANCE AUTHORITY	,02329					
	al. TRANSMITTALS/ACKNOWLEDGEMENTS						
	al1. AUDIT TRANSMITTAL	,01111					
	am. VENDOR MANUALS/CATALOGS						
	an. WORK PACKAGE RECORDS						
3	ADMINISTRATIVE REPORTS		AR	--	AR		ORIGINATING OFFICE
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BUDGET RECORDS - ACTUAL						
	d. BUDGET RECORDS - PROJECTED						
	d1. MEP QUESTION RESPONSE	DC799					
	e. CHANGE DOCUMENTS						
	e1. MASTER SCHEDULE & ESTIMATE CHANGE CONTROL	DC031					
	f. CONVERSATION RECORDS						
	g. DATA SHEETS						
	h. DESIGN CRITERIA RECORDS						
	i. DETAIL PHOTOGRAPHS						
	j. DRAWINGS						
	k. DWP INSPECTION RECORDS						
	l. EDUCATION/TRAINING RECORDS						
	m. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	m1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	n. EMPLOYEE SUGGESTION PLANS						
	o. EMPLOYMENT RECORDS						
	o1. EMPLOYEES RECORD	275A,16592					

NOTES:

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CITY CLERK
City of Los [illegible]eles
Form Gen. 61[illegible]81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau
Department of Water and Power 01 756 FJ

Division
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	p. ENGINEERING STUDIES						
	q. ENVIRONMENTAL REPORTS						
	r. FINANCIAL REPORTS						
	s. INTRADEPARTMENTAL COMMUNICATIONS						
	s1. INTRA-DEPARTMENTAL CORRESPONDENCE	DC690					
	t. INVOICES/PAYMENTS						
	u. LETTERS						
	v. LOGS/INDICES						
	w. MANAGEMENT PROCEDURES						
	x. MANAGEMENT REPORTS						
	y. MANAGEMENT SCHEDULES						
	z. MEETING MINUTES						
	aa. MEMORANDA						
	ab. POSITION DESCRIPTIONS						
	ab1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	ac. PROPOSALS						
	ac1. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	,0253					
	ad. PURCHASE ORDERS						
	ae. REQUISITIONS						
	ae1. BILL OF MATERIAL REQUISITION	2661,02661					
	af. STANDARDS						
	ag. STATUS REPORTS						
	ah. TIMEKEEPING RECORDS						
	ah1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					

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CITY CLERK
City of Los [illegible]les
Form Gen. 61 [illegible]31)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 [illegible]756 FJ

Department of Water and Power

Division

Power Design and Construction 707

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

By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
4	BUDGET FILES		AR+1	--	AR+1		ACCOUNTING & BUDGET SECTION OF POWER DESIGN & CONSTRUCTION
	a. BUDGET RECORDS - ACTUAL						
	a1. CLOSING SUMMARY	G-9					
	b. BUDGET RECORDS - PROJECTED						
	b1. AUTHORIZATION FOR APPROVAL - WORK ORDER COMPARISONS AND APPROVALS	DC0527A					
	b2. AUTHORIZATION FOR APPROVAL - WORK ORDER SUMMARY	DC0527B					
	b3. AUTHORIZATION FOR EXPENDITURE	2911,14122					
	b4. AUTHORIZATION FOR EXPENDITURE	2911					
	b5. AUTHORIZATION FOR EXPENDITURE	,02855					
	b6. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC527B					
	b7. CONSTRUCTION PROJECT COST ESTIMATE	2642,02642					
	b8. CONSTRUCTION PROJECT COST ESTIMATE	2642,16478					
	b9. COST ESTIMATE	3038,03038					
	b10. COST ESTIMATE DETAIL	DC0527C					
	b11. COST ESTIMATE DETAIL	DC527C					
	b12. JOB ESTIMATE COMPARISON	G-1					
	b13. JOB ESTIMATE COMPARISON MULTIYEAR EXPENDITURE PROGRAM ALLOCATIONS AFE TOTALS TO DATE	G-1					
	b14. REVISED ESTIMATE RECONCILIATION	DC0528					
	b15. SUPPLEMENTARY ESTIMATE RECONCILIATION	2650,14076					
	SUPPORTING CONSTRUCTION PROJECT AUTHORIZATION FOR EXPENDITURE						
	c. CHANGE DOCUMENTS						
	c1. MASTER SCHEDULE AND ESTIMATE CHANGE CONTROL	DC031					
	c2. MULTIPLE WORK ORDER CHANGE	,02827					
	c3. WORK ORDER MISCELLANEOUS CHANGE	,02824					
	c4. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823					
	d. DATA SHEETS						
	d1. ENGINEERING DATA SHEET	1155,01155					

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CITY CLERK
City of Los eles
Form Gen. 61 81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 756 FJ
Department of Water and Power

Division
Power Design and Construction 707

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

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d2. ENGINEERING DATA SHEET	,01155					
	e. DESIGN CRITERIA RECORDS						
	e1. DESIGN CRITERIA	DC784A					
	e2. DESIGN CRITERIA	DC784B					
	f. FINANCIAL REPORTS						
	g. INFORMATION SERVICES RECORDS						
	h. INTRADEPARTMENTAL COMMUNICATIONS						
	h1. INTRA-DEPARTMENTAL	1455,01455					
	h2. INTRA-DEPARTMENTAL	72-0253,14694					
	h3. INTRA-DEPARTMENTAL	87-69-074					
	h4. INTRA-DEPARTMENTAL	,14694					
	h5. INTRA-DEPARTMENTAL CORRESPONDENCE	DC690					
	i. INVOICES/PAYMENTS						
	i1. CONTROL CODE	DC633					
	i2. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
	i3. JOURNAL VOUCHER	,03103					
	j. JOB FILE DATA						
	j1. ENGINEER'S ORDER	68,02855					
	k. JOB SCHEDULES						
	k1. JOB SEQUENCE SCHEDULE	DC027					
	k2. JOB SEQUENCE SCHEDULE REVIEW AND APPROVAL FORM	DC410					
	l. LETTERS						
	m. LOGS/INDICES						
	m1. ROUTING LOG FOR AUTHORIZATION APPROVAL	DC202					
	n. MANAGEMENT REPORTS						
	o. MANAGEMENT SCHEDULES						
	p. MEMORANDA						
	p1. CORRECTION NOTICE	,00993					
	p2. MEMORANDUM	1146,14857					
	p3. MEMORANDUM	1147,01147					
	p4. MEMORANDUM	72-0258					

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CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 31)

Sch. No. WP-24
Rev. No.

Department/Bureau 91 0756 FJ
Department of Water and Power
Division
Power Design and Construction 70Z

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

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	p5. MEMORANDUM	,01145					
	p6. MEMORANDUM	,01147					
	q. OPERATIONAL REPORTS						
	r. PERMITS						
	r1. AUTHORIZATION	,00202					
	s. REQUISITIONS						
	s1. D&C DIVISION SUBORDINATE WORK ORDER REQUEST	DC690					
	s2. DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690					
	s3. SUBORDINATE WORK ORDER REQUEST	DC690					
	s4. WORK ORDER	,02821					
	s5. WORK ORDER COMPARISON AND APPROVAL	DC527A					
	s6. WORK ORDER ZIP FORM	,02822					
	t. STATUS REPORTS						
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
	u1. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028					
	u2. TRANSMITTAL	,03384					
	u3. TRANSMITTAL SLIP	3014,03014					
5	CODES AND STANDARDS		AR	--	AR		*Accounting, Originating Office
	a. ANNOUNCEMENTS/BULLETINS						
	b. BID RECORDS						
	c. BUDGET RECORDS - PROJECTED						
	c1. COST ESTIMATE	3038,03038					
	d. DWP INSPECTION RECORDS						
	d1. INSPECTION MEMORANDUM	,14505					
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	e2. INTRA-DEPARTMENTAL	,14604					
	f. INVOICES/PAYMENTS						

NOTES:
1. NON-RECORD

*Reference: 91 000865 FJ

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RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau: 01 [illegible]0756 FJ
Department of Water and Power
Division: Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	f1. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	2573					
	g. LETTERS						
	g1. COMMITTEE CORRESPONDENCE	2867					
	g2. COMMITTEE CORRESPONDENCE	,02867					
	h. MEMORANDA						
	h1. MEMORANDUM	1146					
	h2. MEMORANDUM	56					
	h3. MEMORANDUM	87-69-074					
	h4. MEMORANDUM	,01146					
	i. STANDARDS						
	j. STATUS REPORTS						
	k. VENDOR MANUALS/CATALOGS						
6	CONTRACTS & AGREEMENTS		C+2	8	C+10		PURCHASING (GENERAL SERVICES)
	a. BID RECORDS						
	a1. BID SPECIFICATION COVERSHEET	1799-S					
	b. BUDGET RECORDS - PROJECTED						
	b1. COST ESTIMATE DETAIL	DC0527C					
	b2. COST ESTIMATE DETAIL	DC527C					
	c. CHANGE DOCUMENTS						
	d. CONSULTING CONTRACTS						
	e. CONTRACT ADMINISTRATION RECORDS						
	e1. CONTRACT PERFORMANCE REPORT	113					
	e2. FORMAL CONTRACT	DC270					
	f. CONTRACT AMENDMENTS						
	g. CONVERSATION RECORDS						
	g1. RECORD OF CONFERENCE/CONVERSATION	DC007A					
	h. DATA SHEETS						
	i. DRAWING FORMS						

NOTES:

CITY CLER[illegible] Date: MARCH 21, 1990
City of Lo[illegible]eles
Form Gen. 61[illegible]-81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 3756 FJ
Department of Water and Power
Division
Power Design and Construction 127

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	j. DRAWINGS						
	k. DWP INSPECTION RECORDS						
	l. EMPLOYMENT RECORDS						
	m. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	n. INTERDEPARTMENTAL COMMUNICATIONS						
	o. INTRADEPARTMENTAL COMMUNICATIONS						
	o1. INTRA-DEPARTMENTAL	,01455					
	o2. INTRA-DEPARTMENTAL CORRESPONDENCE	DC690					
	o3. INTRA-DEPARTMENTAL CORRESPONDENCE	,01455					
	p. INVOICES/PAYMENTS						
	p1. DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
	p2. REPORT OF MATERIAL RECEIVED	361,00361					
	p3. REQUEST FOR PAYMENT	,03078					
	p4. VOUCHER CONTROL FORM	,01218					
	p5. VOUCHER CONTROL FORM CONTRACT PERFORMANCE REPORT	113					
	q. LEGAL APPLICATIONS						
	r. LEGAL NOTIFICATIONS						
	s. LETTERS						
	t. LOGS/INDICES						
	u. MEMORANDA						
	u1. MEMORANDUM	1146					
	u2. MEMORANDUM	87-69-074					
	u3. MEMORANDUM	,01145					
	u4. MEMORANDUM	,01146					
	u5. MEMORANDUM	,01147					
	v. OPERATIONAL REPORTS						
	w. PROCUREMENT/SALES CONTRACTS						
	x. PROGRESS PHOTOGRAPHS						
	y. PURCHASE ORDERS						
	y1. PURCHASE ORDER	,00001					
	y2. PURCHASE ORDER	,00003					

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CITY CLERK
City of Los Angeles
Form Gen. 6[illegible]-81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 91 0756 FJ
Department of Water and Power
Division
Power Design and Construction 702

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	y3. SUB-PURCHASE ORDER	,00009					
	z. REQUISITIONS						
	z1. BILL OF MATERIAL REQUISITION	DC545					
	z2. WORK ORDER COMPARISON	DC527A					
	aa. ROUTING SLIPS						
	aa1. ACTION ASSIGNMENT SLIP	DC148					
	ab. SPECIFICATIONS						
	ac. STATUS REPORTS						
	ac1. WORK ORDER SUMMARY	DC527B					
	ad. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ad1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	ad2. STATIONS & TRANSMISSION ELECTRICAL ENGINEER TRANSMITTAL	94					
	ae. VENDOR MANUALS/CATALOGS						
	af. WORK PACKAGE RECORDS						
	af1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540					
7	DRAWINGS (PRINTS)		S	--	S		POWER DRAFTING (POWER DESIGN AND CONSTRUCTION)
	a. DATA SHEETS						
	b. DEPARTMENT REAL ESTATE RECORDS						
	c. DRAWINGS						
	d. DWP ELECTRICAL DRAWINGS						
	e. DWP EQUIPMENT DRAWINGS						
	f. DWP FLOW DIAGRAMS						
	g. DWP MAPS						
	h. EMPLOYEE ACCOUNTS RECORDS						
	h1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280					
	i. LOGS/INDICES						
	j. OPERATIONAL REPORTS						

NOTES:

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CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 702

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
8	EQUIPMENT OPERATING MANUALS		AR	--	AR		WATER SYSTEM/POWER SYSTEM OPERATING DIVISIONS
	a. MANAGEMENT PROCEDURES						
	b. OPERATIONS & MAINTENANCE PROCEDURES						
	c. VENDOR MANUALS/CATALOGS						
9	HAZARDOUS MATERIAL TEST REPORTS		S	25	30		REQUESTING DIVISION
10	INTER/INTRA AGENCY BULLETINS, MANUALS & PROCEDURES		S	--	S		ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. CLERICAL PROCEDURES/INSTRUCTIONS						
	c. CONSTRUCTION PROCEDURES						
	d. DATA SHEETS						
	d1. ENGINEERING DATA SHEET	.03091					
	e. DETAIL PHOTOGRAPHS						
	f. ENGINEERING PROCEDURES						
	g. MANAGEMENT PROCEDURES						
	h. MEMORANDA						
	h1. ELECTRIC MEMO	554					
	h2. MEMORANDUM	1146,01146					
	h3. MEMORANDUM	.01145					
	h4. MEMORANDUM	.01146					
	h5. MEMORANDUM	.01147					
	i. OPERATIONS & MAINTENANCE PROCEDURES						
	j. PUBLIC RELATIONS COMMUNICATIONS						
	k. SKETCHES						
	l. TEST RECORDS						
	m. VENDOR MANUALS/CATALOGS						

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CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
11	LAND DOCUMENTS		AR	--	AR		REAL ESTATE
12	PERSONNEL ADMINISTRATIVE FILES		AR	--	AR		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. CLAIMS						
	b1. ACCIDENT ANALYSIS	,02747					
	b2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	c. DATA SHEETS						
	d. DEPARTMENT AWARDS RECORDS						
	e. DETAIL PHOTOGRAPHS						
	f. DWP INSPECTION RECORDS						
	f1. EMPLOYEE FIELD WORK INSPECTION MEMORANDUM	,01145					
	g. EDUCATION/TRAINING RECORDS						
	g1. HAZARD COMMUNICATION TRAINING PROGRAM EMPLOYEE FORM	DC904					
	g2. TRAINING	1985					
	g3. TUITION REIMBURSEMENT APPLICATION	HR269					
	h. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	h1. DEATH & DISABILITY WHILE ON LEAVE	RP 0128					
	h2. DOCTOR'S RETURN TO WORK	0220L					
	h3. DOCTOR'S RETURN TO WORK AUTHORIZATION	,0220L					
	h4. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948					
	h5. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
	h6. PENSION REIMBURSEMENT APPLICATION	HR269					
	i. EMPLOYMENT RECORDS						
	i1. ADVICE OF EMPLOYMENT	,00224					
	i2. APPLICATION FOR EMPLOYMENT	PDR-1					
	i3. EMPLOYEE DATA RECORD	2758,16593					
	i4. INTERVIEW DATA SHEET	3381					
	i5. NOTICE OF COMMENDATION	GEN. 79					

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Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 702

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	i6. PERSONAL ACTION CHECKLIST	DC169					
	i7. PERSONNEL INFORMATION	G-12					
	i8. PROBATION REPORT WORKSHEET	DC906					
	i9. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
	i10. REQUEST TO FILL POSITION	DC915					
	j. FINANCIAL REPORTS						
	k. INTRADEPARTMENTAL COMMUNICATIONS						
	k1. INTRA-DEPARTMENTAL	1455					
	k2. INTRA-DEPARTMENTAL	,01445					
	k3. INTRA-DEPARTMENTAL	,01455					
	k4. INTRA-DEPARTMENTAL	,01456					
	l. INVOICES/PAYMENTS						
	m. JUDGEMENTS						
	n. LEGAL APPLICATIONS						
	o. LEGAL NOTIFICATIONS						
	p. LEGAL ORDERS/FILINGS						
	q. LETTERS						
	q1. LETTER FROM PERSONNEL DEPARTMENT	1976					
	r. LICENSES						
	s. LOGS/INDICES						
	s1. TROUBLE BOARD POSTER	1985					
	t. MANAGEMENT PROCEDURES						
	u. MANAGEMENT REPORTS						
	u1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069					
	v. MANAGEMENT SCHEDULES						
	w. MEETING MINUTES						
	x. MEMORANDA						
	x1. EXECUTIVE ID CARD MEMO	,01145					
	x2. MEMORANDUM	0114,14857					

NOTES:

CITY CLERK
City of Los eles
Form Gen. 61 81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 703

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	x3. MEMORANDUM	1146,14858					
	x4. MEMORANDUM	1334,13047					
	x5. MEMORANDUM	87-69-074					
	x6. MEMORANDUM	DC750					
	x7. MEMORANDUM	G-15					
	x8. MEMORANDUM	,01145					
	x9. MEMORANDUM	,01146					
	x10. MEMORANDUM	,01147					
	x11. MEMORANDUM	,01334					
	x12. MEMORANDUM	,01335					
	x13. MEMORANDUM	,01455					
	y. OPERATIONS & MAINTENANCE PROCEDURES						
	z. POSITION DESCRIPTIONS						
	z1. CHANGE OF DUTIES DESCRIPTION RECORD	DC750,02346					
	z2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02673					
	z3. POSITION DESCRIPTION	PDES 3					
	aa. PROFESSIONAL DEVELOPMENT RECORDS						
	ab. PUBLIC RELATIONS COMMUNICATIONS						
	ac. SPECIFICATIONS						
	ad. STATUS REPORTS						
	ad1. MONTHLY ACTIVITY REPORT	DC63					
	ae. SURVEYS/QUESTIONNAIRES						
	af. TIMEKEEPING RECORDS						
	af1. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	af2. REQUEST FOR TIME OFF	DC312					
	ag. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ah. WAGE/SALARY STRUCTURE RECORDS						

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CITY CLERK
City of Los eles
Form Gen. 6 -81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power

Division
Power Design and Construction 343

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

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
13	PUBLICATIONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
	a. ANNOUNCEMENTS/BULLETINS						
	b. DWP MAPS						
14	SPECIFICATIONS		AR	--	AR	1	PURCHASING (GENERAL SERVICES)
	a. ADDENDA TO SPECIFICATIONS						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BID RECORDS						
	d. BUDGET RECORDS - PROJECTED						
	d1. AFE COST ESTIMATE DETAIL	DC0527C					
	d2. AFE COST ESTIMATE DETAIL	DC527C					
	d3. AFE WORK ORDER COMPARISON AND APPROVAL	DC0527A					
	d4. AFE WORK ORDER COMPARISON AND APPROVAL	DC527A					
	d5. AFE WORK ORDER SUMMARY	DC0527B					
	d6. COST CODE ESTIMATE	,02908					
	e. CHANGE DOCUMENTS						
	f. CONTRACT ADMINISTRATION RECORDS						
	g. CONTRACT AMENDMENTS						
	h. CONVERSATION RECORDS						
	i. DATA SHEETS						
	j. DRAWINGS						
	k. DWP INSPECTION RECORDS						
	l. DWP MAPS						
	m. ENVIRONMENTAL REPORTS						
	n. EXTERNAL INSPECTION RECORDS						
	o. FOREIGN EQUIPMENT DRAWINGS						
	p. INFORMATION SERVICES RECORDS						
	q. INTRADEPARTMENTAL COMMUNICATIONS						

NOTES:

1. NON-RECORD

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CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 31)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 00756 FJ
Department of Water and Power
Division
Power Design and Construction 703

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	q1. INTRA-DEPARTMENTAL	,01455					
	r. JOB SCHEDULES						
	s. JUDGEMENTS						
	t. LETTERS						
	u. MANAGEMENT REPORTS						
	v. MEMORANDA						
	v1. MEMORANDUM	87-69-078					
	v2. MEMORANDUM	,01146					
	w. OPERATING AND MAINTENANCE SCHEDULES						
	x. PROCUREMENT/SALES CONTRACTS						
	y. PROPOSALS						
	z. REQUISITIONS						
	z1. BILL OF MATERIAL REQUISITION	DC545					
	aa. ROUTING SLIPS						
	ab. SPECIFICATIONS						
	ab1. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02560					
	ab2. SPECIFICATION	1799					
	ac. STATUS REPORTS						
	ad. SURVEYS/QUESTIONNAIRES						
	ae. TEST RECORDS						
	ae1. SPECIAL TEST & INVESTIGATION REPORT	,01774					
	af. VENDOR MANUALS/CATALOGS						
15	SURPLUS PRINTED MATERIAL		AR	--	AR	1	

NOTES:
1. NON-RECORD

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CITY CLER Date: MARCH 21, 1990
City of Los ıles
Form Gen. 61 (Rev. 6-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 756 FJ
Department of Water and Power
Division
Power Design and Construction 702

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
16	TIMEKEEPING FILES		2	--	2	1	ACCOUNTING
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. GRIEVANCE RESPONSE	LR-002					
	a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
	a3. NOTICE TO CORRECT DEFICIENCIES	GEN. 78					
	b. BUDGET RECORDS - ACTUAL						
	c. BUDGET RECORDS - PROJECTED						
	d. CLAIMS						
	d1. ACCIDENT ANALYSIS	,02747					
	e. DATA SHEETS						
	e1. ENGINEERING DATA SHEET	,01155					
	f. DEPARTMENT REAL ESTATE RECORDS						
	g. DRAWINGS						
	h. DWP INSPECTION RECORDS						
	i. EDUCATION/TRAINING RECORDS						
	i1. EMPLOYEE HAZARD COMMUNICATION TRAINING PROGRAM FORM	DC905					
	i2. NEW EMPLOYEE ORIENTATION CHECKLIST	DC594					
	j. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	j1. CERTIFICATE OF DISABILITY	,02864					
	j2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948					
	j3. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	j4. RETURN TO WORK SLIP	,02202					
	k. EMPLOYMENT RECORDS						
	k1. ADVICE OF EMPLOYMENT	,00224					
	k2. APPLICATION FOR EMPLOYMENT	PDR-1					
	k3. APPROVED FOR APPOINTMENT	,00224					
	k4. EMPLOYEE DATA RECORD	2758,16593					
	k5. EMPLOYEE DATA RECORD	,02758					

NOTES:

CITY CLER Date: MARCH 21, 1990
City of Los les
Form Gen. 61 (-0-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 03 756 FJ
Department of Water and Power
Division
Power Design and Construction 743

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	k6. EMPLOYEE PERSONNEL JACKET	2759					
	k7. INTERVIEW DATA SHEET	3381					
	k8. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360					
	k9. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
	k10. TERMINATION OF EMPLOYMENT	,00723					
	l. FINANCIAL REPORTS						
	m. INTRADEPARTMENTAL COMMUNICATIONS						
	m1. INTRA-DEPARTMENTAL	87-59-074					
	n. LETTERS						
	o. LOGS/INDICES						
	p. MEMORANDA						
	p1. MEMORANDUM	DC628					
	p2. MEMORANDUM	DC750,01145					
	p3. MEMORANDUM	,01145					
	p4. MEMORANDUM	,01146					
	p5. MEMORANDUM	,01147					
	p6. MEMORANDUM	,01334					
	q. OPERATIONAL REPORTS						
	q1. RELAY INSTALLATION REPORT	82-92					
	r. POSITION DESCRIPTIONS						
	r1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	r2. DUTIES DESCRIPTION RECORD NUMBER	,02346					
	s. PROFESSIONAL DEVELOPMENT RECORDS						
	t. PUBLIC RELATIONS COMMUNICATIONS						
	u. STATUS REPORTS						
	v. TAX RECORDS						
	v1. EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE	W-4A					
	w. TIMEKEEPING RECORDS						
	w1. ABSENCE FROM DUTY RECORD	2588					

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CITY CLERK
City of Los Angeles
Form Gen. 61 (R 10-81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 207

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

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	w2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S	2485,02485					
	RETURN TO PAYROLL FROM LEAVE OF ABSENCE						
	w3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	w4. APPLICATION FOR TIME OFF	30					
	w5. APPLICATION FOR TIME OFF	DC-554					
	w6. APPLICATION FOR TIME OFF	DC-693					
	w7. APPLICATION FOR TIME OFF	DC-893					
	w8. APPLICATION FOR TIME OFF	DC554					
	w9. APPLICATION FOR TIME OFF PER RULE 5.7B	DC 243					
	w10. ATTENDANCE CARD	201-008-031					
	w11. CONFIRMATION OF TIME OFF FOR JURY DUTY	3075,03075					
	w12. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	w13. DAILY JOB LOG AND TIME REPORT	,03034					
	w14. DAILY TIME REPORT	DC 281-B					
	w15. FLOATING HOLIDAY FORM	DC674					
	w16. GROUP TIME REPORT	,14717					
	w17. OVERTIME REPORT	DC/RES-11					
	w18. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	w19. REQUEST FOR TIME OFF	DC038					
	w20. TIME RECORD	1096,01096					
	w21. TIME ROLL CORRECTION AUTHORITY	2734					
	w22. VACATION FORM	,01113					
	w23. VACATION REQUEST	DC754					
	x. WAGE/SALARY STRUCTURE RECORDS						
	x1. PAY CHECK ROLL	,00023					

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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 742

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
17	TRAINING PROGRAM		AR	--	AR	1	ORIGINATING OFFICE
	a. CLAIMS						
	a1. STATEMENT OF ACCIDENT	,00970					
	b. DWP INSPECTION RECORDS						
	c. EDUCATION/TRAINING RECORDS						
	d. INFORMATION SERVICES RECORDS						
	e. TEST RECORDS						
	f. TIMEKEEPING RECORDS						
18	CORRESPONDENCE FILES		AR	--	AR	1	*Originating Office
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BUDGET RECORDS - PROJECTED						
	c1. AFE COMPARISON AND APPROVAL	DC527A					
	d. CONTRACT ADMINISTRATION RECORDS						
	d1. PERFORMANCE APPRAISAL OBJECTIVES, STANDARDS, ACTION STEPS & RESULTS IMPROVEMENT PLAN	DC900B					
	e. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	e1. PERFORMANCE APPRAISAL JOB CONTENT	DC900A					
	f. DATA SHEETS						
	f1. ENGINEERING DATA SHEET	1155,01155					
	g. DRAWINGS						
	h. DWP INSPECTION RECORDS						
	h1. OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	,14380					
	i. DWP MAPS						
	j. EDUCATION/TRAINING RECORDS						
	k. EMPLOYEE ACCOUNTS RECORDS						
	k1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK Date: MARCH 21, 1990 | Sch. No. | Department/Bureau 01 00756 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 23 of 37

City of Los eles | WP-24 | Department of Water and Power | By: (Dept. Head) | Date

Form Gen. 61 (-81) | Rev. No. | Division | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Power Design and Construction 743

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	1. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	11. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	12. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
	13. REPORT OF PERSONAL INJURIES	,00032					
	m. EMPLOYEE SUGGESTION PLANS						
	n. EMPLOYMENT RECORDS						
	n1. EMPLOYEES RECORD	275A,16592					
	n2. INTERVIEW DATA SHEET	3381					
	n3. REQUEST TO FILL POSITION	,00424					
	o. FINANCIAL REPORTS						
	p. INTERDEPARTMENTAL COMMUNICATIONS						
	p1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	q. INTRADEPARTMENTAL COMMUNICATIONS						
	q1. INTRA-DEPARTMENTAL	87-69-074					
	q2. INTRA-DEPARTMENTAL	,01455					
	r. INVOICES/PAYMENTS						
	s. LETTERS						
	t. LOGS/INDICES						
	u. MANAGEMENT PROCEDURES						
	v. MANAGEMENT REPORTS						
	w. MANAGEMENT SCHEDULES						
	x. MEETING MINUTES						
	y. MEMORANDA						
	y1. MEMORANDUM	87-69-078					
	y2. MEMORANDUM	,01145					
	y3. MEMORANDUM	,01146					
	y4. MEMORANDUM	,01147					
	z. OPERATIONAL REPORTS						
	aa. PERSONNEL CONTRACTS						
	ab. POSITION DESCRIPTIONS						

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CITY CLER Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 (R 10-81)

Sch. No. WP-24
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 C 756 FJ
Department of Water and Power
Division
Power Design and Construction 707

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ab1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	ab2. POSITION DESCRIPTION	PDES 3					
	ac. PROPOSALS						
	ac1. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,16176					
	ad. PURCHASE ORDERS						
	ad1. PURCHASE ORDER	,00001					
	ae. REQUISITIONS						
	ae1. BILL OF MATERIAL REQUISITION	2661,02661					
	ae2. BILL OF MATERIAL REQUISITION	DC545					
	ae3. EQUIPMENT TRANSFER	,01217					
	af. SPECIFICATIONS						
	ag. STATUS REPORTS						
	ah. TIMEKEEPING RECORDS						
	ah1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	ah2. ATTENDANCE AUTHORITY	,02329					
	ah3. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	ah4. VACATION FORM	,01113					
	ai. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ai1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
19	PERSONNEL FILES		T+1	5	T+6	1	*Personnel Section of Power Design and Construction
20	SURVEY RECORDS		S	--	S	1	*Surrey Section of Power Design and Construction.
	a. DATA SHEETS						
	b. OPERATIONAL REPORTS						

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK
City of Los [illegible]les
Form Gen. 61 [illegible]81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 756 FJ
Department of Water and Power
Division
Power Design and Construction 202

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
21	PERSONNEL ADMINISTRATIVE FILES		AR	--	AR	1	*Personnel Section of Power Design and Construction
	a. BID RECORDS						
	a1. BID NOTICE	,03214					
	b. EDUCATION/TRAINING RECORDS						
	c. EMPLOYMENT RECORDS						
	c1. INTERVIEW DATA SHEET	3381					
	c2. INTERVIEW SELECTION DATA	DC 18					
	c3. INTERVIEW SELECTION DATA	DC918					
	c4. PERSONNEL BID INFORMATION	0599					
	d. INTERROGATORIES						
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	f. LETTERS						
	g. MEMORANDA						
	g1. MEMORANDUM	DC915					
	g2. MEMORANDUM	DC917					
	g3. MEMORANDUM	,01145					
	g4. MEMORANDUM	,01147					
	h. OPERATIONS & MAINTENANCE PROCEDURES						
	i. PERSONNEL CONTRACTS						
	j. POSITION DESCRIPTIONS						
	k. REQUISITIONS						
	k1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	l. TIMEKEEPING RECORDS						
22	SAFETY FILES		2	3	5	1	*Safety Section of Power Design and Construction, Safety and Worker's Compensation Sections of Human Resources.
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BID RECORDS						
	d. BUDGET RECORDS - PROJECTED						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLER' Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 (-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 711

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e. CLAIMS						
	e1. DAMAGE REPORT FORM	DC859					
	e2. DRAFT - POWER DESIGN AND CONSTRUCTION DIVISION ACCIDENT/INCIDENT PRELIMINARY REPORT	DC 860					
	e3. DWP REPORT OF MAJOR ACCIDENT	,03191					
	e4. NON-EMPLOYEE ACCIDENT OR ILLNESS REPORT	GEN. 87					
	e5. STATEMENT OF ACCIDENT	,00970					
	e6. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	f. CONTRACT ADMINISTRATION RECORDS						
	f1. CONTRACT PERFORMANCE REPORT	113					
	g. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	h. DATA SHEETS						
	h1. REQUEST FOR MATERIAL SAFETY DATA SHEET	DC891					
	i. DEPARTMENT AWARDS RECORDS						
	j. DEPARTMENT/CONTRACTOR INSURANCE RECORDS						
	j1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134					
	j2. EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135					
	j3. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135					
	k. DETAIL PHOTOGRAPHS						
	l. DWP INSPECTION RECORDS						
	m. EDUCATION/TRAINING RECORDS						
	m1. EMPLOYEE SAFETY ORIENTATION	GS156					
	m2. NEW EMPLOYEE ORIENTATION CHECKLIST	163					
	m3. SAFETY CLASS LIST	DC412					
	n. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	n1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
	n2. MED VAN EXPOSURE/TEST INFORMATION SHEET	MV3					
	o. EMPLOYMENT RECORDS						

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CITY CLERK
City of Los eles
Form Gen. 61 81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 756 FJ
Department of Water and Power
Division
Power Design and Construction 343

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	o1. SUPERVISOR'S REVIEW OF EMPLOYEE'S DRIVING ACCIDENT RECORD	,03278					
	p. EXTERNAL INSPECTION RECORDS						
	q. FLOWCHARTS						
	r. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	s. INFORMATION SERVICES RECORDS						
	t. INTERDEPARTMENTAL COMMUNICATIONS						
	u. INTRADEPARTMENTAL COMMUNICATIONS						
	u1. INTRA-DEPARTMENTAL	,01455					
	v. INVOICES/PAYMENTS						
	w. JOB SCHEDULES						
	x. LEGAL APPLICATIONS						
	y. LEGAL NOTIFICATIONS						
	z. LEGAL ORDERS/FILINGS						
	aa. LETTERS						
	ab. LOGS/INDICES						
	ab1. EMERGENCY RESPONSE PROCEDURE MANUAL ASSIGNMENT LOG	DC769					
	ac. MANAGEMENT PROCEDURES						
	ac1. INSTRUCTIONS FOR COMPLETING, EXECUTING, & SUBMITTING EVIDENCE OF INSURANCE TO THE L.A. DEPARTMENT OF WATER & POWER	GEN. 133					
	ad. MANAGEMENT REPORTS						
	ae. MEDICAL SCHEDULES						
	af. MEETING ATTENDANCE RECORDS						
	ag. MEMORANDA						
	ag1. MEMORANDUM	,01145					
	ag2. MEMORANDUM	,01147					
	ah. OPERATING AND MAINTENANCE SCHEDULES						
	ai. OPERATIONAL REPORTS						

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CITY CLERK Date: MARCH 21, 1990
City of Los les
Form Gen. 61 61)

Sch. No. WP-24
Rev. No.

Department/Bureau 91 (756 FJ
Department of Water and Power
Division
Power Design and Construction 792

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ai1. POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3,03191					
	ai2. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695					
	aj. OPERATIONS & MAINTENANCE PROCEDURES						
	ak. PERMITS						
	ak1. NOTICE OF DETERMINATION	ST 1210					
	al. PROCUREMENT/SALES CONTRACTS						
	am. PUBLIC RELATIONS COMMUNICATIONS						
	an. PURCHASE ORDERS						
	ao. REQUISITIONS						
	ao1. EQUIPMENT TRANSFER	,01217					
	ao2. SMOKING REGULATION SIGNS ORDER FORM	OHAB-SR-1					
	ao3. SUBORDINATE WORK ORDER REQUEST	DC690					
	ap. SPECIFICATIONS						
	aq. STANDARDS						
	ar. STATUS REPORTS						
	ar1. MONTHLY ACTIVITY REPORT	DC637					
	as. SURVEYS/QUESTIONNAIRES						
	at. TIMEKEEPING RECORDS						
	at1. APPLICATION FOR UNITED STATES SAVINGS BONDS SERIES EE	PD4862					
	au. TRANSMITTALS/ACKNOWLEDGEMENTS						
	au1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	au2. DIVISION MANUAL RECEIPT FORM	DC912					
	au3. PD&C ASSIGNMENT TRANSMITTAL	DC833					
	av. VENDOR MANUALS/CATALOGS						
	aw. WORK PACKAGE RECORDS						
	aw1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540					

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CITY CLERK
City of Los Angeles
Form Gen. 6[illegible]81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 03 3756 FJ
Department of Water and Power

Division
Power Design and Construction 742

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

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
23	PROCUREMENT FILES		2	--	2	1	*Purchasing, Stores, Accounting
	a. ANNOUNCEMENTS/BULLETINS						
	b. JOB SCHEDULES						
	b1. JOB SEQUENCE SCHEDULE	DC027					
	c. LEGAL APPLICATIONS						
	d. PURCHASE ORDERS						
	d1. PURCHASE ORDER	,00001					
	d2. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	d3. SUB-PURCHASE ORDER	,00009					
	e. REQUISITIONS						
	e1. BILL OF MATERIAL REQUISITION	DC545					
	e2. REQUISITION FOR MATERIAL/SERVICES	,01660					
	f. TRANSMITTALS/ACKNOWLEDGEMENTS						
	f1. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028					
	g. WORK PACKAGE RECORDS						
	g1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540					
24	SPECIFICATION JOB FILE		3	--	3	1	*Purchasing
25	DISASTER CLAIM PACKAGE		--	1	1	1	* Originating Office
26	AUTHORITY TO OBTAIN TRANSPORTATION		6M	--	6M	1	* Accounting

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK Date: MARCH 21, 1990
City of Los eles
Form Gen. 61 81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 742

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
27	MICROFILM OF ITEMS #1 - 26 ABOVE		--	199	199	1	
28	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M	1	HARDCOPY OF ITEMS #1 - 39 ON WP-24 ORIGINAL (EXCEPT #4 & 8). HARDCOPY OF ITEMS #1 - 26 ON WP-24
	a. ANNOUNCEMENTS/BULLETINS						
	a1. MEETING ANNOUNCEMENT	DC519					DUPLICATE.
	b. BID RECORDS						
	b1. BID NOTICE	.03214					
	b2. BID SPECIFICATION	1799-B					
	b3. BIDDER'S BOND	.01802					
	b4. BIDDING DOCUMENT	1799-B					
	b5. REQUEST FOR BID	.01027					
	c. BUDGET RECORDS - ACTUAL						
	c1. CLOSING SUMMARY	G-9					
	d. BUDGET RECORDS - PROJECTED						
	d1. AFE CLOSING SUMMARY	DC-0527B					
	d2. AFE-TYPE 5	2911					
	d3. AFE-TYPE 7	2911					
	d4. AFE-WORK ORDER	DC-0527A					
	d5. AFE-WORK ORDER SUMMARY	DC-0527B					
	d6. AUTHORIZATION FOR EXPENDITURE	2911					
	d7. AUTHORIZATION FOR EXPENDITURE	.02855					
	d8. CONSTRUCTION PROJECT AFE	2649,16485					
	d9. CONSTRUCTION PROJECT COST ESTIMATE	2642,16478					
	d10. COST CODE ESTIMATE	.02908					
	d11. COST ESTIMATE	3038					
	d12. COST ESTIMATE	.02544					
	d13. COST ESTIMATE DETAIL	DC0527C					
	d14. CREDIT ESTIMATE	2866					
	d15. ENGINEERING JOB ESTIMATE	DC466A					

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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 01 (756 FJ
Department of Water and Power
Division
Power Design and Construction 747

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d16. ENGINEERING JOB ESTIMATE	DC466					
	d17. ENGINEERING JOB ESTIMATE SUMMARY	DC466S					
	d18. JOB ESTIMATE	G-14					
	d19. JOB ESTIMATE COMPARISON	G-1					
	d20. MEP QUESTION RESPONSE	10					
	d21. PERIODICAL PROGRESS AND COMPLETION ESTIMATE	,16399					
	d22. PRELIMINARY ESTIMATE AND ESTIMATING CALCULATIONS	2908					
	d23. REQUEST FOR SPECIAL ACTIVITY PERFORMANCE REPORTING SYSTEM	DC180-A					
	d24. SUPPLEMENTARY ESTIMATE	2650					
	e. CHANGE DOCUMENTS						
	e1. DESIGN CHANGE CONTROL	DC792					
	f. CONTRACT ADMINISTRATION RECORDS						
	f1. CONTRACT PERFORMANCE REPORT	113					
	f2. RECORD OF BOARD AWARD	32					
	g. CONTRACT AMENDMENTS						
	g1. ADDITIONAL WORK	DC 125					
	h. CONVERSATION RECORDS						
	h1. RECORD OF CONFERENCE/CONVERSATION	DC007A					
	h2. RECORD OF PHONE CONVERSATION	DC772AT					
	h3. RECORD OF PHONE CONVERSATION	DC772A					
	h4. RECORD OF PHONE CONVERSATION	DC772					
	h5. RECORD OF PHONE CONVERSATION	MES-17					
	i. DATA SHEETS						
	i1. DATA SHEET	,01155					
	i2. DATA SHEET	,03091					
	i3. DISCHARGE MEASUREMENT NOTE	283					
	i4. DISCHARGE MEASUREMENT NOTE	284					
	i5. ENGINEERING DATA SHEET	,01155					
	i6. ENGINEERING DATA SHEET	,03091					
	j. DESIGN CALCULATIONS						

NOTES:

CITY CLERK
City of Los ɜles
Form Gen. 61 d1)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau C 1 756 F J
Department of Water and Power

Division
Power Design and Construction 743

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

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	j1. CALCULATION SHEET	,14866					
	k. DESIGN CRITERIA RECORDS						
	k1. DESIGN CRITERIA	DC784A					
	l. DETAIL PHOTOGRAPHS						
	m. DRAWING FORMS						
	m1. DRAFTING TIME RECORD	G-8					
	m2. DRAWING REQUEST	DC267					
	m3. ENGINEERING & DRAFTING ONLY	2855					
	m4. FOREIGN DRAWING NUMBER REQUEST	72-0226					
	m5. OZALID ORDER AND DISTRIBUTION NON-PROJECT	SEDS 136					
	m6. POWER DRAFTING ORDER	G-6					
	n. DWP INSPECTION RECORDS						
	n1. INSPECTION REPORT	14516					
	n2. INSPECTION REPORT	72-0050,14228					
	n3. QUALITY ASSURANCE ACTIVITY REPORT	DC237					
	n4. QUALITY ASSURANCE TEST REPORT	DC237					
	o. EDUCATION/TRAINING RECORDS						
	p. EMPLOYMENT RECORDS						
	p1. INTERVIEW DATA SHEET	3381					
	p2. JOB ASSIGNMENT	DC339					
	q. EXTERNAL INSPECTION RECORDS						
	r. FOREIGN CONSTRUCTION DRAWINGS						
	s. FOREIGN EQUIPMENT DRAWINGS						
	t. INFORMATION SERVICES RECORDS						
	u. INTRADEPARTMENTAL COMMUNICATIONS						
	u1. INTRA-DEPARTMENTAL	1455,01455					
	u2. INTRA-DEPARTMENTAL	,01455					
	u3. INTRA-DEPARTMENTAL	,12833					
	u4. INTRA-DEPARTMENTAL CORRESPONDENCE	DC690					
	v. INVOICES/PAYMENTS						

NOTES:

CITY CLERK
City of Los eles
Form Gen. 61 81)

Date: MARCH 21, 1990

Sch. No. WP-24

Rev. No.

Department/Bureau 01 3756 FJ

Department of Water and Power

Division

Power Design and Construction 343

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

By: (Dept. Head)

Date

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	v1. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	2573,16405					
	v2. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	,16405					
	v3. DELIVERY RECEIPT	817,14580					
	v4. DELIVERY RECEIPT	,00817					
	v5. INVOICE	,00861					
	v6. INVOICE	,14475					
	v7. JOURNAL VOUCHER POWER REVENUE FUND	,03103					
	v8. JOURNAL VOUCHER SUPPLEMENT	,01407					
	v9. REQUEST FOR MATERIAL CREDIT	,03286					
	v10. REQUEST FOR PAYMENT	,03078					
	v11. VOUCHER CONTROL FORM	,01218					
	w. JOB FILE DATA						
	w1. ENGINEER'S INSTRUCTION SHEET	3143					
	w2. INTERDIVISIONAL JOB REVIEW	DC774					
	w3. JOB PERSONNEL LIST	DC002					
	w4. JOB SUMMARY FORM - MEP REVIEW	5					
	w5. OPERATING ENGINEER'S ORDER	92-268					
	w6. SUMMARY OF DRAWING	DC005					
	w7. SUMMARY OF DRAWING	G-5					
	w8. SUMMARY OF DRAWING	MDA-14					
	w9. SUMMARY OF REFERENCES	G-2					
	w10. SUMMARY OF REFERENCES	MDS-2					
	x. JOB FILES						
	y. JOB SCHEDULES						
	y1. CHRONOLOGY	MDS-3					
	y2. JOB SEQUENCE SCHEDULE	DC027A					
	y3. JOB SEQUENCE SCHEDULE	DC027					
	y4. JOB SEQUENCE SCHEDULE REVIEW AND APPROVAL FORM	DC410					
	y5. STANDARD PRELIMINARY PRECEDENCE NETWORK	DC032-1					

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City of Los eles
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Sch. No. WP-24
Rev. No.

Department/Bureau 91 0756 FJ
Department of Water and Power
Division
Power Design and Construction 747

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
	y6. STANDARD PRELIMINARY PRECEDENCE NETWORK	DC656					
	z. LETTERS						
	aa. LOGS/INDICES						
	aa1. CONSTRUCTION QUALITY CONTROL PLAN DISTRIBUTION LIST	DC-003					
	aa2. MATERIAL PROCUREMENT CHECKLIST	DC575					
	ab. MANAGEMENT PROCEDURES						
	ac. MANAGEMENT REPORTS						
	ac1. CONSTRUCTION QUALITY CONTROL PLAN	DC-012A					
	ac2. CONSTRUCTION QUALITY CONTROL PLAN	DC-012					
	ac3. CONSTRUCTION QUALITY CONTROL PLAN	DC012					
	ad. MANAGEMENT SCHEDULES						
	ad1. CHECKLIST FOR BUDGET (MEP)	DC-670					
	ae. MEETING ATTENDANCE RECORDS						
	ae1. ATTENDANCE SHEET	DC 435					
	ae2. CONFERENCE ATTENDANCE SHEET	60-2					
	ae3. MEETING ATTENDANCE SHEET	DC 435					
	af. MEETING MINUTES						
	af1. RECORD OF CONFERENCE	G-7					
	af2. RECORD OF MEETING	MDS-16					
	ag. MEMORANDA						
	ag1. CORRECTION NOTICE	,00993					
	ag2. ENGINEER'S FIELD MEMO	,03135					
	ag3. INSPECTION ENGINEER'S MEMORANDUM	G-19					
	ag4. INTRADEPARTMENTAL MEMO-ADDITION OF COST CODE	72-0258					
	ag5. JOB START MEMORANDUM	DC839					
	ag6. MEMORANDUM	1334,01334					
	ag7. MEMORANDUM	87-69-078					
	ag8. MEMORANDUM	DC483-MES					
	ag9. MEMORANDUM	DC509,01146					
	ag10. MEMORANDUM	DC573-S/A					

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City of Lo geles
Form Gen. ( )-81)

Sch. No. WP-24
Rev. No.

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 702

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ag11. MEMORANDUM	DC684					
	ag12. MEMORANDUM	,01145					
	ag13. MEMORANDUM	,01146					
	ag14. MEMORANDUM	,01147					
	ag15. STATION ELECTRICAL DESIGN	118					
	ah. OPERATIONAL REPORTS						
	ah1. CONSTRUCTION QUALITY VERIFICATION PLAN/REPORT	DC-013A					
	ai. OPERATIONS & MAINTENANCE PROCEDURES						
	aj. PERMITS						
	aj1. AUTHORIZATION	,14594					
	aj2. NEGATIVE DECLARATION	GEN. 157					
	aj3. NOTICE OF DETERMINATION	GEN. 156					
	ak. POSITION DESCRIPTIONS						
	al. PURCHASE ORDERS						
	al1. PURCHASE ORDER	,00001					
	al2. PURCHASE ORDER	,00003					
	al3. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	al4. SUB-PURCHASE ORDER	,00008					
	am. REQUISITIONS						
	am1. BILL OF MATERIAL REQUISITION	2661,14137					
	am2. BILL OF MATERIAL REQUISITION	2661					
	am3. BILL OF MATERIAL REQUISITION	DC-545					
	am4. BILL OF MATERIAL REQUISITION	PDC-170-0					
	am5. BILL OF MATERIAL REQUISITION	,03168					
	am6. BILL OF MATERIAL REQUISITION INDEX	152					
	am7. BILL OF MATERIAL REQUISITION SUMMARY	G-4					
	am8. BILL OF MATERIAL SUMMARY	MDS-12					
	am9. OPERATION AND MAINTENANCE MATERIAL REQUISITION	2025,02025					
	am10. REQUEST FOR SERVICES	SPCP-C20					
	am11. REVISED BILL OF MATERIAL	1902,15674					
	am12. REVISION TO BILL OF MATERIAL REQUISITION	DC545R					

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RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 01 0756 FJ
Department of Water and Power
Division
Power Design and Construction 747

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	am13. SUBORDINATE WORK ORDER REQUEST	DC690					
	an. ROUTING SLIPS						
	an1. SPECIFICATION ROUTING RECORD	90					
	ao. SKETCHES						
	ap. SPECIFICATIONS						
	aq. STATUS REPORTS						
	aq1. CONTRACT REPORT	MDS-19					
	aq2. JOB STATUS REVIEW	DC577					
	ar. TECHNICAL REPORTS						
	as. TEST RECORDS						
	as1. CONCRETE CYLINDER FIELD DATA	1791					
	as2. CONCRETE CYLINDER TEST REPORT	1790,15557					
	as3. LABORATORY ANALYSIS	205					
	as4. QUALITY ASSURANCE OFFICE TEST RECORD	DC237					
	as5. SPECIAL TEST & INVESTIGATION REPORT	DC592					
	as6. SPECIAL TEST & INVESTIGATION REPORT	,01774					
	at. TIMEKEEPING RECORDS						
	at1. ATTENDANCE AUTHORITY	,02329					
	at2. DAILY JOB LOG AND TIME REPORT	,03034					
	at3. VACATION FORM	,01113					
	au. TRANSMITTALS/ACKNOWLEDGEMENTS						
	au1. BID TRANSMITTAL	,02280					
	au2. DRAWING TRANSMITTAL	1110					
	au3. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028					
	au4. TRANSMITTAL SLIP	0028					
	av. TURNOVER PACKAGE RECORDS						
	av1. TURNOVER PACKAGE COVER	DC-870					
	aw. VENDOR MANUALS/CATALOGS						
	ax. WORK PACKAGE RECORDS						
	ax1. AUTHORIZATION FOR URGENT OR EMERGENCY WORK	DC-867					

NOTES:

CITY CLERK Date: MARCH 21, 1990
City of Los les
Form Gen. 61 (Rev. 11-01)

Sch. No. WP-24
Rev. No.

Department/Bureau 0 1 0 756 F J
Department of Water and Power
Division
Power Design and Construction

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	ax2. CONSTRUCTION WORK PACKAGE	DC540					
	ax3. CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764					
	ax4. CONSTRUCTION WORK PACKAGE SAFETY CONSIDERATIONS LIST	DC884					
	ax5. CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601					
	ax6. SUMMARY OF DOCUMENTS CONSTRUCTION WORK PACKAGE	DC601					
29	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK	--	199	199	1		

NOTES:

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

CITY CLERK
City of Los ... es
Form Gen. 60 (R... 1)

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

Department/Bureau: Department of Water and Power

91 C... 57 FJ

91 C007657 FJ

Office of (Original) Record: Power Distribution

MTP

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

By: (Dept. Head) EDDON A. COTTON

By: (City Clerk, Rec. Mgt. Off.)

Date: 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
1	ACTIVITY REPORTS		3	--	3				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - ACTUAL								
	b1. ACTUAL MAN-HOURS EXPENDED	OM-041							
	b2. ACTUAL MAN-HOURS EXPENDED	OM-041							
	b3. ACTUAL MAN-HOURS EXPENDED - TROUBLE SECTION	OM-016							
	c. BUDGET RECORDS - PROJECTED								
	c1. BACKLOG WORKSHEET	OM-012							
	d. CONSTRUCTION PROCEDURES								
	e. CUSTOMER SERVICE RECORDS								
	e1. ELECTRIC SERVICE REPRESENTATIVE REPORT SUPPLEMENT	DC-107							
	e2. SERVICE JOB	DC-449							
	e3. SERVICE JOB	PD-170							
	e4. SERVICE ORDER	PD-641							
	f. DATA SHEETS								
	f1. SCHEDULE CHART	OM-582							
	f2. SCHEDULE CHART	PD-016							
	g. DWP INSPECTION RECORDS								
	g1. CREW SUPERVISOR'S MONTHLY TOOL INSPECTION REPORT	PD-076							
	g2. DEFECTIVE/PROBLEM MATERIAL REPORT	PD-162							
	g3. DEFECTIVE/PROBLEM TOOL REPORT	PD-163							
	g4. RECORD OF DAILY VISITATION OF DISTRIBUTION CREWS	PD-086							
	g5. SUPERVISOR'S MONTHLY TOOL INSPECTION REPORT	82-300							
	g6. TOOL INSPECTION REPORT	OM-562							
	g7. TOOL INSPECTION REPORT	PD-076							
	h. DWP MAPS								
	i. EMPLOYEE ACCOUNTS RECORDS								
	i1. DWP SECURITY SECTION BUILDING REGISTER	HR965							
	j. EMPLOYMENT RECORDS								
	j1. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
	k. FINANCIAL REPORTS								
	l. FOREIGN EQUIPMENT DRAWINGS								
	m. INTERDEPARTMENTAL COMMUNICATIONS								
	m1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	n. INVOICES/PAYMENTS								
	n1. AUTHORITY FOR BILLING FOR TEMPORARY SERVICE - CONTRACTED PRICE	66-95R,14473							
	n2. TOOLS OR SUPPLIES RECEIVED	OM-453							

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 01 757 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code:

City of Los 'es WP-25 Department of Water and Power By: (Dept. Head) ELDON A. COTTON 6/12/90

Form Gen. 60 ( ) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Distribution

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	o. JOB SCHEDULES								
	o1. CREW ASSIGNMENT FORM	00-731							
	p. LETTERS								
	q. LOGS/INDICES								
	q1. 63-23 DISTRICT ROSTER INQUIRY	PM353							
	q2. 63-23 DISTRICT ROSTER INQUIRY	PM716							
	q3. AERIAL BOOM AND LADDER TRUCKS DAILY MAINTENANCE LOG	PD-033							
	q4. DWP BUILDING REGISTER	,00105							
	q5. FACILITY REGISTER	HR962							
	q6. SCHEDULE LOG	OM-008							
	r. MANAGEMENT PROCEDURES								
	s. MANAGEMENT REPORTS								
	s1. SUMMARY REPORT - WORK LOAD	OM-028							
	s2. SUMMARY REPORT MAN-HOUR DISTRIBUTION AND POTENTIAL	82-118-A							
	s3. SUMMARY REPORT MAN-HOUR DISTRIBUTION AND POTENTIAL	OM-028							
	s4. SUMMARY REPORT WORK LOAD MAN-HOUR DISTRIBUTION AND POTENTIAL	OM-028							
	t. MEMORANDA								
	t1. MEMORANDUM	,01145							
	t2. MEMORANDUM	,01146							
	t3. MEMORANDUM	,01147							
	t4. MEMORANDUM	,14858							
	u. OPERATING AND MAINTENANCE SCHEDULES								
	u1. SCHEDULING CHART	PD-016							
	v. OPERATIONAL REPORTS								
	v1. CREW PERFORMANCE & UTILIZATION SUMMARY	OM-015							
	v2. CREW PERFORMANCE & UTILIZATION SUMMARY	OM-615							
	v3. CREW PERFORMANCE RECORD	OM-014							
	v4. ELECTRIC SERVICE INVESTIGATION	,03285							
	v5. NOTICE OF CHANGE IN STREET LIGHT SYSTEM ELECTROLIER MULTIPLE SERIES	DC034							
	v6. NOTICE OF CHANGE IN STREET LIGHT SYSTEM ELECTROLIER MULTIPLE SERIES	DC035							
	v7. NOTICE OF CHANGE IN STREET LIGHT SYSTEM	DC399							
	v8. SERVICE ENGINEERING REPORT	DC 420							
	v9. SERVICE ENGINEERING REPORT	DC274							

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 ( )

Sch. No. WP-25
Rev. No.

Department/Bureau 210 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNED BY
ELDON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)
6/12/90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	v10. SERVICE ENGINEERING REPORT	PD-112							
	v11. SERVICE REPORT	DC 060							
	v12. UNDERGROUND DISTRIBUTION PERFORMANCE & UTILIZATION REPORT	OM-013							
	v13. WORK BACKLOG REPORT	OM-011							
	w. PERMITS								
	w1. MOVING PERMIT	76A641F-RD135							
	w2. OVER LEGAL LIMIT ROUTING PERMIT	B234-1							
	w3. OVERWEIGHT, OVERWIDTH & OVERHEIGHT EQUIPMENT TO BE MOVED	26-0076							
	w4. TRANSPORTATION PERMIT	DM-M-P-16							
	w5. UNDERGROUND DESIGN SECTION	DC449							
	x. PROGRESS PHOTOGRAPHS								
	y. REQUISITIONS								
	y1. AUTHORIZATION JOB	DC449							
	y2. FOREMAN'S MATERIAL REQUISITION	,00106							
	y3. WORK RELEASE TO NEW SERVICE UNIT	CUSD 140							
	z. ROUTING SLIPS								
	z1. FORMAL SPECIFICATION CHECK AND APPROVAL SHEET	Z1-MC010							
	aa. SKETCHES								
	ab. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ab1. TOOL TRANSFER	,01574							
	ac. SPECIFICATIONS								
	ad. STATUS REPORTS								
	ad1. AUTHORIZATION PROGRESS REPORT	OM-433							
	ad2. AUTHORIZATION PROGRESS REPORT	PD-028							
	ae. TIMEKEEPING RECORDS								
	ae1. DAILY MANHOURS EXPENDED	PD-026							
	ae2. LABOR DISTRIBUTION	,02533							
	af. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ag. VENDOR MANUALS/CATALOGS								
2	BUDGET FILES		5	--	5				

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CITY CLERK Date: JANUARY 16, 1990
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Sch. No. WP-25
Rev. No.

Department/Bureau
Department of Water and Power 057 FJ
Office of (Original) Record
Power Distribution MTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible]
ELDON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
3	CABLE PATROL RECORDS		3	--	3				
	a. BID RECORDS								
	a1. BID FOR WORK	OM-059							
	b. CHANGE DOCUMENTS								
	b1. FOLLOW-UP NOTICE OF CHANGE LOW VOLTAGE SYSTEM	PD-023							
	c. CUSTOMER SERVICE RECORDS								
	c1. ELECTRICITY CONSUMER'S COMPLAINT	,00657							
	d. DWP INSPECTION RECORDS								
	d1. HIGH VOLTAGE CABLE PATROL 138 & 230KV MAINTENANCE REPORT	PD-080							
	d2. HIGH VOLTAGE CABLE PATROL 34.5KV MAINTENANCE REPORT	OM-25							
	d3. HIGH VOLTAGE CABLE PATROL 34.5KV MAINTENANCE REPORT	PD-039							
	d4. HIGH VOLTAGE CABLE PATROL 34.5KV MAINTENANCE REPORT	PD-080							
	d5. INSPECTION OF UNDERGROUND CABLES AND DEVICES	OM-236							
	d6. INSPECTION OF UNDERGROUND CABLES AND DEVICES	PD-048							
	d7. INSPECTION REPORT	OM-115							
	d8. INSPECTION REPORT	PD-079							
	d9. TOOL INSPECTION REPORT	PD-076							
	e. EDUCATION/TRAINING RECORDS								
	e1. TUITION REIMBURSEMENT APPLICATION	IR269							
	f. EMPLOYMENT RECORDS								
	f1. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	g. LOGS/INDICES								
	g1. CUTOUT MAINTENANCE CHECKLIST	PD-142							
	g2. TROUBLE CALL	OM-158							
	h. MEMORANDA								
	h1. MEMORANDUM	,01145							
	h2. MEMORANDUM	,01334							
	h3. MEMORANDUM	,01335							
	i. OPERATIONAL REPORTS								
	i1. FAULTY EQUIPMENT NOTIFICATION	DC544							
	i2. HIGH VOLTAGE CABLE PATROL & MAINTENANCE REPORT	82-25							
	i3. MAINTENANCE REPORT	OM-25							
	i4. PIPE CABLE OIL PUMPING PLANT REPORT	82-166							
	i5. PIPE CABLE OIL PUMPING PLANT REPORT	PD-044							
	i6. SUBWAY TRANSFORMER MAINTENANCE PROGRAM	OM-345							

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CITY CLERK
City of Los A s
Form Gen. 60 (R

Date: JANUARY 16, 1990

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0 1 0 0 7 F J
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) APPROVED
ELDON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)
6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	j. REQUISITIONS								
4	COMPLAINTS AND TROUBLE LOGS		1	9	10				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. NOTICE	82-363							
	b. BID RECORDS								
	b1. BID FOR OPERATOR	OM-069							
	c. CLAIMS								
	c1. RELEASE	,00504							
	c2. STATEMENT OF ACCIDENT	,00970							
	d. CUSTOMER SERVICE RECORDS								
	d1. COMPLAINT CARD	1474,01474							
	d2. CUSTOMER SERVICES AND INVESTIGATION	OM-038							
	d3. CUSTOMER SERVICES AND INVESTIGATION	OM-090							
	d4. ELECTRICITY CONSUMER'S COMPLAINT	,00657A							
	d5. ELECTRICITY CONSUMER'S COMPLAINT	,00657							
	d6. ELECTRICITY CONSUMER'S COMPLAINT	,03028A							
	d7. METER AND SERVICE ORDER	87-02-144							
	d8. METER MANIFEST	,01549							
	d9. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	e. DATA SHEETS								
	e1. REGULATING STREETLIGHTING TRANSFORMER	2523,16348							
	f. DWP INSPECTION RECORDS								
	f1. ELECTRIC SERVICE FIELD INVESTIGATION	OM-090							
	f2. HIGH VOLTAGE CABLE PATROL 138 & 230KV MAINTENANCE REPORT	PD-080							
	f3. HIGH VOLTAGE CABLE PATROL 34.5KV MAINTENANCE REPORT	PD-039							
	f4. INSPECTION OF UNDERGROUND CABLES AND DEVICES	82-184							
	f5. INSPECTION REPORT	PD-079							
	f6. TOOL INSPECTION REPORT	PD-076							
	g. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	h. LETTERS								
	i. LOGS/INDICES								
	i1. CONSTRUCTION & MAINTENANCE OUT OF SERVICE LOG	PD-165							
	i2. DUCT LOCATIONS LOG	DC499							
	i3. ELECTRIC TROUBLE DISPATCHER'S LOG SHEET	82-359							
	j. MEMORANDA								
	j1. AUTHORIZATION MEMO	,00349							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0 157 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution mtp

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
ELDON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	j2. ELECTRIC MEMO	554,14422							
	j3. ELECTRIC MEMO	,00554							
	j4. ELECTRIC TROUBLE MEMO	82-253							
	j5. ELECTRIC TROUBLE MEMO	OM-035							
	j6. ELECTRIC TROUBLE MEMO	PD-141							
	j7. ELECTRIC TROUBLE MEMO	,00554							
	j8. MEMO SURFACE REPAIRS	0214							
	j9. MEMO SURFACE REPAIRS	,02412							
	j10. MEMORANDUM	,01145							
	j11. MEMORANDUM	,01334							
	j12. MEMORANDUM	,01335							
	j13. OVERHEAD DESIGN MEMO	,02348							
	j14. WORK ORDER MEMO	,00349							
	k. OPERATIONAL REPORTS								
	k1. ARRANGED POWER OUTAGE OR CURTAILMENT	82-263							
	k2. CABLE GAS ALARM REPORT	PD-7779							
	k3. INVESTIGATION ORDER	OM-038							
	k4. PRIMARY TROUBLE REPORT	,02845							
	k5. REPORT OF DAMAGE BY OUTSIDE PARTIES	OM-307							
	k6. TROUBLE PATROL SERVICEMAN'S DAILY REPORT	,00144							
	l. PERMITS								
	m. REQUISITIONS								
	m1. 34.5 KV DISTRIBUTION CLEARANCE REQUEST	02-836,87-02836							
	m2. CLEARANCE REQUEST	02-836,87-02836							
	m3. JOB ORDER	,00247							
	m4. JOB ORDER	,02192							
	m5. PARALLEL AND SEPARATE REQUEST	82-332							
	m6. PARALLEL AND SEPARATE REQUEST	OM-070							
	m7. REQUEST FOR STREETLIGHT CLEARANCE	OM-277							
	m8. REQUEST FOR STREETLIGHT CLEARANCE	PD-072							
	m9. TREE TRIMMING ORDER	OM-312							
	n. TIMEKEEPING RECORDS								
5	CONTRACTS & AGREEMENTS		C+2	8	C+10				HOLD IN OFFICE UNTIL COMPLETION OF PROJECT PLUS 2 YEARS. SEND TO STORAGE FOR AN ADDITIONAL 8 YEARS.
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	c1. BIDDING DOCUMENT	1799-B							

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CITY CLERK
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0 1 0 5 7 F J
Department of Water and Power
Office of (Original) Record
Power Distribution
mtp

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
ELDON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)

Page: 07 of 68
6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	c2. INVITATION, BID, AND AWARD	FORM 33							
	c3. LIST OF SUGGESTED BIDDERS	Z1-MC015							
	d. BUDGET RECORDS - PROJECTED								
	d1. AUTHORIZATION FOR EXPENDITURE	1011,15344							
	d2. AUTHORIZATION FOR EXPENDITURE	2911							
	d3. BREAKDOWN OF ESTIMATED QUANTITIES	Z1-MC007							
	d4. COST ESTIMATE	,03038							
	d5. PERIODICAL PROGRESS AND COMPLETION ESTIMATE	2567,16399							
	e. CHANGE DOCUMENTS								
	f. CONTRACT ADMINISTRATION RECORDS								
	f1. AGREEMENT FOR EXTENSION OF UNDERGROUND ELECTRIC LINE TO SERVE REAL ESTATE SUBDIVISION, TRACT, HOUSING PROJECT, MULTI-FAMILY DWELLING OR COMMERCIAL DEVELOPMENT	PD 148							
	f2. AWARD/CONTRACT	FORM 26							
	f3. EXTRACT OF PUBLIC WORKS CONTRACT AWARD	DAS 13							
	f4. STATUS INQUIRY	5-212							
	f5. STATUS INQUIRY	8D-2116							
	f6. STATUS INQUIRY	8DU-2116							
	g. CONTRACT AMENDMENTS								
	g1. AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	30-101							
	h. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	h1. SOUTH AFRICA AFFIDAVIT	CC0100							
	i. CONVERSATION RECORDS								
	i1. CALL SLIP	,00148							
	j. CUSTOMER SERVICE RECORDS								
	j1. MONTHLY DEMAND RATING	3173							
	j2. REQUEST FOR UTILITY INSTALLATION AND/OR SERVICE	7-A-33							
	j3. UTILITY SERVICE BY APPLICATION	4845							
	k. DATA SHEETS								
	k1. ADDITIONAL DATA	1613,15346							
	k2. ENGINEERING DATA SHEET	,01155							
	k3. ENGINEERING DATA SHEET	,03091							
	l. DEPARTMENT REAL ESTATE RECORDS								
	m. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	m1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134/AV							
	m2. CERTIFICATE OF INSURANCE	BS 745R1							

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 ( )

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 9 1 0 '57 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution MTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ELDON A. COTTON
By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	m3. CERTIFICATE OF WORKER'S COMPENSATION INSURANCE	SCIF 10262							
	m4. COMPREHENSIVE GENERAL LIABILITY	02-458							
	m5. EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	m6. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	m7. INSURANCE ENDORSEMENT	GL 20100173							
	m8. SPECIAL ENDORSEMENT	02-463							
	n. DETAIL PHOTOGRAPHS								
	o. DRAWINGS								
	p. DWP INSPECTION RECORDS								
	q. DWP MAPS								
	r. EMPLOYMENT RECORDS								
	s. FINANCIAL REPORTS								
	t. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	t1. UNIFORM HAZARDOUS WASTE MANIFEST	EPA 8700-22							
	u. INTRADEPARTMENTAL COMMUNICATIONS								
	u1. INTRA-DEPARTMENTAL	87-69-074							
	u2. INTRA-DEPARTMENTAL	,01455							
	u3. INTRA-DEPARTMENTAL	,01456							
	v. INVOICES/PAYMENTS								
	v1. AUTHORITY FOR BILLING	364,14271							
	v2. AUTHORITY FOR BILLING	,00364							
	v3. CASH MEMORANDUM RECEIPT	PD 148							
	v4. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	2573,16405							
	v5. FEDERAL EXPRESS AIRBILL	FE L-S-751-1000							
	v6. INVOICE COLLECTIBLE	,00351							
	v7. PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	1034							
	v8. RECORD OF INVOICES PASSED	,00261							
	v9. REPORT OF MATERIAL RECEIVED	361,00361							
	v10. REQUEST FOR PAYMENT	,03078							
	v11. VOUCHER CONTROL FORM	,01218							
	w. JUDGEMENTS								
	x. LEGAL APPLICATIONS								
	y. LEGAL NOTIFICATIONS								
	y1. CALIFORNIA PRELIMINARY NOTICE	594							
	y2. CERTIFICATE OF SUBMISSION OF COMPLIANCE REPORT	40-A							
	z. LETTERS								

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

CITY CLERK
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 (757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) LEON A. COTTON

6/12/90
Date

By: (City Clerk, Rec. Mgt. Off.)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	aa. MANAGEMENT PROCEDURES								
	ab. MANAGEMENT REPORTS								
	ac. MANAGEMENT SCHEDULES								
	ad. MEETING MINUTES								
	ae. MEMORANDA								
	ae1. CORRECTION NOTICE	,00993							
	ae2. MEMORANDUM	1146,14858							
	ae3. MEMORANDUM	1334,15047							
	ae4. MEMORANDUM	1334							
	ae5. MEMORANDUM	DC571							
	ae6. MEMORANDUM	,01145							
	ae7. MEMORANDUM	,01146							
	ae8. MEMORANDUM	,01147							
	ae9. MEMORANDUM	,01335							
	ae10. MEMORANDUM	,01356							
	ae11. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	ae12. MESSAGE MEMO	WS 811-3MM-R							
	af. MICROFILM/SLIDES								
	ag. OPERATING AND MAINTENANCE SCHEDULES								
	ah. OPERATIONAL REPORTS								
	ah1. COMPLIANCE REPORT	40							
	ah2. SALESMAN'S ACTIVITY REPORT	,02264							
	ai. PERMITS								
	ai1. CABLE TV APPLICATION FILE (VITAL)					V			
	aj. POWER OF ATTORNEY RECORDS								
	ak. PROCUREMENT/SALES CONTRACTS								
	ak1. DEPARTMENT OF TRANSPORTATION SERVICE CONTRACT	DH-0E1284							
	al. PROPOSALS								
	am. PUBLIC RELATIONS COMMUNICATIONS								
	an. PURCHASE ORDERS								
	an1. PURCHASE ORDER	0002							
	an2. PURCHASE ORDER	1B,14001							
	an3. PURCHASE ORDER	,00002							
	an4. PURCHASE ORDER	,00003							
	an5. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	an6. SUB-PURCHASE ORDER	,00008							
	an7. SUB-PURCHASE ORDER	,00009							
	an8. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
	ao. REQUISITIONS								

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

CITY CLERK Date: JANUARY 16, 1990 Sch. No.
City of Los es WP-25
Form Gen. 60 (F) Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 310 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution mtp

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible]
By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	e2. DRIVER'S PRELIMINARY ACCIDENT REPORT	GS 152							
	e3. RELEASE	,00504							
	e4. STATEMENT OF ACCIDENT	,00970							
	e5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	f. CUSTOMER SERVICE RECORDS								
	f1. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	g. DETAIL PHOTOGRAPHS								
	h. DWP INSPECTION RECORDS								
	h1. DAMAGE CALL-IN SLIP	PD-062							
	h2. PLANT DAMAGE REPAIR DESCRIPTION	PD-047							
	i. DWP MAPS								
	j. ENGINEERING STUDIES								
	j1. DAMAGE SURVEY REPORT	HUD 484							
	k. ENVIRONMENTAL REPORTS								
	k1. UNDERGROUND FAULT REPORT	OM-164							
	l. EXTERNAL INSPECTION RECORDS								
	l1. DAMAGE SURVEY BACKGROUND DATA	552							
	m. FINANCIAL REPORTS								
	n. INTERDEPARTMENTAL COMMUNICATIONS								
	n1. INTER DEPARTMENTAL SUB-ORDER	GEN. 34A							
	o. INTRADEPARTMENTAL COMMUNICATIONS								
	o1. INTRA-DEPARTMENTAL	,01455							
	p. INVOICES/PAYMENTS								
	p1. BILL OF LADING	56,00056							
	p2. FOREMAN'S MATERIAL CREDIT	39,00039							
	p3. INVOICE COLLECTIBLE	,00861							
	p4. REQUEST FOR MATERIAL CREDIT	,01660							
	p5. REQUEST FOR MATERIAL CREDIT	,01666							
	p6. REQUEST FOR MATERIAL CREDIT	,03286							
	q. JOB SCHEDULES								
	q1. CREW ASSIGNMENT FORM	00-731							
	r. LETTERS								
	s. LOGS/INDICES								
	s1. MOBILE CRANE DAILY MAINTENANCE LOG	,03300							
	t. MEMORANDA								
	t1. CORRECTION NOTICE	993,00993							
	t2. CORRECTION NOTICE	,00993							
	t3. ELECTRIC TROUBLE MEMO	OM-035							
	t4. MEMO SURFACE REPAIRS	,02412							

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CITY CLERK Date: JANUARY 16, 1990
City of Los ...les
Form Gen. 60 (R...1)

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 (757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution mTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ...LYNN A. ...
By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	t5. MEMORANDUM	48							
	t6. MEMORANDUM	,01145							
	t7. MEMORANDUM	,01146							
	t8. MEMORANDUM	,01147							
	t9. MEMORANDUM	,01334							
	t10. MEMORANDUM FOR BILLING	,03101							
	t11. MEMORANDUM NOTICE OF JOINT POLE WORK	48							
	t12. OFFICE MEMORANDUM	GEN. 53							
	u. OPERATIONAL REPORTS								
	u1. DAILY TIME & WORK REPORT: TROUBLE SECTION	PDD-0001							
	u2. EQUIPMENT INVENTORY REPORT	OM-177							
	u3. FOREMAN'S CABLE REPORT	,02259							
	u4. FOREMAN'S DAILY REPORT	408,00408							
	u5. FOREMAN'S DAILY REPORT	408,14316							
	u6. FOREMAN'S DAILY REPORT	,00408							
	u7. REPORT OF DAMAGE BY OUTSIDE PARTIES	OM-307							
	u8. STREETLIGHT MAINTENANCE TIME & TROUBLE REPORT	,02526							
	u9. TREE TRIMMER SUPERVISOR'S DAILY REPORT	OM-419							
	u10. WORK OUTSIDE OF SCHEDULED HOURS	82-272							
	u11. WORK OUTSIDE OF SCHEDULED HOURS	OM-383							
	u12. WORK OUTSIDE OF SCHEDULED HOURS	PD-099							
	v. OPERATIONS & MAINTENANCE PROCEDURES								
	w. PERMITS								
	w1. NOTICE OF INTENT	PD-095							
	x. PROGRESS PHOTOGRAPHS								
	y. PUBLIC RELATIONS COMMUNICATIONS								
	z. PURCHASE ORDERS								
	z1. PURCHASE ORDER	ISE-166							
	aa. REQUISITIONS								
	aa1. 34.5 KV DISTRIBUTION CLEARANCE REQUEST	,02836							
	aa2. AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1							
	aa3. CAPACITOR JOB ORDER	DC685							
	aa4. CAPACITOR MAINTENANCE ORDER	DC196							
	aa5. JOB ORDER	247,14189							
	aa6. JOB ORDER	,00247							
	aa7. JOB ORDER	,02192							
	aa8. MEMO MATERIAL REQUISITION	2102,02102							
	aa9. REQUISITION FOR MATERIAL/SERVICES	,01660							
	aa10. STORES MULTI-USE FORM	GS/MM1							

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 ( )

Sch. No. WP-25
Rev. No.

Department/Bureau 91 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date: 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	ao1. AGREEMENT FOR TRANSFER OF TITLE OF UNDERGROUND	PSD 66-235							
	ELECTRIC DUCT SYSTEM								
	ao2. AUTHORIZATION FOR DISTRIBUTION	P381							
	ao3. BILL OF MATERIAL REQUISITION	DC545							
	ao4. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ap. ROUTING SLIPS								
	ap1. FORMAL SPECIFICATION CHECK AND APPROVAL SHEET	Z1-MC010							
	aq. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ar. SPECIFICATIONS								
	ar1. SPECIFICATION	1799							
	as. STATUS REPORTS								
	at. SURVEYS/QUESTIONNAIRES								
	at1. FIELD SURVEY ON LINE EXTENSION	66-124							
	au. TELEX/TWX/TELECOPY COMMUNICATIONS								
	av. TEST RECORDS								
	aw. TIMEKEEPING RECORDS								
	ax. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ax1. BID TRANSMITTAL	,02280							
	ax2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ax3. TRANSMITTAL	,00028							
	ay. VENDOR MANUALS/CATALOGS								
	az. WAGE/SALARY STRUCTURE RECORDS								
6	DAMAGE REPORTS		4	8	12				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. AUTHORIZATION COMPLETION NOTICE	1789,15556							
	b. BUDGET RECORDS - ACTUAL								
	c. BUDGET RECORDS - PROJECTED								
	c1. EXPENSE OF EMERGENCY AND PERMANENT REPAIR OR DAMAGE TO OWN PLANT	OM-095							
	c2. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378							
	c3. SUPERVISOR'S WORK SHEET	OM-119							
	c4. SUPERVISOR'S WORK SHEET	PD-078							
	c5. WORKSHEET	,02106							
	d. CHANGE DOCUMENTS								
	d1. LOW VOLTAGE SYSTEM FIELD CHANGE	OM-083							
	e. CLAIMS								
	e1. CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A							

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CITY CLERK — Date: JANUARY 16, 1990 — Sch. No. WP-25 — Rev. No.
City of Los A[illegible]s
Form Gen. 60 (R[illegible])

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0[illegible]10[illegible]57 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible]
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	aa11. WORK ORDER	,02822							
	aa12. WORK ORDER ZIP FORM	,02822							
	aa13. WORK SHEET	OM-365							
	aa14. WORK SHEET	PD-073							
	aa15. WORK SHEET	,02106							
	ab. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ac. SPECIFICATIONS								
	ac1. OVERHEAD CONSTRUCTION SPECIFICATIONS	,00542							
	ac2. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02560							
	ad. STATUS REPORTS								
	ae. TIMEKEEPING RECORDS								
	ae1. LABOR DISTRIBUTION	OM-392							
	ae2. LABOR DISTRIBUTION	,02532							
	ae3. LABOR DISTRIBUTION	,02533							
	ae4. LABOR DISTRIBUTION	,02537							
	af. TRANSMITTALS/ACKNOWLEDGEMENTS								
	af1. TRANSMITTAL	EG4154							
	ag. WAGE/SALARY STRUCTURE RECORDS								
7	DISASTER CLAIMS		AR	C+6	~~C+6~~ C+10 yrs.*				HOLD IN OFFICE UNTIL CLAIM IS FILED. STORE IN RECORDS CENTER UNTIL CLAIM IS AUDITED AND PAID, PLUS 6 YEARS.
	a. ANNOUNCEMENTS/BULLETINS								
	a1. AUTHORIZATION COMPLETION NOTICE	1789,15556							
	b. BUDGET RECORDS - ACTUAL								*Reference: 91 000865 FJ
	c. BUDGET RECORDS - PROJECTED								
	c1. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378							
	c2. WORKSHEET	2106,02106							
	d. CHANGE DOCUMENTS								
	d1. LOW VOLTAGE SYSTEM FIELD CHANGE	OM-083							
	e. CLAIMS								
	e1. CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A							
	e2. STATEMENT OF ACCIDENT	,00970							
	f. CUSTOMER SERVICE RECORDS								
	f1. ELECTRICITY CONSUMER'S COMPLAINT	,00657							
	f2. METER AND SERVICE ORDER	87-02-144							
	f3. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	g. DETAIL PHOTOGRAPHS								
	h. DWP MAPS								
	i. ENGINEERING STUDIES								
	j. FINANCIAL REPORTS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 0 1 (757 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 14 of 68
City of Los es WP-25 Department of Water and Power By: (Dept. Head) ...ON A. COTTON
Form Gen. 60 (R) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) 6/12/90
RECORDS RETENTION SCHEDULE (Original/Official Records) Power Distribution mtp Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	k. INTRADEPARTMENTAL COMMUNICATIONS								
	k1. INTRA-DEPARTMENTAL	,01455							
	l. INVOICES/PAYMENTS								
	l1. BILL OF LADING	56,14052							
	l2. BILL OF LADING	87-00056							
	l3. FOREMAN'S MATERIAL CREDIT	39,00039							
	l4. FOREMAN'S MATERIAL CREDIT	,00039							
	l5. REQUEST FOR MATERIAL CREDIT	,01660							
	l6. REQUEST FOR MATERIAL CREDIT	,03286							
	m. LETTERS								
	n. LOGS/INDICES								
	o. MEMORANDA								
	o1. MEMORANDUM	,01145							
	o2. MEMORANDUM	,01146							
	o3. MEMORANDUM	,01334							
	o4. MEMORANDUM NOTICE OF JOINT POLE WORK	48							
	o5. OVERHEAD DESIGN MEMO	,02348							
	p. OPERATIONAL REPORTS								
	p1. DAILY TIME & WORK REPORT: ELECTRIC TROUBLE SECTION	,02527							
	p2. EARTH BORING MACHINE REPORT	82-77							
	p3. OPERATION COMPLETION NOTICE	1789,15556							
	p4. PRIMARY TROUBLE REPORT	,02845							
	p5. REPORT OF LEAD SLEEVES ABANDONED	82-201							
	p6. TROUBLE PATROL SERVICEMAN'S DAILY REPORT	,00144							
	q. POSITION DESCRIPTIONS								
	r. PURCHASE ORDERS								
	r1. SUB-PURCHASE ORDER	,00008							
	s. REQUISITIONS								
	s1. JOB ORDER	,00247							
	s2. MEMO MATERIAL REQUISITION	2102,02102							
	s3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	s4. WORK ORDER ZIP FORM	,02822							
	s5. WORK SHEET	,02106							
	t. ROUTING SLIPS								
	t1. REFERENCE SLIP	185,00185							
	u. SPACE/EQUIPMENT ALLOCATION RECORDS								
	u1. TOOL TRANSFER	,01574							
	v. SPECIFICATIONS								

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CITY CLERK
City of Los A[illegible]s
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 01 57 FJ
Department of Water and Power

Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible]

By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	v1. OVERHEAD CONSTRUCTION SPECIFICATIONS	542,00542							
	v2. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	254-A,16392							
	w. STATUS REPORTS								
	w1. UNDERGROUND AUTHORIZATION PROGRESS RECORD	82-192							
	x. TIMEKEEPING RECORDS								
	x1. LABOR DISTRIBUTION	82-392							
	x2. LABOR DISTRIBUTION	,02532							
	x3. LABOR DISTRIBUTION	,02533							
	x4. LABOR DISTRIBUTION	,02537							
	x5. OPERATOR'S DAILY TIME REPORT	,02269							
	y. TRIP REPORTS								
	y1. TRUCK DRIVER'S TRIP REPORT	,02260							
8	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINT FILES		C+3	7	C+10				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE APPEAL	LR-003							
	a2. GRIEVANCE INITIATION	LR-001							
	a3. GRIEVANCE RESPONSE	LR-002							
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a5. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. ANNOUNCEMENTS/BULLETINS								
	c. CLAIMS								
	c1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	d1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	e. EMPLOYMENT RECORDS								
	e1. CHECKLIST FOR NEW EMPLOYEE ORIENTATION	PD-096							
	e2. EMPLOYEES RECORD	2757,02757							
	e3. EMPLOYEES RECORD	2757,16592							
	e4. PROBATION REPORT WORKSHEET	OM-429							
	e5. PROBATION REPORT WORKSHEET	PD-061							
	e6. TERMINATION OF EMPLOYMENT	,00723							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. INVOICES/PAYMENTS								
	h. LETTERS								
	i. MEMORANDA								

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CITY CLERK Date: JANUARY 16, 1990
City of Los Angeles
Form Gen. 60 (Rev. 1)

Sch. No. WP-25
Rev. No.

Department/Bureau 0[illegible]0 /57 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution mtp

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible]
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	i1. MEMORANDUM	.01145							
	i2. MEMORANDUM	.01147							
	i3. MEMORANDUM	.01334							
	i4. MEMORANDUM	.01335							
	j. TIMEKEEPING RECORDS								
	j1. NOTICE OF ABSENCE	.02728							
	j2. REQUEST FOR TIME OFF	PD-109							
9	EMPLOYEE PERSONNEL FILES		T	80	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE APPEAL	LR-003							
	a2. GRIEVANCE INITIATION	LR-001							
	a3. GRIEVANCE RESPONSE	LR-002							
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a5. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. BUDGET RECORDS - PROJECTED								
	d1. SUPPLEMENTAL INFORMATION	3385							
	e. CHANGE DOCUMENTS								
	f. CLAIMS								
	f1. ACCIDENT ANALYSIS	.02747							
	f2. STATEMENT OF ACCIDENT	.00970							
	f3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364							
	g. CONSTRUCTION PROCEDURES								
	h. CONVERSATION RECORDS								
	h1. DESS CORRESPONDENCE DISPOSITION FORM	PD168							
	i. CUSTOMER SERVICE RECORDS								
	i1. ELECTRICITY CONSUMER'S COMPLAINT	.03028A							
	j. DATA SHEETS								
	j1. DAILY RECORD TRANSMISSION REPORT	OM-183							
	j2. ENGINEERING DATA SHEET	.01155							
	k. DESIGN REPORTS								
	l. DETAIL PHOTOGRAPHS								
	m. DWP INSPECTION RECORDS								
	m1. SAFETY RULE INFRACTION	PD-003							
	n. EDUCATION/TRAINING RECORDS								

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CITY CLERK — Date: JANUARY 16, 1990 — Sch. No. — Department/Bureau 91 7757 FJ — Certified per Sec. 12.3(e) of L.A. Admin. Code: — Page: 17 of 68

City of Los [illegible]es — WP-25 — Department of Water and Power

Form Gen. 60 ([illegible]) — Rev. No. — Office of (Original) Record

By: (Dept. Head) [illegible] — 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Distribution MTP

By: (City Clerk, Rec. Mgt. Off.) — Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	vita	hist	conf	REMARKS
	n1. DAILY RECORD ELECTRICAL DISTRIBUTION MECHANIC TRAINEE	PD-045							
	n2. ELECTRIC DISTRIBUTION MECHANIC TRAINING - MONTHLY EVALUATION	PD-018B							
	n3. TUITION REIMBURSEMENT APPLICATION	F-2638,02638							
	n4. TUITION REIMBURSEMENT APPLICATION	IR269							
	n5. TUITION REIMBURSEMENT APPLICATION	,02638							
	o. EMPLOYEE ACCOUNTS RECORDS								
	o1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	o2. TRAVEL & PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	2316,02316							
	o3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	p. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	p1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016							
	p2. DISABILITY AND DEATH BENEFIT WHILE ON LEAVE WITHOUT PAY	RR0128							
	p3. DISABILITY AND DEATH BENEFITS WHILE ON LEAVE WITHOUT PAY	RP0128							
	p4. DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011							
	p5. DISABILITY SLIP	MS-24							
	p6. DOCTOR'S CERTIFICATE	RP 027							
	p7. DOCTOR'S CONFIRMATION OF EMPLOYEE INJURED	1844,01844							
	p8. DOCTOR'S CONFIRMATION OF EMPLOYEE INJURED	1844							
	p9. DOCTOR'S NOTE	S1-1106							
	p10. DOCTOR'S RELEASE	,02202							
	p11. DOCTOR'S RETURN TO WORK	,02202							
	p12. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	p13. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR948							
	p14. EMPLOYEE CERTIFICATE OF DISABILITY	2864,02864							
	p15. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	p16. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	p17. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	p18. INJURY FORM	1844,01844							
	p19. INJURY FORM	,01844							
	p20. LEAVE OF ABSENCE RECORD	82-154							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 (757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution MTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	p21. MEDICAL DIRECTOR REFERRAL	,02221							
	p22. PERMIT TO RETURN TO WORK OR SCHOOL	12-0016							
	p23. REPORT OF PERSONAL INJURIES	,00032							
	p24. REQUEST FOR RETIREMENT	OM-588							
	p25. REQUEST FOR RETIREMENT	PD-121							
	p26. RETURN TO WORK SLIP	2202,16014							
	p27. RETURN TO WORK SLIP	,02202							
	q. EMPLOYMENT RECORDS								
	q1. ADVICE OF EMPLOYMENT	,00224							
	q2. ALIEN CERTIFICATION UNIT FORM	ETA7-145							
	q3. APPLICATION FOR EMPLOYMENT	PDR-1							
	q4. CERTIFICATION LIST	PDAS 4							
	q5. CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	,00012							
	q6. CHECKLIST FOR NEW EMPLOYEE ORIENTATION	PD-096							
	q7. CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE	DC 594							
	q8. EE INJURY REPORT	,01844							
	q9. ELECTRIC DISTRIBUTION MECHANIC EVALUATION REPORT	PD-094							
	q10. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	q11. EMERGENCY DEPARTMENT RECORD	HH253							
	q12. EMPLOYEE DATA RECORD	2758,02758							
	q13. EMPLOYEE DATA RECORD	2758,16593							
	q14. EMPLOYEE DATA RECORD	,02758							
	q15. EMPLOYEE PERSONNEL JACKET	87-02-759							
	q16. EMPLOYEE PERSONNEL JACKET	,02759							
	q17. EMPLOYEE SEND SHEET	,00224							
	q18. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
	q19. EMPLOYEES RECORD	2757A,16592							
	q20. EMPLOYEES RECORD	2757,02757							
	q21. EMPLOYEES RECORD	,02757							
	q22. EMPLOYEES RECORD	,14712							
	q23. EMPLOYEES RECORD	,16592							
	q24. IMMIGRATION & NATURALIZATION SERVICE FORM	1-464A							
	q25. INDUSTRIAL RELATIONS ADMINISTRATION - EMPLOYEE REFERRAL	,02221							
	q26. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	q27. INTERVIEW DATA SHEET	3381							
	q28. JOB OFFER FOR ALIEN EMPLOYMENT	44-R1301							
	q29. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 (h i)

Sch. No. WP-25
Rev. No.

Department/Bureau 91 1757 F J
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	q30. NOTICE OF CHANGE	OM-087							
	q31. NOTICE OF COMMENDATION	GEN. 79							
	q32. NOTICE TO REPORT FOR JOB INTERVIEW	PDAS 27							
	q33. OFFER OF EMPLOYMENT TO ALIEN	DS-1743							
	q34. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878							
	q35. PERSONNEL INFORMATION	DC708							
	q36. PROBATION REPORT WORKSHEET	82-429A							
	q37. PROBATION REPORT WORKSHEET	DC753							
	q38. PROBATION REPORT WORKSHEET	OM-429							
	q39. PROBATION REPORT WORKSHEET	PD-061							
	q40. REPORT OF APPOINTMENT	,02-762							
	q41. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360,16183							
	q42. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	q43. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	q44. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	q45. REQUEST TO FILL POSITION	,00424							
	q46. STATEMENT OF QUALIFICATIONS OF ALIEN	44-R 1301							
	q47. SUMMER YOUTH EMPLOYMENT PROGRAM WEEKLY TIME CARD	PDR34							
	q48. SUPERVISOR'S REPORT OF EMPLOYEE'S PHYSICAL CHARACTERISTICS/BEHAVIOR	HRD/OHAB-2886							
	q49. TERMINATION OF EMPLOYMENT	723							
	q50. TERMINATION OF EMPLOYMENT	,00723							
	r. INTERDEPARTMENTAL COMMUNICATIONS								
	r1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	s. INTRADEPARTMENTAL COMMUNICATIONS								
	s1. INTRA-DEPARTMENTAL	,01455							
	t. JOB SCHEDULES								
	u. LEGAL NOTIFICATIONS								
	v. LETTERS								
	v1. LETTERGRAM	76L265-PS10-79							
	w. LICENSES								
	x. LITIGATION RECORDS								
	y. LOGS/INDICES								
	y1. DAILY MAINTENANCE LOG	PD-033							
	y2. PROGRESS LOG	PD-098							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0757 F J
Department of Water and Power
Office of (Original) Record
Power Distribution MTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
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Date 6/12/90
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
	y3. SIGNATURE CARD	PD-103							
	z. MANAGEMENT PROCEDURES								
	aa. MANAGEMENT REPORTS								
	aa1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	ab. MEETING MINUTES								
	ac. MEMORANDA								
	ac1. ELECTRIC MEMO	554,14422							
	ac2. EMPLOYEE TRANSFER MEMORANDUM	82-276							
	ac3. MEMO TO OFFICE	,02845							
	ac4. MEMORANDUM	1146,01146							
	ac5. MEMORANDUM	1146,14857							
	ac6. MEMORANDUM	1334,01334							
	ac7. MEMORANDUM	1334,15047							
	ac8. MEMORANDUM	DC750,01145							
	ac9. MEMORANDUM	DC750							
	ac10. MEMORANDUM	G-15							
	ac11. MEMORANDUM	OM-259							
	ac12. MEMORANDUM	,01145							
	ac13. MEMORANDUM	,01146							
	ac14. MEMORANDUM	,01147							
	ac15. MEMORANDUM	,01334							
	ac16. MEMORANDUM	,01335							
	ac17. MEMORANDUM	,01336							
	ac18. MEMORANDUM	,03384							
	ad. OPERATIONAL REPORTS								
	ae. OPERATIONS & MAINTENANCE PROCEDURES								
	af. POSITION DESCRIPTIONS								
	af1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	2346,02346							
	af2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	af3. DUTIES DESCRIPTION RECORD	72-72074							
	af4. DUTIES DESCRIPTION RECORD	72-72075							
	af5. POSITION DESCRIPTION	PDES 3							
	ag. PROGRESS PHOTOGRAPHS								
	ah. REQUISITIONS								
	ah1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ai. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ai1. TOOL TRANSFER	,01574							
	aj. STATUS REPORTS								

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CITY CLERK
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

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Department/Bureau 94 (757 FJ
Department of Water and Power
Office of (Original) Record
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By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	ak. SURVEYS/QUESTIONNAIRES								
	ak1. PRELIMINARY QUESTIONNAIRE TO DETERMINE IMMIGRANT STATUS	OMB47-R1563							
	al. TELEX/TWX/TELECOPY COMMUNICATIONS								
	al1. TELEGRAM	1813,01813							
	am. TIMEKEEPING RECORDS								
	am1. ABSENCE FROM DUTY RECORD	,02588							
	am2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	am3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	am4. BI-MONTHLY PERSONNEL ROSTER	PM705							
	am5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	am6. EE TRANSFER/SCHEDULE CHANGE	PD-008							
	am7. EMPLOYEE CHECK IN & OUT	X-163							
	am8. NOTICE OF ABSENCE	,02728							
	am9. NOTICE OF TRANSFER TIME ROLL DATA	,02531							
	am10. NOTICE TO REPORT FOR WORK	PDR33							
	am11. PERSONNEL ON LEAVE/DISABILITY	PM716							
	am12. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	am13. REQUEST FOR TIME OFF	DC038							
	am14. REQUEST FOR TIME OFF	OM-535							
	am15. REQUEST FOR TIME OFF	PD-050							
	am16. REQUEST/REPORT OF ABSENCE	OM-578							
	am17. TIME RECORD	1096,01096							
	am18. TIME ROLL CORRECTION AUTHORITY	2734							
	am19. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	am20. TIME ROLL CORRECTION AUTHORITY	,02734							
	am21. VACATION FORM	1113,01113							
	am22. VACATION FORM	,01113							
	an. TRANSMITTALS/ACKNOWLEDGEMENTS								
	an1. TRANSMITTAL	CAO 649D							
	an2. TRANSMITTAL SLIP	3014,03014							
	ao. WAGE/SALARY STRUCTURE RECORDS								
	ao1. SALARY ADJUSTMENT	AC125							

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 (R)

RECORDS RETENTION SCHEDULE (Original/Official Records)

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Department/Bureau 91 (757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
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Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
10	EMPLOYEE TRAVEL & EXPENSE RECORDS		2	--	2				
	a. AGENDA								
	b. DEPARTMENT REAL ESTATE RECORDS								
	c. EMPLOYEE ACCOUNTS RECORDS								
	c1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	c2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	c3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	d. INVOICES/PAYMENTS								
	d1. CASH ADVANCE	PD030							
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01147							
	g. PUBLIC RELATIONS COMMUNICATIONS								
	h. TIMEKEEPING RECORDS								
	h1. ATTENDANCE AUTHORITY	,02329							
11	HAZARDOUS WASTE REPORTS		5	25	30				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	b1. AUTHORIZATION FOR EXPENDITURE	2911							
	c. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	c1. CALIFORNIA HAZARDOUS WASTE MANIFEST	,03005							
	c2. TEXAS WASTE SHIPPING - CONTROL TICKET	TDWR-0311							
	c3. UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A							
	d. INVOICES/PAYMENTS								
	d1. BILL OF LADING	RES284							
	d2. REQUEST FOR MATERIAL CREDIT	,01666							
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMO SURFACE REPAIRS	,02412							
	f2. MEMORANDUM	,01145							
	g. OPERATIONAL REPORTS								
	g1. EQUIPMENT INVENTORY REPORT	OM-177							
	h. PURCHASE ORDERS								
	h1. SUB-PURCHASE ORDER	,00009							
	i. REQUISITIONS								
	i1. WORK SHEET	,02106							

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City of Los Angeles
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	j. TEST RECORDS								
	j1. SPECIAL TEST & INVESTIGATION REPORT	DC592							
12	HOUSE MOVING RECORDS		2	2	4				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. NOTICE	68							
	b. CUSTOMER SERVICE RECORDS								
	b1. MISCELLANEOUS COMPLAINT ELECTRIC	,00693							
	c. DWP INSPECTION RECORDS								
	d. INVOICES/PAYMENTS								
	e. LETTERS								
	e1. LETTER	OM-572							
	e2. OUTGOING LETTER	OM-572							
	e3. OUTGOING LETTER	PD-077							
	f. LOGS/INDICES								
	g. MEMORANDA								
	g1. MEMORANDUM	87-69-078BX							
	g2. MEMORANDUM	,01145							
	g3. MEMORANDUM	,01146							
	g4. MEMORANDUM	,01334							
	h. OPERATIONAL REPORTS								
	h1. STRUCTURE MOVE REPORT	OM-032							
	h2. STRUCTURE MOVE REPORT	PD-059							
	h3. TROUBLE PATROL SERVICEMAN'S DAILY REPORT	,00144							
	i. PERMITS								
	i1. PERMIT	DM-M-P-212							
	j. REQUISITIONS								
	j1. JOB ORDER	247,00247							
	j2. JOB ORDER	,00247							
	j3. WORK ORDER	,02822							
	j4. WORK ORDER ZIP FORM	,02822							
	j5. WORK SHEET	,02106							
	j6. WORK SHEET	,02108							
	k. STATUS REPORTS								
	k1. HOUSE MOVING PROGRESS REPORT	82-287							
	k2. HOUSE MOVING PROGRESS REPORT	OM-032							
	l. TIMEKEEPING RECORDS								
	l1. LABOR DISTRIBUTION	,02106							
	l2. LABOR DISTRIBUTION	,02532							

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CITY CLERK
City of Los A[illegible]s
Form Gen. 60 (R[illegible])

Date: JANUARY 16, 1990

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0 [illegible]57 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
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6/12/90
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	13. LABOR DISTRIBUTION	.02537							
13	INDEX LOGS		T+2	--	T+2				
	a. LOGS/INDICES								
	a1. CONSTRUCTION & MAINTENANCE ACCIDENT PREVENTION TAG LOG	PD-071							
	a2. DAILY ACTIVITY LOG	PM-219							
	a3. DEMAND REGISTER	87-02-04							
	a4. FIELD ORDER LOG SHEET	OM-243							
	a5. JOB PROGRESS CARD	DC561							
	a6. LAMP CARD	1025,14748							
	a7. LAMP CARD	,14291							
	a8. METER COMBINE CARD	68-118							
	a9. OVERHEAD RECORD MAP INDEX (VITAL)					V			
	a10. SERVICE MAP LOG BOOK (VITAL)					V			
	a11. STREETLIGHT RECORD	1025,14748							
	a12. TRACT INDEX CARD	DC056							
	a13. TRANSFORMER CARD	,14324							
	a14. TRANSFORMER CARD	,16000							
	b. PURCHASE ORDERS								
	b1. SALES ORDER	2343,02343							
	b2. SALES ORDER	580,14440							
	c. REQUISITIONS								
	c1. SERVICE HISTORY FOR GIVEN ADDRESS	66-52							
	d. ROUTING SLIPS								
14	JOB ESTIMATES		1	1	2				
	a. BID RECORDS								
	b. BUDGET RECORDS - ACTUAL								
	c. BUDGET RECORDS - PROJECTED								
	c1. AFE COST ESTIMATE DETAIL	DC527C							
	c2. AFE WORK ORDER APPROVAL	PD-053							
	c3. AFE WORK ORDER SUMMARY	DC0527B							
	c4. CREDIT ESTIMATE	,00383							
	c5. MATERIAL AND LABOR ESTIMATE	0377							
	c6. MATERIAL AND LABOR ESTIMATE	DC788							
	c7. OVERHEAD COST SHEET	DC226							
	c8. WORKSHEET FOR OH TRANSFORMERS AND DEVICES	DC636							
	d. REQUISITIONS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	d1. AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1							
15	MANUALS, PROCEDURES & DIRECTIVES		S	2	S+2				ORIGINATING OFFICE COPY
	a. ANNOUNCEMENTS/BULLETINS								
	b. BUDGET RECORDS - PROJECTED								
	c. CHANGE DOCUMENTS								
	d. CLERICAL PROCEDURES/INSTRUCTIONS								
	e. CUSTOMER SERVICE RECORDS								
	f. DATA SHEETS								
	g. DETAIL PHOTOGRAPHS								
	h. EDUCATION/TRAINING RECORDS								
	i. EMPLOYMENT RECORDS								
	i1. SERVICE TIME SWITCH	D-11009							
	j. ENGINEERING STUDIES								
	k. FINANCIAL REPORTS								
	k1. REPORT OF CASH AUDIT	,01700							
	l. INTRADEPARTMENTAL COMMUNICATIONS								
	l1. INTRA-DEPARTMENTAL	,01455							
	m. LOGS/INDICES								
	n. MANAGEMENT PROCEDURES								
	o. MANAGEMENT REPORTS								
	p. MEETING MINUTES								
	q. MEMORANDA								
	q1. MEMORANDUM	87-69-078							
	q2. MEMORANDUM	,01146							
	q3. MEMORANDUM	,01147							
	q4. MEMORANDUM	,01335							
	q5. MEMORANDUM	,14858							
	r. OPERATIONAL REPORTS								
	s. OPERATIONS & MAINTENANCE PROCEDURES								
	t. POSITION DESCRIPTIONS								
	u. PUBLIC RELATIONS COMMUNICATIONS								
	v. REQUISITIONS								
	w. STANDARDS								
	x. STATUS REPORTS								
	y. TIMEKEEPING RECORDS								

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CITY CLERK
City of Los es
Form Gen. 60 ( )

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
16	MAPS, PRINTS AND SKETCHES		S	5	S+5				
	a. CUSTOMER SERVICE RECORDS								
	b. DATA SHEETS								
	b1. STREETLIGHTING SERVICE DATA	DC-510							
	c. DRAWINGS								
	d. DWP CONSTRUCTION DRAWINGS								
	e. DWP ELECTRICAL DRAWINGS								
	f. DWP EQUIPMENT DRAWINGS								
	g. DWP INSPECTION RECORDS								
	h. DWP LINE DRAWINGS/DIAGRAMS								
	i. DWP MAPS								
	j. DWP PROJECT LAYOUT DRAWINGS								
	k. DWP SPACE ALLOCATION DRAWINGS								
	l. DWP WIRING DRAWINGS/DIAGRAMS								
	m. LETTERS								
	n. LOGS/INDICES								
	n1. ELECTROILER LAMP LISTING	DC666							
	n2. STREETLIGHTING QUADRANT	DC131							
	o. MEMORANDA								
	o1. MEMORANDUM	87-69-078							
	p. OPERATIONAL REPORTS								
	p1. CIRCUIT SUMMARY	DC559							
	q. REQUISITIONS								
	r. STANDARDS								
17	METER AND SERVICE ORDERS		5	--	5				
	a. CUSTOMER SERVICE RECORDS								
	a1. BACK-UP SERVICE ORDER	,03401							
	a2. ELECTRIC ORDER	,01178							
	a3. METER AND SERVICE ORDER	2398,16221							
	a4. METER AND SERVICE ORDER	87-02-144							
	a5. METER AND SERVICE ORDER	,02398							
	a6. METER MANIFEST	1549,01549							
	a7. METER MANIFEST	,01549							
	a8. SERVICE ORDER	PD-641							
	a9. SERVICE ORDER	,02343							
	b. LOGS/INDICES								
	b1. FIELD LOG SHEET	OM-243							
	b2. FIELD ORDER LOG SHEET	OM-243							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	b3. FIELD ORDER LOG SHEET	OM-986							
	b4. FIELD ORDER LOG SHEET	PD-055							
	b5. METER INSTALL TAG	750-262							
	b6. METER INSTALL TAG	H0007							
	b7. METER TAG	2299							
	b8. POLE TAG	,02496							
	c. MEMORANDA								
	c1. MEMORANDUM	,01334							
	c2. OVERHEAD DESIGN MEMO	2348,02348							
	d. OPERATIONAL REPORTS								
	d1. DAILY REPORT OF METERS SET	,00622							
	e. PURCHASE ORDERS								
	e1. SALES ORDER	2343,02343							
	e2. SALES ORDER	,02343							
	f. REQUISITIONS								
	f1. FIELD ORDER	87.02.144							
	f2. STREETLIGHT JOB ORDER	,02180							
18	OPERATING REPORTS		2	--	2				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. AUTHORIZATION COMPLETION NOTICE	1789,15556							
	b. BUDGET RECORDS - ACTUAL								
	c. BUDGET RECORDS - PROJECTED								
	d. CUSTOMER SERVICE RECORDS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	,01155							
	e2. STREETLIGHTING SERVICE DATA	DC-510							
	f. DWP EQUIPMENT DRAWINGS								
	f1. CIRCUIT DIAGRAM	DC044							
	g. DWP INSPECTION RECORDS								
	g1. PCB UNIT EXPOSURE RISK WEEKLY INSPECTION REPORT	OM-472							
	g2. RECORD OF WEEKLY TRANSFORMER INSPECTION	OM-473							
	h. ENGINEERING STUDIES								
	i. ENVIRONMENTAL REPORTS								
	i1. UNDERGROUND FAULT REPORT	82-26							
	i2. UNDERGROUND FAULT REPORT	OM-164							
	i3. UNDERGROUND FAULT REPORT	PD-143							
	j. FEASIBILITY STUDIES								
	k. LETTERS								

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 (R d1)

Sch. No. WP-25
Rev. No.

Department/Bureau 91 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	l. LOGS/INDICES								
	m. MANAGEMENT REPORTS								
	n. OPERATIONAL REPORTS								
	n1. DAILY REPORT OF METERS SET	,00622							
	n2. FOREMAN'S DAILY REPORT	,00408							
	n3. PIPE CABLE OIL PUMPING PLANT REPORT	OM-166							
	n4. PIPE CABLE OIL PUMPING PLANT REPORT	PD-044							
	n5. SERVICE ENGINEERING REPORT	PD-112							
	n6. SERVICE REPORT	DC 060							
	o. OPERATIONS & MAINTENANCE PROCEDURES								
	p. PERMITS								
	p1. PARADE PERMIT APPLICATION	2183,02370							
	q. REQUISITIONS								
	q1. AUTHORIZATION JOB	DC449							
	q2. JOB ORDER	,00247							
	q3. SUBSTRUCTURE MARKING REPORT	OM-288							
	q4. WORK ORDER STANDARD FORM	,02821							
	r. STATUS REPORTS								
	s. SURVEYS/QUESTIONNAIRES								
	t. TECHNICAL REPORTS								
	u. TEST RECORDS								
	u1. SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	u2. TESTING LABORATORIES JOB ORDER	2735,16570							
	v. TRIP REPORTS								
	v1. TRUCK DRIVER'S TRIP REPORT	,02260							
	w. WORK PACKAGE RECORDS								
19	OSHA FILES		5	5	10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CLAIMS								
	b1. ACCIDENT ANALYSIS	HR							
	b2. ACCIDENT ANALYSIS	,02747							
	b3. RELEASE	504,14377							
	b4. STATEMENT OF ACCIDENT	,00970							
	b5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	c. CLERICAL PROCEDURES/INSTRUCTIONS								
	c1. CLERICAL PROCEDURE	OM-352							
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	d1. DISPATCHER'S LOG SHEET	61,00061							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	d2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	d3. EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	d4. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	d5. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	d6. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	d7. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	d8. REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	d9. REPORT OF PERSONAL INJURIES	32,00032							
	d10. REPORT OF PERSONAL INJURIES	32,14031							
	d11. REPORT OF PERSONAL INJURIES	,00032							
	d12. STATE OF CALIFORNIA EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	d13. STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	e. EXTERNAL INSPECTION RECORDS								
	e1. EMPLOYER'S REPORT OF CORRECTED CONDITIONS OF ALLEGED SERIOUS, GENERAL AND REGULATORY VIOLATIONS	CAL/OSHA 160							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LEGAL NOTIFICATIONS								
	g1. CITATION	CAL/OSHA							
	h. LEGAL ORDERS/FILINGS								
	h1. CONTINUANCE	OSHAB 8							
	i. LETTERS								
	j. LOGS/INDICES								
	j1. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200							
	j2. OCCUPATIONAL INJURY CASE LOG	200							
	k. MANAGEMENT REPORTS								
	k1. SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 102							
	l. MANAGEMENT SCHEDULES								
	m. MEMORANDA								
	m1. MEMORANDUM	1334,01334							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	m2. MEMORANDUM	,01145							
	m3. MEMORANDUM	,01147							
	m4. MEMORANDUM	,01334							
	m5. MEMORANDUM	,01335							
	n. OPERATIONAL REPORTS								
	n1. VEHICLE TROUBLE REPORT	,00689							
	o. REQUISITIONS								
20	PERSONNEL ADMINISTRATIVE FILES		5	5	10				
	a. BID RECORDS								
	a1. BID NOTICE	,03214							
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	,00148							
	c. EDUCATION/TRAINING RECORDS								
	d. EMPLOYMENT RECORDS								
	d1. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	d2. EMPLOYEES RECORD	,02757							
	d3. INTERVIEW AND APPOINTMENT NOTICE	,00403							
	d4. INTERVIEW DATA SHEET	3381							
	d5. INTERVIEW FORM	OM-439							
	d6. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	d7. REPORT OF APPOINTMENT	,02-762							
	d8. REPORT OF EXAMINATION	PDAS 21							
	d9. REQUEST FOR CERTIFICATION	PDAS 15							
	d10. REQUEST FOR CERTIFICATION LOG	PD-068							
	d11. SENIORITY COMPUTATION CARD	82-120							
	d12. SENIORITY COMPUTATION CARD	OM-290							
	d13. SENIORITY COMPUTATION CARD	PD-042							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	,01455							
	f. LETTERS								
	g. LOGS/INDICES								
	h. MANAGEMENT PROCEDURES								
	i. MEMORANDA								
	i1. MEMORANDUM	,01145							
	i2. MEMORANDUM	,01147							
	i3. MEMORANDUM	,01334							
	j. POSITION DESCRIPTIONS								

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Department/Bureau 0 1 0 (57 F J
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Office of (Original) Record
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	conf	REMARKS
	j1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	j2. DUTIES DESCRIPTION RECORD	MS 131							
	j3. POSITION DESCRIPTION	PDES 3							
	k. ROUTING SLIPS								
	l. SPECIFICATIONS								
	m. TIMEKEEPING RECORDS								
	m1. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
21	POLE & TRANSFORMER RECORDS		T+5	--	T+5				
	a. DATA SHEETS								
	b. DWP INSPECTION RECORDS								
	b1. CONDITION OF MANHOLE OR VAULT AS FOUND	OM-670							
	b2. CONDITION OF MANHOLE OR VAULT AS FOUND	PD-074							
	b3. INSPECTION OF UNDERGROUND CABLES AND DEVICES	PD-048							
	b4. OIL/GAS PATROL RECORD	OM-201							
	b5. OIL/GAS PATROL RECORD	PD-049							
	c. DWP MAPS								
	d. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	d1. PCB DISTRIBUTION TRANSFORMER RECORD	P520							
	e. INVOICES/PAYMENTS								
	e1. DELIVERY RECEIPT	,00817							
	e2. TOOLS OR SUPPLIES RECEIPT	,01574							
	f. LOGS/INDICES								
	f1. BOX CARD	OM-189							
	f2. JOINT POLE CARD (VITAL)					V			
	f3. POLE TAG	,02496							
	f4. STATION CARD (VITAL)	739,14537				V			
	f5. SWITCHING STATION CARD (VITAL)	2216,16036				V			
	f6. TRANSFORMER RECORD	OM-187							
	f7. TRANSFORMER RECORD	PD-063							
	f8. TRANSFORMER RECORD (VITAL)	889				V			
	g. MEMORANDA								
	g1. FORM 48 INQUIRY	DC170A							
	g2. MEMORANDUM	,01145							
	g3. MEMORANDUM	,01334							
	g4. MEMORANDUM NOTICE OF JOINT POLE WORK	48							
	h. OPERATING AND MAINTENANCE SCHEDULES								
	i. OPERATIONAL REPORTS								
	i1. GAS IN MANHOLE REPORT	82-293							

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Department/Bureau 0[illegible]C 757 FJ
Department of Water and Power
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	i2. OIL RECORD SHEET	82-116							
	i3. OIL RECORD SHEET	,OM-116							
	i4. PRIMARY CIRCUIT CARD	OM-188							
	i5. STREETLIGHT CONTROL CARD	82-216							
	i6. SUBWAY TRANSFORMER MAINTENANCE PROGRAM	OM-345							
	j. REQUISITIONS								
	j1. AUTHORIZATION FOR JOINT POLE TRANSACTION (VITAL)	2-1				V			
	j2. AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1							
	j3. JOB ORDER	,02180							
	j4. REQUISITION FOR MATERIAL/SERVICES	,01660							
	k. SPACE/EQUIPMENT ALLOCATION RECORDS								
	k1. TOOL TRANSFER	,01574							
	l. TEST RECORDS								
	l1. SPECIAL TEST & INVESTIGATION REPORT	DC592							
	m. TRANSMITTALS/ACKNOWLEDGEMENTS								
	m1. EQUIPMENT TRANSMITTAL	2572,16404							
22	RECORD MAPS		P	--	--				
	a. DATA SHEETS								
	a1. POLE TAP RECORD (VITAL)					V			
	b. DRAWINGS								
	b1. UNDERGROUND CONSTRUCTION STANDARD DRAWING (VITAL)					V			
	b2. UNDERGROUND STANDARD DRAWING (VITAL)					V			
	c. DWP CONSTRUCTION DRAWINGS								
	c1. CONSTRUCTION DRAWING (VITAL)					V			
	d. DWP ELECTRICAL DRAWINGS								
	d1. 34.5 KV AND ABOVE CIRCUIT MAP (VITAL)					V			
	e. DWP LINE DRAWINGS/DIAGRAMS								
	f. DWP MAPS								
	f1. BACKGROUND GEOGRAPHICAL RECORD MAP (VITAL)					V			
	f2. COMMERCIAL AND RESIDENTIAL SERVICE MAP (VITAL)					V			
	f3. CONDUIT WIRING MAP (VITAL)					V			
	f4. G, H, & E DRAWING (VITAL)					V			
	f5. MOBILE HOME PARK MAP (VITAL)					V			
	f6. OVERHEAD RECORD MAP (VITAL)					V			
	f7. OVERHEAD WIRING MAP (VITAL)					V			
	f8. PRIMARY CIRCUIT MAP (VITAL)					V			
	f9. PRIMARY SYSTEM MAP (VITAL)					V			

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City of Los / es
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Department of Water and Power
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	f10. SERVICE MAP (VITAL)					V			
	f11. SPACING MAP (VITAL)					V			
	f12. STREETLIGHT CONTROL AND UTILITY TRANSMISSION MAP (VITAL)					V			
	f13. SUBSTRUCTURE CONDUIT MAP (VITAL)					V			
	g. MEMORANDA								
	g1. ELECTRIC MEMO	554							
	h. SKETCHES								
23	RECORDS MANAGEMENT FILES		S+2	--	S+2				
24	SAFETY FILES		AR	2	AR+2				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. DISCIPLINARY PAY STATUS AGREEMENT	77							
	a2. GRIEVANCE APPEAL	LR-003							
	a3. GRIEVANCE INITIATION	LR-001							
	a4. GRIEVANCE RESPONSE	LR-002							
	a5. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a6. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID FOR OPERATOR	OM-069							
	e. CHANGE DOCUMENTS								
	e1. FOLLOW-UP FIELD NOTICE OF CHANGES LOW VOLTAGE SYSTEM	OM-114							
	e2. LOW VOLTAGE SYSTEM FIELD CHANGE	OM-083							
	f. CLAIMS								
	f1. STATEMENT OF ACCIDENT	,00970							
	g. CONVERSATION RECORDS								
	g1. CALL SLIP	,00148							
	h. CUSTOMER SERVICE RECORDS								
	h1. ELECTRICITY CONSUMER'S COMPLAINT	,00657							
	h2. ELECTRICITY CONSUMER'S COMPLAINT	,03028A							
	h3. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	i. DATA SHEETS								
	i1. ENGINEERING DATA SHEET	,01155							
	j. DETAIL PHOTOGRAPHS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	k. DRAWINGS								
	l. DWP INSPECTION RECORDS								
	l1. SAFETY RULE INFRACTION	PD-003							
	12. TEST & INVESTIGATION REPORT	DC 592							
	m. DWP MAPS								
	m1. MAP	1							
	n. EDUCATION/TRAINING RECORDS								
	o. EMPLOYEE ACCOUNTS RECORDS								
	o1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	p. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	p1. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	q. EMPLOYMENT RECORDS								
	q1. DISPLAY EMPLOYEE DDR HISTORY	PM 152-1							
	q2. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
	q3. INTERVIEW AND APPOINTMENT NOTICE	403,00403							
	q4. INTERVIEW DATA SHEET	3381							
	q5. PROBATION REPORT WORKSHEET	OM-429							
	q6. SUPERVISOR'S REPORT OF EMPLOYEE'S PHYSICAL CHARACTERISTICS/BEHAVIOR	HRD/OHAB-2886							
	q7. TERMINATION OF EMPLOYMENT	,00723							
	r. ENVIRONMENTAL REPORTS								
	s. EXTERNAL INSPECTION RECORDS								
	s1. EMPLOYER'S REPORT OF CORRECTED CONDITIONS OF ALLEGED SERIOUS, GENERAL AND REGULATORY VIOLATIONS	CAL/OSHA 160							
	t. INTERDEPARTMENTAL COMMUNICATIONS								
	t1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	u. INTRADEPARTMENTAL COMMUNICATIONS								
	u1. INTRA-DEPARTMENTAL	,01455							
	v. INVOICES/PAYMENTS								
	v1. DELIVERY RECEIPT	,00817							
	w. JUDGEMENTS								
	x. LEGAL APPLICATIONS								
	y. LEGAL NOTIFICATIONS								
	y1. CITATION	CAL/OSHA							
	y2. DECLARATION OF SERVICE BY MAIL	OSHAB 11-LA							
	y3. NOTICE OF HEARING	OSHAB 6							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	z. LEGAL ORDERS/FILINGS								
	aa. LETTERS								
	ab. LOGS/INDICES								
	ab1. ELECTRIC TROUBLE ACCIDENT PREVENTION TAG LOG & DAILY RECORD	PD-070							
	ab2. SIGNATURE CARD	PD-103							
	ac. MANAGEMENT PROCEDURES								
	ac1. ADMINISTRATIVE PROCEDURE	OM-155							
	ac2. ADMINISTRATIVE PROCEDURE	PD#50-4							
	ad. MANAGEMENT REPORTS								
	ae. MANAGEMENT SCHEDULES								
	ae1. SAFETY MEETING SCHEDULE	MS 396							
	ae2. SCHEDULE	,02294							
	af. MEETING ATTENDANCE RECORDS								
	ag. MEETING MINUTES								
	ag1. MEETING MINUTES	PD-002							
	ag2. MONTHLY SAFETY MEETING MINUTES	PD-002							
	ag3. SAFETY MEETING	OM-043							
	ag4. SAFETY MEETING MINUTES	PD-002							
	ag5. TAILGATE SAFETY MEETING MINUTES	OM-042							
	ah. MEMORANDA								
	ah1. MEMORANDUM	,01145							
	ah2. MEMORANDUM	,01146							
	ah3. MEMORANDUM	,01147							
	ah4. MEMORANDUM	,01334							
	ah5. MEMORANDUM	,01335							
	ai. OPERATIONAL REPORTS								
	ai1. DAILY RECORD TIME & TROUBLE REPORT	,02526							
	ai2. DAILY TIME & WORK REPORT	6753							
	ai3. TIME & TROUBLE REPORT	,02526							
	ai4. TOOL INVENTORY	82-223							
	ai5. TRANSMISSION TROUBLE & STREETLIGHT SECTION DAILY RECORD	82-377							
	aj. OPERATIONS & MAINTENANCE PROCEDURES								
	aj1. SYSTEM OPERATIONS PROCEDURE	OM-113							
	ak. PERMITS								
	ak1. REQUEST FOR CLEARANCE	PDD 7779							
	al. POSITION DESCRIPTIONS								
	al1. DUTIES DESCRIPTION RECORD	MS 131							

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Power Distribution

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	am. PUBLIC RELATIONS COMMUNICATIONS								
	an. PURCHASE ORDERS								
	an1. PURCHASE ORDER	,00001							
	ao. REQUISITIONS								
	ao1. PARALLEL AND SEPARATE REQUEST	OM-070							
	ao2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ap. ROUTING SLIPS								
	ap1. DISTRIBUTION INSTRUCTION LETTER	PD 029							
	aq. SPECIFICATIONS								
	ar. STANDARDS								
	ar1. UNDERGROUND CONSTRUCTION STANDARD	CH17-20							
	as. STATUS REPORTS								
	as1. ELECTRICAL DISTRIBUTION MECHANIC TRAINING CENTER PROGRESS REPORT	EDMTC 0001							
	at. TEST RECORDS								
	au. TIMEKEEPING RECORDS								
	au1. ATTENDANCE SHEET	OM-043							
	au2. LABOR DISTRIBUTION	,02537							
	av. VENDOR MANUALS/CATALOGS								
25	SPECIFICATIONS		C+2	T+6	T+6				HOLD IN OFFICE UNTIL COMPLETION OF PROJECT PLUS 2 YEARS. SEND TO STORAGE FOR LIFE OF PLANT PLUS 6 YEARS.
26	STUDIES & REPORTS		6	4	10				
27	SUBJECT & CORRESPONDENCE FILES		AR	2	AR+2				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. EMPLOYEE REQUEST FOR POSITION REVIEW	2411,02411							
	a2. GRIEVANCE APPEAL	LR-003							
	a3. GRIEVANCE INITIATION	LR-001							
	a4. GRIEVANCE RESPONSE	LR-002							
	a5. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a6. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. AGENDA								
	c. AGENDA ITEMS								
	d. ANNOUNCEMENTS/BULLETINS								
	d1. CIVIL SERVICE BULLETIN	PDR 10							
	d2. CIVIL SERVICE BULLETIN	PDR 7							

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Sch. No. WP-25
Rev. No.

Department/Bureau 01 (757 F J
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	d3. COMPETITIVE POSTING BULLETIN	PDR 20							
	d4. COMPETITIVE PROMOTION	PDR 20							
	d5. NOTICE OF COMPLETION	CONTR001							
	d6. WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES	PDR 7							
	d7. WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS	PDR 8							
	e. BID RECORDS								
	e1. BID NOTICE	,03214							
	e2. BIDDING PLAN	87-387-A							
	f. BUDGET RECORDS - ACTUAL								
	g. BUDGET RECORDS - PROJECTED								
	g1. AUTHORIZATION FOR EXPENDITURE	2911							
	g2. PRELIMINARY ESTIMATE	82-320							
	g3. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378							
	g4. SUPPLEMENTAL INFORMATION	3385							
	g5. WORKSHEET	OM-590							
	g6. WORKSHEET	,02106							
	h. CHANGE DOCUMENTS								
	h1. FOLLOW-UP NOTICE OF CHANGE LOW VOLTAGE SYSTEM	PD-023							
	h2. LOW VOLTAGE SYSTEM FIELD CHANGE	OM-083							
	h3. MULTIPLE WORK ORDER CHANGE	,02827							
	h4. PAYROLL/PERSONNEL CHANGE DOCUMENT	GEN. 41,0322							
	h5. WORK ORDER MISCELLANEOUS CHANGE	,02824							
	i. CLAIMS								
	i1. ACCIDENT ANALYSIS	HR							
	i2. ACCIDENT ANALYSIS	,02747							
	i3. APPLICATION FOR ADJUDICATION OF CLAIM	1							
	i4. APPLICATION FOR ADJUDICATION OF CLAIM	WCAB FORM 1							
	i5. STATEMENT OF ACCIDENT	,00970							
	i6. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187							
	i7. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	j. CLERICAL PROCEDURES/INSTRUCTIONS								
	j1. CLERICAL PROCEDURE	OM-352							
	k. CONSTRUCTION CONTRACTS								
	l. CONSTRUCTION PROCEDURES								
	l1. REQUIREMENT FOR BACKFILL AND COMPACTION	DC152							
	m. CONSULTING CONTRACTS								
	n. CONTRACT ADMINISTRATION RECORDS								
	o. CONVERSATION RECORDS								
	o1. CALL SLIP	,00148							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	p. CUSTOMER SERVICE RECORDS								
	p1. CUSTOMER CONTACT RECORD	C1068							
	p2. ELECTRICITY CONSUMER'S COMPLAINT	,03028A							
	p3. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	p4. MISCELLANEOUS COMPLAINT ELECTRIC	,00700							
	p5. RE-READ ELECTRIC METER	,00219							
	q. DATA SHEETS								
	q1. DAILY RECORD TRANSMISSION REPORT	,02115							
	q2. ENGINEERING DATA SHEET	,01155							
	q3. ENGINEERING DATA SHEET	,03091							
	r. DEPARTMENT REAL ESTATE RECORDS								
	s. DESTRUCTION RECORDS								
	s1. RECORDS RECOMMENDED FOR DESTRUCTION	3129,03129							
	t. DETAIL PHOTOGRAPHS								
	u. DRAWINGS								
	v. DWP FLOW DIAGRAMS								
	w. DWP INSPECTION RECORDS								
	w1. DEFECTIVE/PROBLEM MATERIAL REPORT	PD-162							
	w2. DEFECTIVE/PROBLEM TOOL REPORT	PD-163							
	w3. MECHANICAL EVALUATION	,14380							
	w4. TOOL INSPECTION REPORT	PD-076							
	x. DWP MAPS								
	y. EDUCATION/TRAINING RECORDS								
	y1. DAILY RECORD ELECTRICAL DISTRIBUTION MECHANIC TRAINEE	OM-353							
	y2. ELECTRICAL DISTRIBUTION MECHANIC TRAINEE - DAILY RECORD	OM-353							
	y3. ELECTRICAL DISTRIBUTION MECHANIC TRAINEE - MONTHLY EVALUATION	OM-354							
	y4. TUITION REIMBURSEMENT APPLICATION	HR269							
	y5. TUITION REIMBURSEMENT APPLICATION	IR269							
	z. EMPLOYEE ACCOUNTS RECORDS								
	z1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	z2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	z3. PERSONAL VEHICLE AUTHORITY REQUEST	OM-389							
	z4. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	z5. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	aa. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	aa1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016							
	aa2. DOCTOR'S RELEASE	,02221							
	aa3. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	aa4. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	aa5. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	aa6. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020,00032							
	aa7. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	aa8. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	aa9. EXAMINATION FOR RETURN TO DUTY	2249,02249							
	aa10. REPORT OF MEDICAL HISTORY	MS 571							
	aa11. REQUEST FOR RETIREMENT	PD-121							
	ab. EMPLOYEE SUGGESTION PLANS								
	ab1. SUGGESTION EVALUATION REPORT	1R035							
	ac. EMPLOYMENT RECORDS								*Duplicates filed with Original records as additional information. Reference: 91 000865 FJ
	ac1. APPLICATION FOR EMPLOYMENT	CDTJ-039							
	ac2. APPLICATION FOR EMPLOYMENT	PDR-1							
	ac3. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	,00469							
	ac4. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS	,00469							
	ac5. CHANGE OF EMERGENCY INFORMATION	,03395							
	ac6. CHANGE OF HOME ADDRESS	,00466							
	ac7. CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE	DC 594							
	ac8. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
	ac9. EMPLOYEES RECORD	2757,02757							
	ac10. EMPLOYMENT AND TERMINATION REPORT	,00931							
	ac11. EMPLOYMENT ELIGIBILITY VERIFICATION	I-9							
	ac12. EXAMINATION APPLICATION	B&S M-103							
	ac13. INTERVIEW DATA SHEET	3381							
	ac14. INTERVIEW FORM	OM-439							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	ac15. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	ac16. NOTICE OF COMMENDATION	GEN. 79							
	ac17. NOTICE TO REPORT TO WORK	CDTJ-17							
	ac18. PROBATION REPORT WORKSHEET	OM-429							
	ac19. PROBATION REPORT WORKSHEET	PD-061							
	ac20. REPORT OF APPOINTMENT	,02-762							
	ac21. REPORT OF DRIVER'S TEST	76-45							
	ac22. REPORT OF EXAMINATION	PDAS 21							
	ac23. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	ac24. REQUEST FOR CERTIFICATION	PDAS 15							
	ac25. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	ac26. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	ac27. TERMINATION OF EMPLOYMENT	723							
	ac28. TERMINATION OF EMPLOYMENT	,00723							
	ad. ENGINEERING PROCEDURES								
	ae. ENGINEERING STUDIES								
	ae1. DAMAGE SURVEY REPORT	OMB 3067-0027							
	af. ENVIRONMENTAL REPORTS								
	af1. REPORT OF ACTION TAKEN IN RESPONSE TO EMERGENCY AIR EPISODE PLAN TRAFFIC ABATEMENT	,01954							
	af2. REPORT OF ACTION TAKEN IN RESPONSE TO EMERGENCY AIR EPISODE	,01952							
	af3. UNDERGROUND FAULT REPORT	OM-164							
	ag. EXTERNAL INSPECTION RECORDS								
	ag1. ACCOUNT SERVICE & INSPECTION REPORT	T-21-A							
	ah. FEASIBILITY STUDIES								
	ai. FINANCIAL REPORTS								
	ai1. REPORT OF CASH AUDIT	,01700							
	aj. FLOWCHARTS								
	ak. FOREIGN MAPS								
	al. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	al1. UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A							
	al2. UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039							
	am. INTERDEPARTMENTAL COMMUNICATIONS								
	am1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	an. INTRADEPARTMENTAL COMMUNICATIONS								
	an1. INTRA-DEPARTMENTAL	1455,15184							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	an2. INTRA-DEPARTMENTAL	87-69-074							
	an3. INTRA-DEPARTMENTAL	,01455							
	an4. INTRA-DEPARTMENTAL	,01456							
	an5. INTRA-DEPARTMENTAL	,01485							
	ao. INVOICES/PAYMENTS								
	ao1. AUTHORITY FOR BILLING	,00364							
	ao2. AUTHORITY FOR BILLING FOR EXCAVATING PERMIT	,14299							
	ao3. AUTHORITY FOR BILLING FOR SERVICE CONDUIT IN PUBLIC PROPERTY	GEN SALES							
	ao4. AUTHORITY FOR BILLING FOR TEMPORARY SERVICE - CONTRACTED PRICE	,14473							
	ao5. AUTHORITY FOR BILLING FOR UNDERGROUND SERVICE CABLE	,02497							
	ao6. CASH ADVANCE	PD030							
	ao7. CASH MEMORANDUM RECEIPT	,00982							
	ao8. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	,16405							
	ao9. DELIVERY RECEIPT	,00817							
	ao10. REQUEST FOR MATERIAL CREDIT	,01666							
	ao11. SALE VOUCHER	15-0-14							
	ao12. SUB VOUCHER	,00046							
	ao13. VOUCHER CONTROL FORM	,01218							
	ap. JOB FILE DATA								
	ap1. OPERATING ORDER	OM-113							
	aq. JOB SCHEDULES								
	aq1. CREW ASSIGNMENT FORM	00-731							
	aq2. JOB SEQUENCE SCHEDULE	G-27							
	ar. JUDGEMENTS								
	ar1. RESOLUTION	,03384							
	as. LEGAL APPLICATIONS								
	as1. PETITION TO CLASSIFY NONIMMIGRANT AS TEMPORARY WORKER OR TRAINEE	NO. 43-R0348							
	at. LEGAL NOTIFICATIONS								
	at1. CITATION	CAL/OSHA							
	at2. NOTICE OF HEARING	OSHAB 6							
	at3. NOTICE OF NONCOMPLIANCE	1065-A							
	au. LEGAL ORDERS/FILINGS								
	au1. CONTINUANCE	OSHAB 8							
	av. LETTERS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	av1. COMMITTEE CORRESPONDENCE	,02867							
	aw. LICENSES								
	aw1. EQUIPMENT OPERATOR LICENSE	B&S M-100							
	aw2. PUBLIC HEALTH LICENSE	76P861							
	ax. LITIGATION RECORDS								
	ay. LOGS/INDICES								
	ay1. AERIAL BOOM AND LADDER TRUCKS DAILY MAINTENANCE LOG	PD-033							
	ay2. CONSTRUCTION & MAINTENANCE ACCIDENT PREVENTION TAG LOG	PD-071							
	ay3. DAILY ACTIVITY LOG	PM-380							
	ay4. ELECTRIC TROUBLE ACCIDENT PREVENTION TAG LOG & DAILY RECORD	PD-0020							
	ay5. ELECTRIC TROUBLE ACCIDENT PREVENTION TAG LOG & DAILY RECORD	PD-070							
	ay6. ELECTRIC TROUBLE DISPATCHER'S LOG SHEET	82-359							
	ay7. GENERAL PURPOSE CARD PUNCHING FORM	,03398							
	ay8. KEY CARD	,01413							
	ay9. MOBILE CRANE DAILY MAINTENANCE LOG	,03300							
	ay10. TRANSFORMER RECORD	OM-187							
	ay11. VEHICLE SIGN OUT SHEET	PD-0848							
	az. MANAGEMENT PROCEDURES								
	az1. ADMINISTRATIVE MANUAL - PERSONNEL	112-5							
	az2. NON-ENGINEERED INSTRUCTIONS	PD-051							
	ba. MANAGEMENT REPORTS								
	ba1. CLERICAL STAFFING ANALYSIS REPORT	DC081							
	ba2. EMPLOYEE WEEKLY PRODUCTION REPORT	DC188							
	ba3. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	ba4. REPORT FROM CITY ADMINISTRATIVE OFFICE	CAO 661							
	ba5. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069							
	ba6. TELEPHONE INFORMATION RECORD REPORT	,02069							
	bb. MANAGEMENT SCHEDULES								
	bc. MEDICAL RECORDS								
	bc1. EMPLOYEE MEDICAL EVALUATION	MS 946							
	bd. MEETING ATTENDANCE RECORDS								
	be. MEETING MINUTES								
	be1. MONTHLY SAFETY MEETING MINUTES	PD-002							
	be2. TAILGATE SAFETY MEETING MINUTES	OM-042							

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	bf. MEMORANDA								
	bf1. ASSIGNMENT MEMO	PD-158							
	bf2. BILLING MEMORANDUM	,00880							
	bf3. ELECTRIC MEMO	554,14422							
	bf4. EMPLOYEE TRANSFER MEMORANDUM	82-276							
	bf5. MEMORANDUM	1146,14857							
	bf6. MEMORANDUM	1147,01147							
	bf7. MEMORANDUM	1334,01334							
	bf8. MEMORANDUM	1334,15047							
	bf9. MEMORANDUM	1335,01335							
	bf10. MEMORANDUM	1336,01336							
	bf11. MEMORANDUM	1344,15047							
	bf12. MEMORANDUM	87-69-078BX							
	bf13. MEMORANDUM	87-69-078							
	bf14. MEMORANDUM	,01145							
	bf15. MEMORANDUM	,01146							
	bf16. MEMORANDUM	,01147							
	bf17. MEMORANDUM	,01334							
	bf18. MEMORANDUM	,01335							
	bf19. MEMORANDUM	,01336							
	bf20. MEMORANDUM	,14858							
	bf21. MEMORANDUM	,15047							
	bf22. OFFICE MEMORANDUM	GEN. 53							
	bf23. OVERHEAD DESIGN MEMO	,02348							
	bf24. TESTING MEMO	,01319							
	bg. OPERATIONAL REPORTS								
	bg1. ARRANGED POWER OUTAGE OR CURTAILMENT	82-263							
	bg2. DAILY TIME & WORK REPORT	6753							
	bg3. DRIVER'S TROUBLE REPORT	,00689							
	bg4. ELECTROLIER LAMPS COUNT SUMMARY	DC407							
	bg5. EQUIPMENT INVENTORY REPORT	OM-177							
	bg6. ESR RELEASE TO CONTROL CENTER	PD113B							
	bg7. FOREMAN'S DAILY REPORT	,00408							
	bg8. HAZARDOUS WASTE DISPOSAL REPORT	BT-314							
	bg9. JOB ADDRESS SHEET	DC256							
	bg10. PRIMARY TROUBLE REPORT	2845,02845							
	bg11. PROJECT REPORT	CAO-122							
	bg12. SERVICE REPORT	80012-001							
	bg13. SERVICE REPORT	DC 060							

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bg14. STREETLIGHT MAINTENANCE TIME & TROUBLE REPORT	,02526							
	bg15. STRUCTURE MOVE REPORT	PD-059							
	bg16. TRANSFORMER PAD GENERAL REQUIREMENTS	1-600							
	bg17. VEHICLE TROUBLE REPORT	,00689							
	bh. OPERATIONS & MAINTENANCE PROCEDURES								
	bh1. SAFETY POLICY	PD029							
	bh2. SYSTEM OPERATIONS PROCEDURE	OM-113							
	bi. PARTICIPANT CONTRACTS								
	bj. PERMITS								
	bj1. ENCROACHMENT PERMIT	M-M-F 201A							
	bj2. ENCROACHMENT PERMIT	M-M-F2101A							
	bj3. GENERAL DEPOSIT EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650							
	bj4. PARADE PERMIT APPLICATION	02.57.0							
	bj5. PERMIT TO EMPLOY AND WORK	B1-4							
	bj6. STANDARD ENCROACHMENT PERMIT APPLICATION	DMMP 201A							
	bk. PERSONNEL CONTRACTS								
	bl. POSITION DESCRIPTIONS								
	bl1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	bl2. DUTIES DESCRIPTION RECORD	MS 131							
	bl3. POSITION DESCRIPTION	PDES 3							
	bm. PROCUREMENT/SALES CONTRACTS								
	bn. PROFESSIONAL DEVELOPMENT RECORDS								
	bo. PROGRESS PHOTOGRAPHS								
	bp. PROPOSALS								
	bq. PUBLIC RELATIONS COMMUNICATIONS								
	br. PURCHASE ORDERS								
	br1. PURCHASE ORDER	,00001							
	br2. PURCHASE ORDER	,00003							
	br3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	br4. SALES ORDER	2345,16168							
	br5. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
	bs. RECORD TRANSMITTALS								
	bs1. RECORDS TRANSFER CONTROL	2673,02673							
	bs2. RECORDS TRANSFER CONTROL	2673,16508							
	bs3. RECORDS TRANSFER CONTROL	,02673							
	bt. RECORDS RETENTION AUTHORIZATIONS								
	bt1. RECORDS RETENTION AUTHORIZATION	,02317							
	bu. REQUISITIONS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
bu1.	ANNUAL WORK ORDER - ESTIMATES	,02826							
bu2.	AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1							
bu3.	BILL OF MATERIAL REQUISITION	2661,01437							
bu4.	BILL OF MATERIAL REQUISITION	2661,02661							
bu5.	BILL OF MATERIAL REQUISITION	DC545							
bu6.	BILL OF MATERIAL REQUISITION CODING FORM	,03168							
bu7.	BUSINESS CARD ORDER FORM	,41398							
bu8.	CONSTRUCTION & MAINTENANCE BID FOR WORK	PD-067							
bu9.	CONTRACT WORK REQUEST	CONTR003							
bu10.	ELECTRICAL STATION MAINTENANCE JOB OR EQUIPMENT BUDGET REQUEST	OM-495							
bu11.	ELECTROLIER TALLY SHEET	DC456							
bu12.	EQUIPMENT TRANSFER	,01217							
bu13.	INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE REQUEST	,03247							
bu14.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
bu15.	INFORMATION SERVICES SUPPORT REQUEST	,03279							
bu16.	INSPECTOR'S SHOP ORDER	,01081							
bu17.	INSPECTOR'S SHOP ORDER	,14240							
bu18.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735							
bu19.	MEMO MATERIAL REQUISITION	2102,02102							
bu20.	PRINTING REQUISITION	,03068							
bu21.	PURCHASE REQUISITION	801							
bu22.	REQUEST FOR ASSIGNMENT OF SEALING TOOL	OM-091							
bu23.	REQUEST FOR BLANKET SPO	PD-224							
bu24.	REQUEST FOR SERVICES OR SUPPLIES	1321,01321							
bu25.	REQUEST FOR STATIONERY SUPPLIES	,00903							
bu26.	REQUEST FOR SUPPLIES	1321,01321							
bu27.	REQUEST FOR TRANSPORTATION AND CONSTRUCTION EQUIPMENT ADDITIONAL UNITS	,02415							
bu28.	REQUISITION FOR MATERIAL/SERVICES	,01660							
bu29.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
bu30.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
bu31.	REQUISITION FOR STATIONERY SUPPLIES	,00903							
bu32.	SUBORDINATE WORK ORDER REQUEST	DC690							
bu33.	TELEPHONE CREDIT CARD REQUEST	OM-521							
bu34.	TRAINING PROGRAM REQUEST	270							
bu35.	WORK ORDER	DC449							
bu36.	WORK ORDER	,02821							
bu37.	WORK ORDER	,02822							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 757 F J
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	bu38. WORK ORDER STANDARD FORM	,02821							
	bu39. WORK RELEASE TO NEW SERVICE UNIT	CUSD 140							
	bv. RETENTION SCHEDULES								
	bw. ROUTING SLIPS								
	bw1. REFERENCE SLIP	185,00185							
	bw2. ROUTING SLIP	PD-125							
	bx. SPACE/EQUIPMENT ALLOCATION RECORDS								
	bx1. FORMAL SPECIFICATION JOB ORDER	Z1-MC005							
	bx2. T&C EQUIPMENT ASSIGNMENT FORM	,00690							
	bx3. TOOL TRANSFER	,01574							
	bx4. TRANSPORTATION AND CONSTRUCTION EQUIPMENT	,02744							
	DISTRIBUTION RECORD								
	by. SPECIFICATIONS								
	by1. OVERHEAD CONSTRUCTION SPECIFICATIONS	87-00543							
	by2. OVERHEAD CONSTRUCTION SPECIFICATIONS	,02561							
	by3. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02560							
	bz. STANDARDS								
	ca. STATUS REPORTS								
	ca1. AUTHORIZATION PROGRESS REPORT	OM-433							
	ca2. FORECAST AND PERFORMANCE REPORT FORM G	DC079							
	ca3. WORK PROGRESS REPORT	PD-028							
	cb. SURVEYS/QUESTIONNAIRES								
	cc. TAX RECORDS								
	cd. TECHNICAL REPORTS								
	ce. TELEX/TWX/TELECOPY COMMUNICATIONS								
	cf. TEST RECORDS								
	cf1. MATERIAL TEST REPORT	1320,01320							
	cf2. SPECIAL TEST & INVESTIGATION REPORT	DC592							
	cf3. SPECIAL TEST & INVESTIGATION REPORT	,01774							
	cf4. TESTING LABORATORIES JOB ORDER	2735,02735							
	cf5. TESTING LABORATORIES JOB ORDER	,02735							
	cg. TIMEKEEPING RECORDS								
	cg1. ABSENCE FROM DUTY RECORD	,02588							
	cg2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	cg3. APPLICATION FOR USE OF ACCRUED VACATION TIME	,02819							
	FOR PAY PURPOSES DURING DISABILITY								
	cg4. ATTENDANCE AUTHORITY	,02329							
	cg5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	cg6. DAILY MANHOURS EXPENDED	PD-026							

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CITY CLERK Date: JANUARY 16, 1990
City of Los les
Form Gen. 60 (1)

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	cg7. LABOR DISTRIBUTION	,02532							
	cg8. LABOR DISTRIBUTION	,02533							
	cg9. LABOR DISTRIBUTION	,02537							
	cg10. LIST OF EMPLOYEES ON ATTENDANCE IMPROVEMENT	PM412-1							
	cg11. NOTICE OF ABSENCE	,02728							
	cg12. OVERTIME CATEGORY REPORT	82-86							
	cg13. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	cg14. REQUEST FOR TIME OFF	OM-535							
	cg15. REQUEST/REPORT OF ABSENCE	OM-244							
	cg16. TIME SHEET ACCEPTANCE REPORT	PH0103P2							
	cg17. VACATION FORM	,01113							
	ch. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ch1. BID TRANSMITTAL	,02280							
	ch2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ch3. PURCHASING BID TRANSMITTAL	,02280							
	ch4. RCAS WORK ORDER DATA TRANSMITTAL	,02825							
	ch5. TRANSMITTAL	,00028							
	ci. VENDOR MANUALS/CATALOGS								
	ci1. VENDOR MANUAL	1146,14858							
	cj. WAGE/SALARY STRUCTURE RECORDS								
	ck. WORK PACKAGE RECORDS								
	ck1. WORK ROUTE	OM-551							
28	TIMEKEEPING FILES		2	8	10				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. CHARGE OF DISCRIMINATION	EEOC 5							
	a2. DISCIPLINARY PAY STATUS AGREEMENT	77							
	a3. DISCRIMINATION COMPLAINT INITIATION	EEO-001							
	b. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	c1. NOTICE OF COMPLETION	GEN. 158							
	d. BID RECORDS								
	d1. BID NOTICE	,03214							
	e. BUDGET RECORDS - ACTUAL								
	e1. ACTUAL MAN-HOURS EXPENDED	OM-041							
	f. BUDGET RECORDS - PROJECTED								
	f1. AFE COMPARISON AND APPROVAL	DC527A							
	f2. AUTHORIZATION FOR EXPENDITURE	PD-052							

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CITY CLERK Date: JANUARY 16, 1990
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 C 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Ytr	hist	cont	REMARKS
	f3. BASIS OF ESTIMATED COST	Z1-MC009							
	f4. COST ESTIMATE	,03038							
	f5. ENGINEERING JOB ESTIMATE	DC466A							
	f6. PRELIMINARY ESTIMATE	OM-320							
	g. CHANGE DOCUMENTS								
	g1. CHANGE ORDER	ENG.3.151							
	h. CLAIMS								
	h1. ACCIDENT ANALYSIS	,02747							
	h2. APPLICATION FOR ADJUDICATION OF CLAIM	1							
	h3. APPLICATION FOR ADJUDICATION OF CLAIM	DIA WCAB F							
	h4. STATEMENT OF ACCIDENT	,00970							
	h5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364							
	i. CONSULTING CONTRACTS								
	j. CONTRACT ADMINISTRATION RECORDS								
	j1. STATUS INQUIRY	BD-2116							
	k. CONTRACT AMENDMENTS								
	l. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	m. CONVERSATION RECORDS								
	m1. DESS CORRESPONDENCE DISPOSITION FORM	PD168							
	m2. RECORD OF CONFERENCE/CONVERSATION	DC007A							
	n. CUSTOMER SERVICE RECORDS								
	n1. FEDERAL ASSISTANCE FORM	OMB3067-0043							
	n2. MISCELLANEOUS COMPLAINT ELECTRIC	PD-104							
	n3. NOTICE OF INTEREST IN APPLYING FOR FEDERAL DISASTER ASSISTANCE	3067-0033							
	o. DATA SHEETS								
	o1. DAILY RECORD TRANSMISSION REPORT	OM-183							
	o2. ENGINEERING DATA SHEET	,01155							
	p. DEPARTMENT AWARDS RECORDS								
	q. DEPARTMENT REAL ESTATE RECORDS								
	r. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	r1. EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	r2. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	r3. SPECIAL ENDORSEMENT	02-463							
	s. DRAWINGS								
	t. DWP FLOW DIAGRAMS								
	u. DWP INSPECTION RECORDS								
	v. DWP MAPS								

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Department/Bureau 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	v1. SITE MAP	1111Z/BP-7							
	w. EDUCATION/TRAINING RECORDS								
	w1. TUITION REIMBURSEMENT APPLICATION	HR269							
	x. EMPLOYEE ACCOUNTS RECORDS								
	x1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	x2. PERSONAL AUTOMOBILE AUTHORITY REQUEST	OM-389							
	x3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	y. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	y1. AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION	PD-MSDMR101							
	y2. DOCTOR'S RELEASE	,02202							
	y3. EMERGENCY MEDICAL SERVICE REPORT	F-902M							
	y4. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	y5. MEDICAL DIVISION FIRST AID OFFICE DAILY RECORD	02303							
	y6. PHYSICIAN'S RELEASE	,02202							
	z. EMPLOYEE SUGGESTION PLANS								
	aa. EMPLOYMENT RECORDS								
	aa1. APPLICATION FOR ALIEN LABOR CERTIFICATION	DE9471B							
	aa2. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
	aa3. INTERVIEW DATA SHEET	3381							
	aa4. REPORT OF DRIVER'S TEST	76-45							
	aa5. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360,16183							
	aa6. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	aa7. STATION & TRANSMISSION ELECTRICAL ENGINEER	94							
	aa8. SUPPLEMENTAL SPECIALIST PERSONAL DATA SHEET	PED02							
	ab. ENVIRONMENTAL REPORTS								
	ac. EXTERNAL INSPECTION RECORDS								
	ad. FINANCIAL REPORTS								
	ad1. SUMMARY OF UTILITIES IMPACT ANALYSIS	ENG3-463							
	ae. FLOWCHARTS								
	af. FOREIGN MAPS								
	ag. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	ag1. UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039							
	ah. INTERDEPARTMENTAL COMMUNICATIONS								
	ah1. INTER DEPARTMENTAL ORDER	GEN. 34							
	ah2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	ai. INTRADEPARTMENTAL COMMUNICATIONS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 01 (757 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code:
City of Los es WP-25 Department of Water and Power By: (Dept. Head)
Form Gen. 60 (R i) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) 6/12/90 Date
Power Distribution MTP

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	cont	REMARKS
	ai1. INTRA-DEPARTMENTAL	,01455							
	aj. INVOICES/PAYMENTS								
	aj1. AUTHORITY FOR BILLING	2947;02497							
	aj2. CASH ADVANCE	PD030							
	aj3. CASH MEMORANDUM RECEIPT	,00982							
	aj4. CONTRACTOR'S CERTIFICATE AND PERIODICAL ESTIMATE FOR PARTIAL PAYMENT	2573,16405							
	aj5. INVOICE COLLECTIBLE	,00861							
	aj6. RECEIPT	P-670							
	aj7. REFERRAL SLIP	18							
	aj8. REQUEST FOR PAYMENT	,03078							
	aj9. SERVICE INVOICE	PS15-00							
	aj10. VOUCHER CONTROL FORM	,01218							
	ak. JOB FILE DATA								
	al. JOB SCHEDULES								
	al1. CREW ASSIGNMENT FORM	00-731							
	al2. JOB SEQUENCE SCHEDULE	DC027							
	am. JUDGEMENTS								
	an. LEGAL APPLICATIONS								
	an1. NEGATIVE DECLARATION	GEN. 157							
	ao. LEGAL NOTIFICATIONS								
	ao1. NOTICE OF ENTRY OF JUDGEMENT	CCP117.8							
	ap. LEGAL ORDERS/FILINGS								
	aq. LETTERS								
	aq1. DEPOSITION SUBPOENA NOTICE TO OWNER	R/W05-1							
	aq2. GENERATOR FEE NOTICE	BT-1210							
	aq3. NOTICE OF INVOLUNTARY LIEN	R916							
	aq4. SPEED LETTER	S0015							
	ar. LICENSES								
	as. LITIGATION RECORDS								
	at. LOGS/INDICES								
	au. MANAGEMENT PROCEDURES								
	au1. ADMINISTRATIVE PROCEDURE	PD200-42							
	au2. INSTRUCTIONS FOR COMPLETING, EXECUTING, & SUBMITTING EVIDENCE OF INSURANCE TO THE L.A. DEPARTMENT OF WATER & POWER	GEN. 133							
	au3. INVESTIGATION RECORD PROCEDURE	,00956							
	au4. PROCEDURE	PD029							
	av. MANAGEMENT REPORTS								

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CITY CLERK
City of Los A s
Form Gen. 60 (R

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 01 57 F J
Department of Water and Power
Office of (Original) Record
Power Distribution SnTP

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
	aw. MANAGEMENT SCHEDULES								
	ax. MEDICAL RECORDS								
	ax1. EMPLOYEE MEDICAL EVALUATION	MS 946							
	ay. MEETING ATTENDANCE RECORDS								
	az. MEETING MINUTE ITEMS								
	ba. MEETING MINUTES								
	bb. MEMORANDA								
	bb1. CORRECTION NOTICE	.00993							
	bb2. ENGINEER'S FIELD MEMO	DC-395							
	bb3. MEMORANDUM	M813-30							
	bb4. MEMORANDUM	.01145							
	bb5. MEMORANDUM	.01146							
	bb6. MEMORANDUM	.01147							
	bb7. MEMORANDUM	.01334							
	bb8. MEMORANDUM	.15047							
	bb9. MEMORANDUM NOTICE OF JOINT POLE WORK	48							
	bb10. OFFICE MEMO	STD100							
	bb11. OFFICE MEMORANDUM	GEN. 53							
	bb12. TUWAY MESSAGE	L1-A2375							
	bc. OPERATIONAL REPORTS								
	bc1. DAILY TIME & WORK REPORT: ELECTRIC TROUBLE SECTION	.02527							
	bc2. DAILY TIME & WORK REPORT: ELECTRIC TROUBLE	PDD-0010							
	bc3. DIVISION, SYSTEM, & MANAGEMENT COMMITTEES APPOINTMENTS & CHANGES	PD019							
	bc4. PROJECT REPORT	CAO-122							
	bc5. STREETLIGHT MAINTENANCE TIME & TROUBLE REPORT	.02526							
	bc6. STREETLIGHT SECTION DAILY RECORD TIME & TROUBLE REPORT	.02526							
	bc7. STRUCTURE MOVE REPORT	OM-032							
	bc8. SUMMARY OF ACTIONS	M818-2							
	bc9. TRANSMISSION TROUBLE & STREETLIGHT SECTION DAILY RECORD	82-377							
	bc10. TROUBLE PATROL SERVICEMAN'S DAILY REPORT	.00144							
	bd. OPERATIONS & MAINTENANCE PROCEDURES								
	bd1. HAZARDOUS MATERIALS & WASTE PROCEDURE	OM-764							
	bd2. SYSTEM OPERATIONS PROCEDURE	OM-113							
	be. PARTICIPANT CONTRACTS								
	be1. UTILITY AGREEMENT	B/W05-2							

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City of Los [illegible]s
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Sch. No. WP-25
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Department/Bureau 0[illegible]0 '57 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bf. PERMITS								
	bf1. NOTICE OF APPLICATION FOR PERMIT	DA101							
	bf2. REQUEST FOR MODIFICATION OF BUILDING ORDINANCES	B&S COM31							
	bf3. TREE TRIMMING RELEASE	PD-084							
	bg. POSITION DESCRIPTIONS								
	bg1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	bg2. POSITION DESCRIPTION	PDES 3							
	bg3. SPECIALIST POSITION JUSTIFICATION	PE001							
	bh. PROCUREMENT/SALES CONTRACTS								
	bi. PROPOSALS								
	bj. PUBLIC RELATIONS COMMUNICATIONS								
	bj1. IMPORTANT NOTICE ABOUT YOUR ELECTRIC SERVICE	PD-089							
	bk. PURCHASE ORDERS								
	bk1. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	bk2. SUB-PURCHASE ORDER	,00008							
	bk3. SUB-PURCHASE ORDER	,00009							
	bl. REQUISITIONS								
	bl1. BILL OF MATERIAL REQUISITION	DC545							
	bl2. CAPACITOR JOB ORDER	PD115							
	bl3. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	bl4. REQUEST FOR ADDITIONAL INFORMATION REGARDING SELECTED OCCUPATIONS	DE9483							
	bl5. REQUEST FOR PURCHASE OF ADDITIONAL FLEET EQUIPMENT	,02415							
	bl6. REQUEST FOR STREETLIGHT CLEARANCE	OM-277							
	bl7. REQUEST FOR SUPPLIES	,01321							
	bl8. REQUISITION FOR MATERIAL/SERVICES	,01660							
	bl9. SERVICE &/OR INVESTIGATION REQUEST	345							
	bl10. SUBORDINATE WORK ORDER REQUEST	DC690							
	bl11. TELEPHONE CREDIT CARD REQUEST	OM-521							
	bl12. TRANSPORTATION ORDER	,01089							
	bl13. WORK ORDER	DC449							
	bl14. WORK ORDER	,02822							
	bm. ROUTING SLIPS								
	bm1. APPROVAL ROUTING SLIP	SPEC.GEN-01.31							
	bn. SPACE/EQUIPMENT ALLOCATION RECORDS								
	bo. SPECIFICATIONS								
	bo1. OVERHEAD CONSTRUCTION SPECIFICATIONS	,00542							

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CITY CLERK
City of Los ... es
Form Gen. 60 (R...)

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

Department/Bureau 010 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	bo2. SPECIFICATION FOR UNDERGROUND CROSS-LINKED POLYETHYLENE INSULATED PRIMARY CABLE	1195							
	bo3. SYSTEM/STRUCTURE DESIGN SPECIFICATION CONTINUATION SHEET	DC800B							
	bp. STATUS REPORTS								
	bq. SURVEYS/QUESTIONNAIRES								
	bq1. SURVEY	905-15							
	br. TAX RECORDS								
	bs. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bs1. MAILGRAM	5241							
	bt. TEST RECORDS								
	bt1. SPECIAL TEST & INVESTIGATION REPORT	DC592							
	bu. TIMEKEEPING RECORDS								
	bu1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	bu2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	bu3. ATTENDANCE AUTHORITY	,02329							
	bu4. ATTENDANCE RECORD	3002							
	bu5. ATTENDANCE RECORD	57-00							
	bu6. ATTENDANCE SHEET	DC345							
	bu7. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	bu8. DAILY JOB LOG AND TIME REPORT	,02645							
	bu9. DAILY MANHOURS EXPENDED	PD-026							
	bu10. DAILY TIME & WORK REPORT: TROUBLE SECTION	PDD-0001,02527							
	bu11. DAILY TIME REPORT	DC 281-B							
	bu12. DAILY TIME REPORT	PD-175							
	bu13. LABOR DISTRIBUTION	,02532							
	bu14. LABOR DISTRIBUTION	,02533							
	bu15. LABOR DISTRIBUTION	,02537							
	bu16. MEN'S DAILY SIGN-IN	TRBL0001							
	bu17. NOTICE OF ABSENCE	,02728							
	bu18. OPERATOR'S DAILY TIME REPORT	,02269							
	bu19. OVERTIME REPORT	PD-108							
	bu20. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	bu21. REQUEST FOR TIME OFF	PD-050							
	bu22. REQUEST FOR TIME OFF	PD-109							
	bu23. TIME REPORT	PDD-0010							
	bu24. TIME ROLL ATTENDANCE RECORD	,03000							
	bu25. TIME ROLL CORRECTION AUTHORITY	2734							

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CITY CLERK Date: JANUARY 16, 1990
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Sch. No. WP-25
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Department/Bureau [illegible] 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bu26. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	bu27. TIME SHEET	LWV:032487							
	bu28. VACATION FORM	,01113							
	bv. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bv1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	bv2. COVER LETTER	,00028							
	bv3. INFORMAL SPECIFICATIONS CHECK & APPROVAL SHEET	Z1-INF010							
	bw. WORK PACKAGE RECORDS								
	bw1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							
29	TOOL & WAREHOUSE RECORDS		3	--	3				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. CLAIMS								
	c1. STATEMENT OF ACCIDENT	,00970							
	d. DATA SHEETS								
	d1. ENGINEERING DATA SHEET	,01155							
	e. DRAWINGS								
	f. DWP INSPECTION RECORDS								
	f1. TOOL INSPECTION REPORT	OM-562							
	f2. TOOLS DEFECTIVE/PROBLEM TOOL REPORT	PD-163							
	g. DWP MAPS								
	h. EMPLOYMENT RECORDS								
	i. EXTERNAL INSPECTION RECORDS								
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	k. INVOICES/PAYMENTS								
	k1. DELIVERY RECEIPT	,00817							
	l. LETTERS								
	m. LOGS/INDICES								
	m1. STOCK CARD	579,00579							
	m2. STOCK CARD	,00579							
	m3. TOOL RECORD CARD	82-117A							
	m4. TOOL RECORD CARD	82-117							
	n. MANAGEMENT PROCEDURES								
	o. MEETING MINUTES								
	p. MEMORANDA								
	p1. MEMORANDUM	,01145							

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

CITY CLERK
City of Los es
Form Gen. 60 (R)

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	p2. MEMORANDUM	,01146							
	p3. MEMORANDUM	,01147							
	p4. MEMORANDUM	,01334							
	p5. SPEED MEMO	4A-73							
	q. OPERATIONAL REPORTS								
	r. OPERATIONS & MAINTENANCE PROCEDURES								
	s. POSITION DESCRIPTIONS								
	t. PURCHASE ORDERS								
	t1. PURCHASE ORDER	,00001							
	u. REQUISITIONS								
	u1. MATERIAL REQUEST	SMUD-P-106							
	u2. MEMO MATERIAL REQUISITION	2102,02102							
	u3. REQUEST FOR SERVICES OR SUPPLIES	1321,01321							
	u4. REQUISITION	11.5							
	u5. REQUISITION	,01659							
	u6. REQUISITION FOR MATERIAL/SERVICES	,01660							
	v. SPACE/EQUIPMENT ALLOCATION RECORDS								
	v1. TOOL TRANSFER	,01574							
	w. TEST RECORDS								
	w1. SPECIAL TEST & INVESTIGATION REPORT	DC618							
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								
	x1. PURCHASING BID TRANSMITTAL	,02280							
	y. VENDOR MANUALS/CATALOGS								
30	TRAINING FILES		AR	10	AR+10				
	a. DETAIL PHOTOGRAPHS								
	b. EDUCATION/TRAINING RECORDS								
	b1. DAILY RECORD ELECTRICAL DISTRIBUTION MECHANIC TRAINEE	PD-045							
	b2. ELECTRIC DISTRIBUTION MECHANIC TRAINEE - MONTHLY EVLUATION	PD-018B							
	b3. ELECTRICAL DISTRIBUTION MECHANIC TRAINEE - MONTHLY EVALUATION	OM-354							
	c. EMPLOYMENT RECORDS								
	c1. PROBATION REPORT WORKSHEET	PD-061							
	d. MEMORANDA								
	d1. MEMORANDUM	,01145							
	d2. MEMORANDUM	,01147							
	e. SPACE/EQUIPMENT ALLOCATION RECORDS								

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

CITY CLERK Date: JANUARY 16, 1990
City of Los les
Form Gen. 60 (l)

Sch. No. WP-25
Rev. No.

Department/Bureau 210 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	e1. TOOL TRANSFER	,01574							
	f. STATUS REPORTS								
	g. TEST RECORDS								
31	TREE TRIM REPORTS		2	13	15				
	a. CLAIMS								
	b. CONVERSATION RECORDS								
	b1. CALL SLIP	,00148							
	c. CUSTOMER SERVICE RECORDS								
	c1. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	d. DWP INSPECTION RECORDS								
	d1. 34.5 KV PATROL SHEET	PD-001							
	e. DWP MAPS								
	f. INVOICES/PAYMENTS								
	g. JOB SCHEDULES								
	h. LOGS/INDICES								
	i. MEMORANDA								
	i1. MEMORANDUM	,01145							
	i2. MEMORANDUM	,01334							
	j. OPERATING AND MAINTENANCE SCHEDULES								
	k. OPERATIONAL REPORTS								
	k1. PATROLMAN REPORT	PD-001							
	k2. TREE SURGEON SUPERVISOR'S DAILY REPORT	OM-423							
	k3. TREE SURGEON SUPERVISOR'S DAILY REPORT	PD-037							
	k4. TREE TRIMMER CONTRACTOR'S DAILY REPORT	PD-013							
	k5. TREE TRIMMER SUPERVISOR'S DAILY REPORT	OM-419							
	k6. TREE TRIMMING MONTHLY REPORT	OM-061							
	k7. TREE TRIMMING MONTHLY REPORT	OM-422							
	k8. TREE TRIMMING MONTHLY REPORT	PD-058							
	k9. TREE TRIMMING OPERATIONS REPORT	82-420							
	k10. TREE TRIMMING OPERATIONS REPORT	OM-061							
	k11. TREE TRIMMING REPORT	OM-970							
	k12. TREE TRIMMING WORKSHEET	82-421							
	k13. TREE TRIMMING WORKSHEET	OM-421							
	k14. TREE TRIMMING WORKSHEET	PD-057							
	l. PERMITS								
	l1. TREE TRIMMING RELEASE	OM-605							
	l2. TREE TRIMMING RELEASE	PD-084							
	m. PROCUREMENT/SALES CONTRACTS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 0 1 0 *57 F J Certified per Sec. 12.3(e) of L.A. Admin. Code:
City of Los es WP-25 Department of Water and Power By: (Dept. Head)
Form Gen. 60 (I)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. Office of (Original) Record Power Distribution By: (City Clerk, Rec. Mgt. Off.) Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	n. PURCHASE ORDERS								
	n1. PURCHASE ORDER	,00001							
	o. REQUISITIONS								
	o1. TREE TRIMMING OR REMOVAL REQUEST	1280W							
	o2. TREE TRIMMING OR REMOVAL REQUEST	1280							
	o3. TREE TRIMMING ORDER	OM-312							
	o4. TREE TRIMMING REQUEST	1280W							
	o5. TREE TRIMMING REQUEST	1280							
	p. VENDOR MANUALS/CATALOGS								
32	WORK ORDERS		C+2	10	C+12				
	a. AGENDA ITEMS								
	b. ANNOUNCEMENTS/BULLETINS								
	b1. AUTHORIZATION CANCELLATION NOTICE	66-12							
	b2. AUTHORIZATION COMPLETION NOTICE	1789,15556							
	b3. NOTICE OF COMPLETION	COMPLET2							
	b4. NOTICE OF COMPLETION	CONTR001							
	b5. WORK ORDER COMPLETION NOTICE	,00625							
	b6. WORK ORDER COMPLETION NOTICE	,14391							
	c. BID RECORDS								
	c1. BID FOR WORK	PD-067							
	d. BUDGET RECORDS - ACTUAL								
	e. BUDGET RECORDS - PROJECTED								
	e1. AFE	2911							
	e2. AFE COST ESTIMATE DETAIL	DC0527C							
	e3. AFE WORK ORDER APPROVAL	PD-053							
	e4. AFE WORK ORDER SUMMARY	DC0527B							
	e5. AFE WORK ORDER SUMMARY	DC0527C							
	e6. AUTHORIZATION CARD	1807,01807							
	e7. AUTHORIZATION CARD	596,00596							
	e8. AUTHORIZATION FOR EXPENDITURE	1611,01611							
	e9. AUTHORIZATION FOR EXPENDITURE	2655,02855							
	e10. AUTHORIZATION FOR EXPENDITURE	2911							
	e11. AUTHORIZATION FOR EXPENDITURE - WORK ORDER COMPARISONS AND APPROVALS	DC0527A							
	e12. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC0527B							
	e13. CONSTRUCTION ESTIMATE	G-13							
	e14. COST CODE ESTIMATE	,02908							

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

CITY CLERK Date: JANUARY 16, 1990
City of Los ... es
Form Gen. 60 (R ...)

Sch. No. WP-25
Rev. No.

Department/Bureau 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	cont	REMARKS
	e15. COST ESTIMATE	,03038							
	e16. COST ESTIMATE DETAIL	PD-054							
	e17. CREDIT ESTIMATE	2912,02912							
	e18. CREDIT ESTIMATE	,00382							
	e19. CREDIT ESTIMATE	,00383							
	e20. CREDIT ESTIMATE	,02912							
	e21. JOB CONTROL SHEET	OM-009							
	e22. MATERIAL AND LABOR ESTIMATE	0377							
	e23. MATERIAL AND LABOR ESTIMATE	66-95R							
	e24. MATERIAL AND LABOR ESTIMATE	DC789							
	e25. MATERIAL AND LABOR ESTIMATE	,02450							
	e26. PRELIMINARY ESTIMATE	2908							
	e27. REARRANGEMENT WORKSHEET	606025							
	e28. SUPERVISOR'S WORK SHEET	OM-119							
	e29. SUPERVISOR'S WORK SHEET	OM-301							
	e30. SUPERVISOR'S WORK SHEET	PD-078							
	e31. UNDERGROUND AUTHORIZATION FOR EXPENDITURE	2911							
	e32. UNDERGROUND MATERIAL & LABOR ESTIMATE	,02450							
	e33. WORKSHEET	PD-073							
	e34. WORKSHEET	,02106							
	f. CHANGE DOCUMENTS								
	f1. CHANGE ORDER	ENG.3.151							
	f2. FIELD NOTICE OF CHANGES LOW VOLTAGE SYSTEM	,02193							
	f3. FOLLOW-UP NOTICE OF CHANGE LOW VOLTAGE SYSTEM	PD-023							
	f4. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,14578							
	f5. LOW VOLTAGE SYSTEM FIELD CHANGE	OM-083							
	f6. WORK ORDER MISCELLANEOUS CHANGE	,02824							
	f7. WORK ORDER SENSITIVE DATA CHANGE	MS352							
	f8. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823							
	g. CLAIMS								
	g1. STATEMENT OF ACCIDENT	,00970							
	h. CONTRACT ADMINISTRATION RECORDS								
	i. CONTRACT AMENDMENTS								
	i1. ADDITIONAL WORK	DC 125							
	i2. INTERIM CHANGE AUTHORIZATION	ENG.3156							
	j. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	k. CONVERSATION RECORDS								
	k1. CALL SLIP	,00148							

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CITY CLERK Date: JANUARY 16, 1990
City of Los [illegible]es
Form Gen. 60 (R[illegible])

Sch. No. WP-25
Rev. No.

Department/Bureau C1 757 F J
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	1. CUSTOMER SERVICE RECORDS								
	11. CUSTOMER STATIONS DATA SHEET	168,DC377							
	12. CUSTOMER STATIONS DATA SHEET	168							
	13. CUSTOMER STATIONS DETERMINATION OF EQUITABLE SETTLEMENT FOR RELOCATION OR REMOVAL OF EXISTING STATION AT CUSTOMER'S REQUEST	128							
	14. CUSTOMER STATIONS JOB SHEET	DC095							
	15. CUSTOMER STATIONS LOAD STUDY AND CLASSIFICATION	DC098							
	16. ELECTRIC SERVICE REPRESENTATIVE REPORT SUPPLEMENT	DC-107							
	17. ELECTROILER STREET LIGHTING SERVICE DATE	,16000							
	18. JOB INSTALLATION DATA	66-99							
	19. METER AND SERVICE ORDER	87-02-144							
	110. MISCELLANEOUS COMPLAINT ELECTRIC	,00693							
	111. REQUEST FOR ASSIGNMENT OF CUSTOMER TRANSFORMER STATION NUMBERS AND/OR TRANSFORMER STATION NUMBER	95							
	112. REQUEST FOR UTILITY INSTALLATION AND/OR SERVICE	7-A-33							
	113. SERVICE JOB	DC-449							
	114. SERVICE JOB	PD-170							
	115. SERVICE ORDER	DC641							
	116. SERVICE ORDER	PD-641							
	117. SERVICE ORDER	,02343							
	118. SERVICE ORDER	,02345							
	119. SPECIAL ORDER	,03086							
	m. DATA SHEETS								
	m1. CUSTOMER STATIONS DATA SHEET	168							
	m2. ELECTROLIER STREET LIGHTING SERVICE DATA	,14153							
	m3. ELECTROLIER STREET LIGHTING SERVICE DATA	,16000							
	m4. ENGINEERING DATA SHEET	,01158							
	m5. STREETLIGHTING SERVICE DATA	DC-510							
	n. DEPARTMENT REAL ESTATE RECORDS								
	o. DESIGN CALCULATIONS								
	o1. CALCULATION SHEET	DC535							
	p. DETAIL PHOTOGRAPHS								
	q. DRAWING FORMS								
	q1. OZALID ORDER AND DISTRIBUTION	136							
	q2. OZALID ORDER AND DISTRIBUTION NON-PROJECT	136							
	r. DRAWINGS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 0[illegible]0 *57 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 60 of 68
City of Los [illegible]es WP-25 Department of Water and Power By: (Dept. Head) 6/12/90
Form Gen. 60 ([illegible]) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Distribution MTP

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	s. DWP ELECTRICAL DRAWINGS								
	t. DWP EQUIPMENT DRAWINGS								
	u. DWP FLOW DIAGRAMS								
	u1. AERIAL POWER SUPPLY FIELD SCHEMATIC	PD-088							
	v. DWP INSPECTION RECORDS								
	v1. HIGH VOLTAGE CABLE PATROL 34.5KV MAINTENANCE REPORT	OM-25							
	w. DWP LINE DRAWINGS/DIAGRAMS								
	x. DWP MAPS								
	x1. MAP	DC-044							
	y. EMPLOYMENT RECORDS								
	z. ENVIRONMENTAL REPORTS								
	aa. EXTERNAL INSPECTION RECORDS								
	ab. FINANCIAL REPORTS								
	ac. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	ad. INFORMATION SERVICES RECORDS								
	ad1. CODE SHEET	,03024							
	ae. INTERDEPARTMENTAL COMMUNICATIONS								
	ae1. INTER DEPARTMENTAL SUB-ORDER	GEN. 34A							
	ae2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	af. INTRADEPARTMENTAL COMMUNICATIONS								
	af1. INTRA-DEPARTMENTAL	87-69-074							
	af2. INTRA-DEPARTMENTAL	,01445							
	af3. INTRA-DEPARTMENTAL	,01455							
	af4. INTRA-DEPARTMENTAL	,14694							
	af5. INTRA-DEPARTMENTAL	,69074							
	ag. INVOICES/PAYMENTS								
	ag1. AUTHORITY FOR BILLING	2947,02497							
	ag2. AUTHORITY FOR BILLING	66-95R							
	ag3. AUTHORITY FOR BILLING	,00364							
	ag4. AUTHORITY FOR BILLING	,14299							
	ag5. AUTHORITY FOR BILLING	,14473							
	ag6. AUTHORITY FOR BILLING FOR TEMPORARY SERVICE - CONTRACTED PRICE	66-95R,14473							
	ag7. AUTHORITY FOR BILLING FOR UNDERGROUND SERVICE CABLE	,02497							
	ag8. BILL OF LADING	56,14052							
	ag9. BILL OF LADING	87-00056							

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CITY CLERK Date: JANUARY 16, 1990
City of Los A[illegible]s
Form Gen. 60 (R[illegible])

Sch. No. WP-25
Rev. No.

Department/Bureau 0 1 0 0 5 7 F J
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Page: 61 of 68

Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	ag10. BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	,00405							
	ag11. CASH MEMORANDUM RECEIPT	,00982							
	ag12. CREDIT VOUCHER	,00982							
	ag13. CREDIT VOUCHER	,00985							
	ag14. DELIVERY RECEIPT	,00817							
	ag15. ELECTRIC REFUND AUTHORIZATION	,00113							
	ag16. FOREMAN'S MATERIAL CREDIT	39,00039							
	ag17. FOREMAN'S MATERIAL CREDIT	,00039							
	ag18. FOREMAN'S MATERIAL CREDIT	,03276							
	ag19. REQUEST FOR MATERIAL CREDIT	,01660							
	ag20. REQUEST FOR MATERIAL CREDIT	,01666							
	ag21. REQUEST FOR MATERIAL CREDIT	,03286							
	ag22. REQUEST FOR MATERIAL CREDIT	,16090							
	ah. JOB FILE DATA								
	ah1. OPERATING ENGINEER'S ORDER	82-268							
	ah2. OPERATING ENGINEER'S ORDER	OM-018							
	ai. JOB FILES								
	aj. JOB SCHEDULES								
	aj1. CREW ASSIGNMENT FORM	00-731							
	aj2. WORK SCHEDULE	OM-141							
	ak. JUDGEMENTS								
	al. LEGAL ORDERS/FILINGS								
	am. LETTERS								
	am1. SPEED LETTER	44-904							
	an. LICENSES								
	ao. LOGS/INDICES								
	ao1. ACCIDENT PREVENTION TAG LOG	PD-071							
	ao2. CLOSED P-53 (1926-88)	P-596-B							
	ao3. DPW - LIST OF POLE ATTACHMENT INFRACTIONS	PD-194							
	ao4. JOB LOG	,02393							
	ao5. POSTING TEMPORARY TRAFFIC SIGNS	82-331							
	ao6. SERVICE CARD	2135C,15931							
	ao7. SERVICE CARD	2135D,15931							
	ao8. SERVICE CARD	,02132							
	ao9. STREETLIGHT TAG	,02496							
	ao10. TRANSFORMER RECORD	P918							
	ao11. TRANSFORMER TAG	,00573							
	ap. MANAGEMENT PROCEDURES								

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CITY CLERK Date: JANUARY 16, 1990
City of Los ... es
Form Gen. 60 (R ...-81)

Sch. No. WP-25
Rev. No.

Department/Bureau 01 0 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ap1. OVERHEAD COST SHEET AGREED PRICE ESTIMATING PROCEDURE	DC226							
	aq. MANAGEMENT REPORTS								
	ar. MANAGEMENT SCHEDULES								
	as. MEETING MINUTES								
	as1. MONTHLY SAFETY MEETING MINUTES	PD-002							
	at. MEMORANDA								
	at1. AUTHORIZATION MEMO	349,00349							
	at2. AUTHORIZATION MEMO	349,14259							
	at3. AUTHORIZATION MEMO	87-00-349							
	at4. AUTHORIZATION MEMO	,00349							
	at5. BILLING MEMORANDUM	880,00880							
	at6. BILLING MEMORANDUM	,00880							
	at7. CATV ROUTING AND TIME ACCUMULATION MEMO	DC668							
	at8. CORRECTION NOTICE	,00993							
	at9. ELECTRIC MEMO	,00554							
	at10. ELECTRIC TROUBLE MEMO	OM-035							
	at11. MEMO SURFACE REPAIRS	87-02-412							
	at12. MEMO SURFACE REPAIRS	,02412							
	at13. MEMORANDUM	1146,01146							
	at14. MEMORANDUM	1146,14857							
	at15. MEMORANDUM	1146,14858							
	at16. MEMORANDUM	1146							
	at17. MEMORANDUM	1334,15047							
	at18. MEMORANDUM	87-69-078							
	at19. MEMORANDUM	,01145							
	at20. MEMORANDUM	,01146							
	at21. MEMORANDUM	,01147							
	at22. MEMORANDUM	,01334							
	at23. MEMORANDUM	,01335							
	at24. MEMORANDUM	,14857							
	at25. MEMORANDUM NOTICE OF CABLE TV WORK	DC699							
	at26. MEMORANDUM NOTICE OF JOINT POLE WORK	48							
	at27. MEMORANDUM NOTICE OF JOINT POLE WORK	84							
	at28. OFFICE MEMORANDUM	GEN. 53							
	at29. OVERHEAD DESIGN MEMO	2348,02348							
	at30. OVERHEAD DESIGN MEMO	,02348							
	at31. SERVICE CONFIRMATION MEMO	,02413							
	at32. WORK ORDER MEMO	,00349							

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CITY CLERK Date: JANUARY 16, 1990
City of Los es
Form Gen. 60 (R)

Sch. No. WP-25
Rev. No.

Department/Bureau 0 1 (757 F J
Department of Water and Power
Office of (Original) Record
Power Distribution MTP

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

By: (City Clerk, Rec. Mgt. Off.)

6/12/90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	au. OPERATIONAL REPORTS								
	au1. 34.5 KV DISTRIBUTION	02-836							
	au2. 34.5 KV DISTRIBUTION	87-02836							
	au3. ADDITION OF LOAD TO POWER SYSTEM	162							
	au4. APPARATUS TROUBLE REPORT	5-667							
	au5. CIRCUIT SUMMARY	DC559							
	au6. DAILY RECORD TIME & TROUBLE REPORT	,02526							
	au7. DAILY TIME & WORK REPORT: ELECTRIC TROUBLE SECTION	,02527							
	au8. ELECTRIC CONSTRUCTION FIELD REPORT	7-TE-505							
	au9. ELECTRIC SERVICE INVESTIGATION	,03285							
	au10. EQUIPMENT INVENTORY REPORT	OM-177							
	au11. ESR RELEASE TO CONTROL CENTER	PD113B							
	au12. ESR RELEASE TO CONTROL CENTER	PD156							
	au13. ESR RELEASE TO CONTROL CENTER FOR REPAIR JOBS ONLY	PD-160							
	au14. ESR RELEASE TO CONTROL CENTER FOR REPAIR JOBS ONLY	PD156							
	au15. FAULT CURRENT REPORT MAXIMUM SYMMETRICAL AMPERES AT SERVICE POINT	DC089							
	au16. FOREMAN'S CABLE REPORT	2259,02259							
	au17. FOREMAN'S CABLE REPORT	,02259							
	au18. JOB DETAIL - MAKE READY WORKSHEET	4946							
	au19. LOCATION AND NATURE OF WORK	2-2							
	au20. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	au21. SERVICE ENGINEERING REPORT	DC-449							
	au22. SERVICE ENGINEERING REPORT	PD-112							
	au23. SERVICE REPORT	DC 060							
	au24. STATION ACTIVITY HISTORY	CUSD-56							
	au25. TROUBLE PATROL SERVICEMAN'S DAILY REPORT	,00144							
	au26. WORK DESCRIPTION	82-272							
	au27. WORK OUTSIDE OF SCHEDULED HOURS	PD-099							
	au28. WORK OUTSIDE OF SCHEDULED HOURS OR WORK FOR CUSTOMER'S CONVENIENCE	OM-383							
	av. OPERATIONS & MAINTENANCE PROCEDURES								
	av1. SPECIAL INSTRUCTIONS	DC660							
	aw. PERMITS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 0210 757 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code:

City of Los Angeles WP-25 Department of Water and Power By: (Dept. Head) 6/12/90

Form Gen. 60 (Rev. 1) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Distribution MTP

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
	aw1. APPLICATION/PERMIT	3.668							
	aw2. AUTHORITY TO PROCEED CONSTRUCTION	,87-02-145							
	aw3. AUTHORIZATION TO PROCEED WITH CONSTRUCTION	87-02-145							
	aw4. ENCROACHMENT PERMIT	H-M-P-202-AC							
	aw5. EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650							
	aw6. GENERAL DEPOSIT EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650							
	aw7. GENERAL DEPOSIT EXCAVATION PERMIT	ENG.3.654							
	aw8. GENERAL PERMIT	HD-230							
	aw9. RESURFACING APPLICATION/PERMIT	3.650							
	aw10. STREETLIGHTING CONSTRUCTION START NOTICE	1336							
	aw11. UNDERGROUND DESIGN SECTION	DC449							
	aw12. UTILITIES ENCROACHMENT PERMIT	DMO-M-P-302							
	aw13. UTILITY MAINTENANCE PROVISIONAL TO ENCROACHMENT PERMIT	DM-M-D-228							
	ax. PROGRESS PHOTOGRAPHS								
	ay. PROPOSALS								
	az. PUBLIC RELATIONS COMMUNICATIONS								
	ba. PURCHASE ORDERS								
	ba1. PURCHASE ORDER	1M							
	ba2. PURCHASE ORDER	,00001							
	ba3. SALES ORDER	2343,02343							
	ba4. SALES ORDER	2345,16168							
	ba5. SALES ORDER	,02343							
	ba6. SALES ORDER	,02345							
	ba7. SUB-PURCHASE ORDER	,00008							
	ba8. SUB-PURCHASE ORDER	,00009							
	bb. REQUISITIONS								
	bb1. AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1M							
	bb2. AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1							
	bb3. AUTHORIZATION JOB	DC449							
	bb4. BILL OF MATERIAL REQUISITION	DC545							
	bb5. C&M BID FOR WORK	PD-067							
	bb6. CAPACITOR JOB ORDER	DC685							
	bb7. CONFIDENTIAL WORKSHEET	OM-294							
	bb8. CONFIDENTIAL WORKSHEET	OM-491							
	bb9. CONFIDENTIAL WORKSHEET	R&D 37							
	bb10. CONSTRUCTION & MAINTENANCE BID FOR WORK	PD-067							

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CITY CLERK
City of Los es
Form Gen. 60 (R 1)

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

Department/Bureau 0 0 757 FJ
Department of Water and Power
Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	bb11. CONTRACT WORK REQUEST	WORKREQ2							
	bb12. FOREMAN'S ORDER	3151,03151							
	bb13. FOREMAN'S ORDER	,03150							
	bb14. FOREMAN'S ORDER CONSTRUCTION HEADQUARTER STORES	DC351							
	bb15. JOB ORDER	2192,16002							
	bb16. JOB ORDER	247,00247							
	bb17. JOB ORDER	247,14189							
	bb18. JOB ORDER	2735,02735							
	bb19. JOB ORDER	DC685							
	bb20. JOB ORDER	,00247							
	bb21. JOB ORDER	,02192							
	bb22. JOB ORDER	,02735							
	bb23. JOB ORDER REGULATING STREET LIGHTING TRANSFORMER	2523,16348							
	bb24. JOB ORDER STREET LIGHT	2180,15989							
	bb25. LOAD DISPATCHER'S OFFICE BID FOR WORK - TRANSMISSION	82-59							
	bb26. MEMO MATERIAL REQUISITION	2102,02102							
	bb27. MEMO MATERIAL REQUISITION	2102,15877							
	bb28. MEMO MATERIAL REQUISITION	DC651							
	bb29. MEMO MATERIAL REQUISITION	,02102							
	bb30. POLE RETAG REQUEST	DC698							
	bb31. POWER DRAFTING JOB REQUEST FORM	G6							
	bb32. REQUEST FOR GRAPHIC TEST AT INDUSTRIAL AND COMMERCIAL STATIONS	81							
	bb33. REQUEST FOR METERS	2612,16448							
	bb34. REQUEST FOR METERS	,02612							
	bb35. REQUEST FOR POLE INFORMATION	DC661							
	bb36. REQUEST FOR STREETLIGHT CLEARANCE	82-329							
	bb37. REQUEST FOR WORK OUTSIDE OF SCHEDULED HOURS	OM-383							
	bb38. REQUISITION FOR MATERIAL/SERVICES	,01660							
	bb39. REVISION TO BILL OF MATERIAL REQUISITION	DC545R							
	bb40. SHORT-CIRCUIT STUDY REQUEST	161							
	bb41. STREETLIGHT JOB ORDER	2180,02180							
	bb42. STREETLIGHT JOB ORDER	,02180							
	bb43. SUBORDINATE WORK ORDER REQUEST	DC690							
	bb44. SUBSTRUCTURE LOCATION MARKING REQUEST	PD-128							
	bb45. WORK ORDER	DC447							
	bb46. WORK ORDER	DC449							
	bb47. WORK ORDER	,02802							

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CITY CLERK
City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Date: JANUARY 16, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0 .57 F J
Department of Water and Power

Office of (Original) Record
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	bb48. WORK ORDER	,02821							
	bb49. WORK ORDER	,02822							
	bb50. WORK ORDER COMPARISON AND APPROVAL	DC0527A							
	bb51. WORK ORDER NUMBER ASSIGNMENT SHEET	DC 644							
	bb52. WORK ORDER RELEASE	DC415							
	bb53. WORK ORDER STANDARD FORM	,02821							
	bb54. WORK ORDER ZIP FORM	,02822							
	bb55. WORK RELEASE	CUSD 140							
	bb56. WORK RELEASE TO NEW SERVICE UNIT	CUSD 140							
	bb57. WORK SHEET	DC 459							
	bb58. WORK SHEET	OM-365							
	bb59. WORK SHEET	PD-073							
	bb60. WORK SHEET	,00542							
	bb61. WORK SHEET	,02106							
	bc. ROUTING SLIPS								
	bc1. REFERENCE SLIP	185,14142							
	bc2. ROUTING SLIP	DC261							
	bc3. WORK ORDER ROUTING SLIP	DC634							
	bd. SKETCHES								
	be. SPACE/EQUIPMENT ALLOCATION RECORDS								
	bf. SPECIFICATIONS								
	bf1. OVERHEAD CONSTRUCTION SPECIFICATIONS	542,00542							
	bf2. OVERHEAD CONSTRUCTION SPECIFICATIONS	87-00543							
	bf3. OVERHEAD CONSTRUCTION SPECIFICATIONS	,00542							
	bf4. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	2560,02560							
	bf5. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	2561,16398							
	bf6. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	2561							
	bf7. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02560							
	bf8. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02561							
	bg. STATUS REPORTS								
	bg1. AUTHORIZATION PROGRESS REPORT	82-433							
	bg2. AUTHORIZATION PROGRESS REPORT	OM-433							
	bg3. AUTHORIZATION REPORT	OM-433							
	bg4. LINE CONSTRUCTION AUTHORIZATION PROGRESS REPORT	82-175							
	bg5. UNDERGROUND AUTHORIZATION PROGRESS RECORD	82-192							
	bg6. WORK ORDER SUMMARY	DC0527B							
	bg7. WORK PROGRESS REPORT	PD-028							
	bh. SURVEYS/QUESTIONNAIRES								
	bi. TEST RECORDS								

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CITY CLERK Date: JANUARY 16, 1990 Sch. No. Department/Bureau 0[illegible]757 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 68 of 68
City of Los [illegible]les WP-25 Department of Water and P[illegible] By: (Dept. Head) Date 6/12/90
Form Gen. 60 [illegible]l) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power Distribution MMP

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	k1. LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735							
	k2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	l. SPECIFICATIONS								
	m. STANDARDS								
	n. VENDOR MANUALS/CATALOGS								
34	MICROFILM OF ITEMS #1 - 33 ABOVE		--	199	199				
35	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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CITY CLERK Date: JANUARY 15, 1990
City of Los es
Form Gen. 61 ( )

Sch. No. WP-25
Rev. No. 1

Department/Bureau 91 758 FJ
Department of Water and Power 91 000758 FJ
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO:	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCIDENT AND INJURY REPORTS		2	3	5		HUMAN RESOURCES
	a. CLAIMS						
	a1. ACCIDENT ANALYSIS	,02747					
	a2. CLAIM FOR DAMAGES	100-A					
	a3. EXTENTION SHEET	,01188					
	a4. RELEASE	504,14377					
	a5. RELEASE	,00504					
	a6. STATEMENT OF ACCIDENT	,00970					
	a7. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	a8. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,16187					
	b. DETAIL PHOTOGRAPHS						
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. REPORT OF PERSONAL INJURIES	,00032					
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. INVOICES/PAYMENTS						
	e1. FOREMAN'S MATERIAL CREDIT	,00039					
	f. LOGS/INDICES						
	f1. ACCIDENT PREVENTION TAG LOG	PD-071					
	g. MEMORANDA						
	g1. MEMORANDUM	,01145					
	g2. MEMORANDUM	,01147					
	g3. MEMORANDUM	,01334					
	g4. MEMORANDUM NOTICE OF JOINT POLE WORK	84					
	h. OPERATIONAL REPORTS						
	h1. REPORT OF PROPERTY DAMAGE RESULTING FROM FIRE	82-183					
	i. PROGRESS PHOTOGRAPHS						
	j. REQUISITIONS						
	j1. JOB ORDER	,00247					
	j2. MATERIAL REQUISITION	2102,02102					
	j3. WORK SHEET	,02106					

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CITY CLERK Date: JANUARY 15, 1990
City of Los es
Form Gen. 61 ( )

Sch. No. WP-25
Rev. No.

Department/Bureau 010 58 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	k. TIMEKEEPING RECORDS						
	k1. LABOR DISTRIBUTION	,02532					
2	ACCOUNTING RECORDS		2	--	2		ACCOUNTING
	a. BUDGET RECORDS - PROJECTED						
	b. EMPLOYEE ACCOUNTS RECORDS						
	b1. PERSONAL EXPENSE ACCOUNT	OM-181					
	c. FINANCIAL REPORTS						
	c1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065					
	d. INVOICES/PAYMENTS						
	d1. CASH MEMORANDUM RECEIPT	,00982					
	d2. DEPARTMENT TRANSFER	,03101					
	d3. INVOICE	PW 207					
	d4. INVOICE COLLECTIBLE	,00861					
	d5. JOURNAL VOUCHER	,03101					
	d6. VOUCHER CONTROL FORM	,01218					
	e. LETTERS						
	f. MEMORANDA						
	f1. MEMORANDUM	,01145					
	f2. MEMORANDUM	,01334					
	g. OPERATING AND MAINTENANCE SCHEDULES						
	h. OPERATIONAL REPORTS						
	h1. MONTHLY REPORT	82-181					
	h2. STREETLIGHT MAINTENANCE TIME & TROUBLE REPORT	,02526					
	i. PURCHASE ORDERS						
	i1. PURCHASE ORDER	,00001					
	j. REQUISITIONS						
	j1. REQUISITION FOR TRANSPORTATION	,00591					
	j2. STORES MULTI-USE FORM	GS/MM1					
	k. SPACE/EQUIPMENT ALLOCATION RECORDS						
	k1. TOOL TRANSFER	,01574					

NOTES:

CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 0 1 0 58 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 03 of 19

City of Los les WP-25 Department of Water and Power By: (Dept. Head) 6/12/90

Form Gen. 61 (1) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Power Distribution MTP

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	l. TIMEKEEPING RECORDS						
	l1. LABOR DISTRIBUTION	,02537					
3	BUDGET FILES		AR	--	AR		ACCOUNTING
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	c. EMPLOYMENT RECORDS						
	d. FINANCIAL REPORTS						
	e. INTRADEPARTMENTAL COMMUNICATIONS						
	e1. INTRA-DEPARTMENTAL	,01455					
	f. LOGS/INDICES						
	g. MANAGEMENT REPORTS						
	h. MEMORANDA						
	h1. MEMORANDUM	,01147					
	i. OPERATIONAL REPORTS						
	j. REQUISITIONS						
	j1. WORK ORDER COMPARISON AND APPROVAL	PD-052					
	k. STATUS REPORTS						
	l. TIMEKEEPING RECORDS						
4	CLEARANCES		1	--	1		ENERGY CONTROL CENTER (POWER OPERATING & MAINTENANCE).
	a. EMPLOYMENT RECORDS						
	a1. REQUEST FOR CLEARANCE OR HOLD	OM-225					
	b. REQUISITIONS						
	b1. 34.5 KV DISTRIBUTION CLEARANCE REQUEST	,02836					
	b2. CLEARANCE REQUEST	OM-073					

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CITY CLERK Date: JANUARY 15, 1990
City of Los les
Form Gen. 61 (I)

Sch. No. WP-25
Rev. No.

Department/Bureau 01 (758 FJ
Department of Water and Power
Division
Power Distribution mtp

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
5	CONTRACTS & AGREEMENTS		C+2	--	C+2		PURCHASING (GENERAL SERVICES)
	a. CONTRACT ADMINISTRATION RECORDS						
	b. INTRADEPARTMENTAL COMMUNICATIONS						
	b1. INTRA-DEPARTMENTAL	,01455					
	c. REQUISITIONS						
	d. SPECIFICATIONS						
6	EMPLOYEE TRAVEL & EXPENSE RECORDS		2	--	2		ACCOUNTING
7	EQUIPMENT USE RECORDS		2	4	6		ACCOUNTING
	a. EMPLOYMENT RECORDS						
	a1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT	,00469					
	VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS						
	b. LOGS/INDICES						
	b1. AERIAL BOOM AND LADDER TRUCKS DAILY	76-183					
	MAINTENANCE LOG						
	b2. AERIAL BOOM AND LADDER TRUCKS DAILY	PD-033					
	MAINTENANCE LOG						
	c. MANAGEMENT REPORTS						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
	d2. MEMORANDUM	,01334					
	e. OPERATIONAL REPORTS						
	e1. DAILY RECORD TIME & TROUBLE REPORT	,02526					
	e2. DAILY SHOP REPORT	76-14					
	e3. FAULTY EQUIPMENT NOTIFICATION	DC544					
	e4. TRANSMISSION - TROUBLE AND STREET LIGHT	,02526					
	SECTION DAILY RECORD TIME & TROUBLE REPORT						
	e5. VEHICLE TROUBLE REPORT	,00689					
	f. REQUISITIONS						

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CITY CLER' Date: JANUARY 15, 1990
City of Los ɜles
Form Gen. 61 __-81)

Sch. No. WP-25
Rev. No.

Department/Bureau 01 __3758 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. SPACE/EQUIPMENT ALLOCATION RECORDS						
	g1. T&C EQUIPMENT ASSIGNMENT FORM	,00690					
	g2. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	AC302					
	g3. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744					
	g4. TRANSPORTATION AND CONSTRUCTION EQUIPMENT TRANSFER	OM-033					
	h. STATUS REPORTS						
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
	i1. EQUIPMENT TRANSMITTAL	2572,16404					
8	EXCAVATION PERMIT BILLINGS		2	--	2		ACCOUNTING
	a. INVOICES/PAYMENTS						
	b. PERMITS						
	b1. APPLICATION FOR GENERAL DEPOSIT	ENG-3.654G					
	b2. APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT	ENG.3.654					
	b3. GENERAL DEPOSIT EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650					
	c. REQUISITIONS						
	c1. CONTRACT WORK REQUEST	WORKREQ2					
	c2. TRENCH RESURFACING REQUEST	86A					
9	INTER- & INTRA- DEPARTMENTAL MANUALS, PROCEDURES & BULLETINS		AR	2	AR+2		ORIGINATING OFFICE
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	c. EMPLOYMENT RECORDS						
	d. ENGINEERING PROCEDURES						
	e. FINANCIAL REPORTS						
	f. MANAGEMENT PROCEDURES						

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CITY CLERK Date: JANUARY 15, 1990
City of Los es
Form Gen. 61 (R)

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 (758 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. MANAGEMENT REPORTS						
	h. OPERATIONAL REPORTS						
	h1. REPORT OF DAMAGE BY OUTSIDE PARTIES	OM-307					
	i. OPERATIONS & MAINTENANCE PROCEDURES						
	j. STANDARDS						
	k. STATUS REPORTS						
10	PERSONNEL ADMINISTRATIVE FILES		AR	--	AR		HUMAN RESOURCES
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. GRIEVANCE INITIATION	LR-001					
	a2. GRIEVANCE RESPONSE	LR-002					
	a3. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
	a4. NOTICE TO CORRECT DEFICIENCIES	GEN. 78					
	b. AGENDA						
	c. BID RECORDS						
	d. BUDGET RECORDS - PROJECTED						
	e. CLAIMS						
	e1. ACCIDENT ANALYSIS	,02747					
	f. EDUCATION/TRAINING RECORDS						
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	g1. DOCTOR'S RELEASE	,02202					
	g2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	g3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
	h. EMPLOYMENT RECORDS						
	h1. EMPLOYEE PERSONNEL JACKET	87-02-759					
	h2. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008					
	h3. NOTICE OF COMMENDATION	GEN. 79					
	h4. PROBATION REPORT WORKSHEET	PD-061					
	h5. TERMINATION OF EMPLOYMENT	,00723					

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CITY CLERK Date: JANUARY 15, 1990
City of Los les
Form Gen. 61 (I)

Sch. No. WP-25
Rev. No.

Department/Bureau 01)758 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	i. INTRADEPARTMENTAL COMMUNICATIONS						
	i1. INTRA-DEPARTMENTAL	,01455					
	j. JUDGEMENTS						
	k. LOGS/INDICES						
	l. MANAGEMENT REPORTS						
	m. MANAGEMENT SCHEDULES						
	n. MEMORANDA						
	n1. MEMORANDUM	,01145					
	n2. MEMORANDUM	,01147					
	n3. MEMORANDUM	,01334					
	o. OPERATIONAL REPORTS						
	p. POSITION DESCRIPTIONS						
	p1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	p2. DDR	,02346					
	q. SPACE/EQUIPMENT ALLOCATION RECORDS						
	q1. TOOL TRANSFER	,01574					
	r. STATUS REPORTS						
	s. TIMEKEEPING RECORDS						
	s1. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	s2. NOTICE OF ABSENCE	,02728					
	s3. REQUEST FOR TIME OFF	PD-050					
	s4. VACATION FORM	,01113					
11	PUBLICATIONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
	a. ANNOUNCEMENTS/BULLETINS						
	b. BUDGET RECORDS - ACTUAL						
	c. CUSTOMER SERVICE RECORDS						
	c1. BACK-UP SERVICE ORDER	,03401					
	c2. UTILITY ORDER	73.546					
	d. DATA SHEETS						
	d1. ENGINEERING DATA SHEET	,01155					

NOTES:
1. NON-RECORD

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

CITY CLERK
City of Los [illegible]es
Form Gen. 61 (R[illegible])

Date: JANUARY 15, 1990

Sch. No. WP-25
Rev. No.

Department/Bureau 0[illegible]758 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	e. EDUCATION/TRAINING RECORDS						
	f. INTERDEPARTMENTAL COMMUNICATIONS						
	f1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. INVOICES/PAYMENTS						
	i. JOB FILE DATA						
	j. LETTERS						
	k. LOGS/INDICES						
	l. MANAGEMENT PROCEDURES						
	m. MANAGEMENT REPORTS						
	m1. QUALITY ASSURANCE OFFICE REPORT	DC237					
	n. MEMORANDA						
	n1. MEMORANDUM	,01134					
	n2. MEMORANDUM	,01145					
	n3. MEMORANDUM	,01334					
	o. OPERATIONAL REPORTS						
	p. OPERATIONS & MAINTENANCE PROCEDURES						
	q. PERMITS						
	r. POSITION DESCRIPTIONS						
	s. PROPOSALS						
	t. PURCHASE ORDERS						
	u. REQUISITIONS						
	v. STANDARDS						
	w. TRANSMITTALS/ACKNOWLEDGEMENTS						
	x. VENDOR MANUALS/CATALOGS						

NOTES:

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CITY CLERK Date: JANUARY 15, 1990
City of Los 'es
Form Gen. 61 ( )

Sch. No. WP-25
Rev. No.

Department/Bureau 01 758 FJ
Department of Water and Pow
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
12	PURCHASING RECORDS		3	--	3		PURCHASING (GENERAL SERVICES)
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	b1. COST ESTIMATE	82-330					
	b2. PRELIMINARY ESTIMATE	82-320					
	c. CONVERSATION RECORDS						
	c1. RECORD OF FOREMAN'S TELEPHONE CALLS	273,00273					
	c2. RECORD OF FOREMAN'S TELEPHONE CALLS	,00273					
	d. CUSTOMER SERVICE RECORDS						
	d1. SERVICE ORDER	1120,01120					
	d2. SERVICE ORDER	1120,14832					
	d3. SERVICE ORDER	,01120					
	e. DWP INSPECTION RECORDS						
	e1. INSPECTION REPORT	,14380					
	f. DWP MAPS						
	g. EDUCATION/TRAINING RECORDS						
	h. EXTERNAL INSPECTION RECORDS						
	h1. ACCOUNT SERVICE & INSPECTION REPORT	T-21-A					
	i. FINANCIAL REPORTS						
	j. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	j1. UNIFORM HAZARDOUS WASTE MANIFEST	EPA 8700-22					
	k. INTRADEPARTMENTAL COMMUNICATIONS						
	k1. INTRA-DEPARTMENTAL	,01455					
	l. INVOICES/PAYMENTS						
	11. ACCOUNTS PAYABLE VOUCHER	AC286					
	12. BILL OF LADING	87-00056					
	13. CASH MEMORANDUM RECEIPT	,00982					
	14. CASH TRANSACTION	,01287					
	15. DELIVERY RECEIPT	,00817					
	16. FOREMAN'S MATERIAL CREDIT	43,14039					
	17. INVOICE CORRECTION NOTICE	,03081					

NOTES:

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CITY CLERK
City of Los es
Form Gen. 61 (i)

Date: JANUARY 15, 1990

Sch. No. WP-25

Rev. No.

Department/Bureau 01 758 FJ

Department of Water and Power

Division

Power Distribution

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

By: (Dept. Head)

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	18. REPORT OF GOODS RETURNED	.00400					
	19. REPORT OF MATERIAL RECEIVED	361,00361					
	110. REQUEST FOR MATERIAL CREDIT	.01666					
	111. SUB VOUCHER	.00046					
	112. TEMPORARY RECEIPT	1568,01568					
	113. VOUCHER CONTROL FORM	.01218					
	m. LETTERS						
	n. LOGS/INDICES						
	o. MANAGEMENT REPORTS						
	o1. REPORT OF SUPERVISOR'S TELEPHONE CALLS	OM-060					
	p. MEMORANDA						
	p1. CONTRACTOR'S MEMORANDUM	2564,16396					
	p2. CORRECTION NOTICE	.00993					
	p3. GENERAL SERVICES DIVISION STORES SECTION MESSENGER MEMO	.00287					
	p4. MEMORANDUM	1145,01145					
	p5. MEMORANDUM	1146,01146					
	p6. MEMORANDUM	1146,14857					
	p7. MEMORANDUM	1146,14858					
	p8. MEMORANDUM	1147,01147					
	p9. MEMORANDUM	.01145					
	p10. MEMORANDUM	.01146					
	p11. MEMORANDUM	.01147					
	p12. MEMORANDUM	.01334					
	p13. MEMORANDUM	.01335					
	q. OPERATIONAL REPORTS						
	r. PERMITS						
	r1. APPLICATION/PERMIT	ENG-3.655					
	s. PUBLIC RELATIONS COMMUNICATIONS						
	t. PURCHASE ORDERS						
	t1. PURCHASE ORDER	0002					

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Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 758 FJ
Department of Water and Power
Division
Power Distribution MTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 6/12/90
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	t2. PURCHASE ORDER	,00001					
	t3. PURCHASE ORDER	,00003					
	t4. PURCHASE ORDER	,00008					
	t5. PURCHASE ORDER	,15503					
	t6. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	t7. PURCHASE ORDER ADJUSTMENT	,87-03-009					
	t8. SUB-PURCHASE ORDER	,00001					
	t9. SUB-PURCHASE ORDER	,00008					
	t10. SUB-PURCHASE ORDER	,00009					
	t11. SUB-PURCHASE ORDER	,87-00-009					
	u. REQUISITIONS						
	u1. BILL OF MATERIAL REQUISITION	2661,02661					
	u2. BILL OF MATERIAL REQUISITION	DC545					
	u3. EQUIPMENT TRANSFER	1217,01217					
	u4. EQUIPMENT TRANSFER	,01217					
	u5. FIRST AID REQUISITION	2027,15800					
	u6. FOREMAN'S MATERIAL REQUISITION	,00106					
	u7. MEMO MATERIAL REQUISITION	2102,02102					
	u8. MEMO MATERIAL REQUISITION	,02102					
	u9. PRINTING REQUISITION	,03068					
	u10. REQUEST FOR SERVICES OR SUPPLIES	1321					
	u11. REQUEST FOR SUPPLIES	1321,01321					
	u12. REQUEST FOR SUPPLIES	1321,15033					
	u13. REQUEST FOR SUPPLIES	,01321					
	u14. REQUISITION FOR MATERIAL/SERVICES	,01660					
	u15. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	u16. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	u17. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
	u18. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,14672					
	u19. REQUISITION FOR STATIONERY SUPPLIES	903,00903					
	u20. REQUISITION FOR STATIONERY SUPPLIES	,00903					

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CITY CLERK Date: JANUARY 15, 1990
City of Los eles
Form Gen. 61 81)

Sch. No. WP-25
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 01 0758 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	u21. WORK ORDER ZIP FORM	,02822					
	u22. WORK SHEET	76-37					
	v. SPACE/EQUIPMENT ALLOCATION RECORDS						
	v1. TOOL TRANSFER	,01574					
	w. TRANSMITTALS/ACKNOWLEDGEMENTS						
	w1. GENERAL TRANSMITTAL	1110,01110					
	w2. PURCHASING BID TRANSMITTAL	,02280					
13	RIGHTS-OF-WAY		AR	--	AR		REAL ESTATE
	a. DATA SHEETS						
	a1. ENGINEERING DATA SHEET	,01155					
	b. DEPARTMENT REAL ESTATE RECORDS						
	b1. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	,01179					
	b2. RIGHT OF WAY GRANT	,01941					
	c. DWP MAPS						
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. PROCUREMENT/SALES CONTRACTS						
	f. TRANSMITTALS/ACKNOWLEDGEMENTS						
	f1. TRANSMITTAL	28,14027					
14	SPECIFICATIONS		C+2	--	C+2		PURCHASING (GENERAL SERVICES)
	a. ADDENDA TO SPECIFICATIONS						
	b. BUDGET RECORDS - PROJECTED						
	c. DWP MAPS						
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	,01455					
	e. MEMORANDA						
	f. PURCHASE ORDERS						
	f1. PURCHASE ORDER	,00003					
	g. REQUISITIONS						

NOTES:

Sch. No. WP-25
Rev. No.

Department/Bureau 01 758 FJ
Department of Water and Power
Division
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g1. BILL OF MATERIAL REQUISITION	DC545					
	g2. REQUISITION FOR MATERIAL/SERVICES	,01660					
	h. SPECIFICATIONS						
	h1. SPECIFICATION	1799					
15	SURPLUS PRINTED MATERIAL		AR	--	AR	1	
16	TIMEKEEPING FILES		2	--	2		ACCOUNTING
	a. ANNOUNCEMENTS/BULLETINS						
	b. CLAIMS						
	b1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808,16644					
	c2. APPLICATION FOR MILITARY SERVICE COMPENSATION	,16644					
	c3. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016					
	c4. DOCTOR'S CERTIFICATE TO RETURN TO WORK OR SCHOOL	,02202					
	c5. DOCTOR'S INJURY CERTIFICATION	,01844					
	c6. DOCTOR'S RELEASE	,02202					
	c7. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	c8. EXAMINATION FOR RETURN TO DUTY	2249,02249					
	c9. REQUEST FOR RETIREMENT	OM-588					
	c10. REQUEST FOR RETIREMENT	PD-121					
	c11. RETURN TO DUTY EXAMINATION	2263,02263					
	d. EMPLOYMENT RECORDS						
	d1. EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008					
	d2. EMPLOYEES RECORD	2757,02757					
	d3. EMPLOYEES RECORD	,02757					
	d4. INTERVIEW DATA SHEET	3381					
	d5. NOTICE OF CHANGE	OM-087					
	d6. PROBATION REPORT WORKSHEET	PD-061					

NOTES:
1. NON-RECORD

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CITY CLERK Date: JANUARY 15, 1990
City of Los es
Form Gen. 61 ( )

Sch. No. WP-25
Rev. No.

Department/Bureau 0 758 FJ
Department of Water and Power
Division
Power Distribution

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	d7. REPORT OF APPOINTMENT	,02-762					
	d8. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
	d9. REQUEST TO FILL POSITION	,00424					
	d10. TERMINATION OF EMPLOYMENT	723					
	d11. TERMINATION OF EMPLOYMENT	,00723					
	e. FINANCIAL REPORTS						
	f. INTRADEPARTMENTAL COMMUNICATIONS						
	f1. INTRA-DEPARTMENTAL	,01455					
	g. JOB SCHEDULES						
	h. LETTERS						
	i. LOGS/INDICES						
	i1. DAILY ACTIVITY LOG	PM-219					
	i2. KEY CARD	,01413					
	j. MANAGEMENT REPORTS						
	k. MEMORANDA						
	k1. EMPLOYEE TRANSFER MEMORANDUM	82-276					
	k2. MEMORANDUM	87-69-079BX					
	k3. MEMORANDUM	,01145					
	k4. MEMORANDUM	,01146					
	k5. MEMORANDUM	,01147					
	k6. MEMORANDUM	,01334					
	k7. MEMORANDUM	,01335					
	k8. MEMORANDUM	,01336					
	k9. MEMORANDUM	,14858					
	k10. TIME RECORD/MEMORANDUM	1088,14809					
	l. OPERATIONAL REPORTS						
	m. POSITION DESCRIPTIONS						
	m1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	PM-360					
	m2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	m3. DDR CHANGE	PM-360					

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CITY CLEP Date: JANUARY 15, 1990 | Sch. No. | Department/Bureau 03 00758 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 15 of 19
City of Lo eles | WP-25 | Department of Water and Power | By: (Dept. Head) | te 6/12/90
Form Gen. 61 81) | Rev. No. | Division | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Power Distribution MMP

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	m4. DUTIES DESCRIPTION RECORD NUMBER	,02346					
	n. ROUTING SLIPS						
	o. SPACE/EQUIPMENT ALLOCATION RECORDS						
	p. TIMEKEEPING RECORDS						
	p1. ABSENCE FROM DUTY RECORD	,02588					
	p2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	2485					
	p3. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485					
	p4. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	p5. APPLICATION FOR TIME OFF WITH PAY	,02549					
	p6. ATTENDANCE AUTHORITY	,02329					
	p7. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	p8. EMPLOYEES EXPECTED TO REPORT TO NEW ASSIGNMENTS	PM216-2					
	p9. LABOR DISTRIBUTION	CNA22C					
	p10. LABOR DISTRIBUTION	,02532					
	p11. LABOR DISTRIBUTION	,02537					
	p12. NOTICE OF ABSENCE	,02728					
	p13. NOTICE OF TRANSFER TIME ROLL DATA	,02531					
	p14. NOTICE TO CHIEF TIMEKEEPER OF EMPLOYEE'S DISABILITY OR COMPENSATION STATUS	,02721					
	p15. NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485					
	p16. OVERTIME RECORD	PD 103					
	p17. QUARTERLY ABSENCE AND ACCUMULATIVE OVERTIME REPORT	PP8615BM					
	p18. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	p19. REQUEST FOR TIME OFF	DC038					
	p20. REQUEST FOR TIME OFF	OM-535					
	p21. REQUEST FOR TIME OFF	PD-050					
	p22. REQUEST FOR TIME OFF	PD-109					

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Sch. No. WP-25
Rev. No.

Department/Bureau 01 758 FJ
Department of Water and Power
Division
Power Distribution MTP

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	p23. TIME ROLL ATTENDANCE RECORD	,03000					
	p24. TIME ROLL CORRECTION AUTHORITY	2734					
	p25. TIME ROLL CORRECTION AUTHORITY	87-02-734					
	p26. TIME ROLL CORRECTION AUTHORITY	,02734					
	p27. VACATION FORM	,01113					
	q. WAGE/SALARY STRUCTURE RECORDS						
17	TOOL & WAREHOUSE RECORDS		S+2	--	S+2		POWER DISTRIBUTION DIVISION, CONSTRUCTION & MAINTENANCE HEADQUARTERS.
18	TRAINING PROGRAM		AR	--	AR		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
	b. AGENDA						
	c. AGENDA ITEMS						
	c1. MEETING ASSIGNMENT SLIP	PA001					
	d. ANNOUNCEMENTS/BULLETINS						
	e. CONVERSATION RECORDS						
	e1. CALL SLIP	,00148					
	f. DATA SHEETS						
	f1. ENGINEERING DATA SHEET	,01155					
	g. DWP MAPS						
	h. EDUCATION/TRAINING RECORDS						
	h1. DAILY RECORD ELECTRICAL DISTRIBUTION MECHANIC TRAINEE	PD-045					
	h2. EDMT - MONTHLY EVALUATION	PD-018B					
	h3. NEW HIRE LINE MECHANICS SCHOOL	PD 029					
	h4. SAFETY ORIENTATION FOR NEW EMPLOYEES	PD 029					
	h5. TRAINING/ORIENTATION COURSE/CURRICULUM	PD 029					
	i. EMPLOYEE ACCOUNTS RECORDS						
	j. EMPLOYEE BENEFITS/COMPENSATION RECORDS						

NOTES:

CITY CLERK Date: JANUARY 15, 1990
City of Los les
Form Gen. 61 ( )

Sch. No. WP-25
Rev. No.

Department/Bureau 758 FJ
Department of Water and Power
Division
Power Distribution MTP

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	k. EMPLOYMENT RECORDS						
	k1. CITY OF LOS ANGELES REQUEST FOR CERTIFICATION	PDAS 15/PC					
	k2. ELECTRICAL CRAFT HELPER	3799					
	k3. PROBATION REPORT WORKSHEET	PD-061					
	k4. SUPERVISOR'S REPORT OF EMPLOYEE'S PHYSICAL CHARACTERISTICS/BEHAVIOR	HRD/OHAB-2886					
	l. INTRADEPARTMENTAL COMMUNICATIONS						
	l1. INTRA-DEPARTMENTAL	,01455					
	m. INVOICES/PAYMENTS						
	n. LETTERS						
	o. LOGS/INDICES						
	p. MANAGEMENT REPORTS						
	q. MANAGEMENT SCHEDULES						
	r. MEETING MINUTE ITEMS						
	s. MEETING MINUTES						
	t. MEMORANDA						
	t1. ASSIGNMENT MEMO	PD-158					
	t2. MEMORANDUM	100M,01147					
	t3. MEMORANDUM	,01145					
	t4. MEMORANDUM	,01146					
	t5. MEMORANDUM	,01147					
	t6. MEMORANDUM	,01334					
	u. OPERATIONAL REPORTS						
	v. OPERATIONS & MAINTENANCE PROCEDURES						
	w. POSITION DESCRIPTIONS						
	w1. DUTIES DESCRIPTION RECORD	MS 131					
	w2. POSITION DESCRIPTION	PDES 3					
	x. PROPOSALS						
	y. PUBLIC RELATIONS COMMUNICATIONS						
	z. PURCHASE ORDERS						
	aa. REQUISITIONS						

NOTES:

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CITY CLERK Date: JANUARY 15, 1990 Sch. No. Department/Bureau 310 758 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code:

City of Los es WP-25 Department of Water and Power By: (Dept. Head) 6/12/90

Form Gen. 61 (R t) Rev. No. Division Power Distribution By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	aa1. CAPACITOR JOB ORDER	PD115					
	ab. SPECIFICATIONS						
	ac. STATUS REPORTS						
	ac1. PROGRESS REPORT	EDMTC 0001					
	ad. SURVEYS/QUESTIONNAIRES						
	ae. TELEX/TWX/TELECOPY COMMUNICATIONS						
	af. TIMEKEEPING RECORDS						
19	ELECTRIC TROUBLE REPORTS		AR	--	AR		
	a. OPERATIONAL REPORTS						
20	TREE TRIMMING RECORDS		AR	--	AR		
	a. OPERATING AND MAINTENANCE SCHEDULES						
	b. REQUISITIONS						
	b1. TREE TRIMMING OR REMOVAL REQUEST	1280					
	b2. TREE TRIMMING REQUEST	1280W					
21	TOOL CONTROL SYSTEM RECORD		AR	--	AR		
	a. INFORMATION SERVICES RECORDS						
22	SPECIFICATIONS		AR	--	AR		
	a. DRAWINGS						
	b. DWP MAPS						
23	MAPS AND DRAWINGS		S	--	S		
	a. DRAWINGS						
	b. DWP MAPS						
	c. SKETCHES						

NOTES:

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

CITY CLERK
City of Los Angeles
Form Gen. 61 (Rev. 6-80)

Date: JANUARY 15, 1990

Sch. No. WP-25

Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 0 1 0 0 58 FJ
Department of Water and Power
Division
Power Distribution

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

By: (City Clerk, Rec. Mgt. Off.)

Date 6/12/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
24	LITIGATION RECORDS		5	--	5		LEGAL DIVISION
25	BLUEPRINTS		AR	--	AR		
	a. DWP MAPS						
	b. SKETCHES						
26	MICROFILM OF ITEMS #1 - 25 ABOVE		--	199	199		
27	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 33 ON WP-25 ORIGINAL. HARDCOPY OF ITEMS #1 - 25 ON WP-25 DUPLICATE.
28	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES:

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CITY CLERK Date: SEPTEMBER 21, 1990
City of Los Angeles
Form Gen. 60 (Rev. 1)

Sch. No. WP-26
Rev. No. 1

Department/Bureau 91 '59 FJ
Department of Water and Power 91000759FJ
Office of (Original) Record
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: (Dept. Head)
10/24/90
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	conf	REMARKS
1	BUDGETARY EXPENDITURE REPORT (YEAR END)		5	P	--				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	c. FINANCIAL REPORTS								
2	BUDGETARY EXPENDITURE REPORTS (MONTHLY)		2	5	7				
	a. BUDGET RECORDS - ACTUAL								
3	BUDGETARY WORK PAPERS		5	--	5				
	a. AGENDA								
	a1. MEETING AGENDA								
	b. BUDGET RECORDS - ACTUAL								
	b1. BUDGET REPORT								
	c. BUDGET RECORDS - PROJECTED								
	c1. WORKSHEET								
	d. FINANCIAL REPORTS								
	e. INFORMATION SERVICES RECORDS								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LETTERS								
	i. MEMORANDA								
	i1. MEMORANDUM	,01145							
	j. TRANSMITTALS/ACKNOWLEDGEMENTS								
	j1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
4	CITY OF LOS ANGELES BUDGET		10	40	50				
	a. BUDGET RECORDS - ACTUAL								
5	ORGANIZATIONAL/FUNCTIONAL REVIEW PACKAGE		5	10	15				
	a. FINANCIAL REPORTS								

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

CITY CLERK
City of Los A[illegible]es
Form Gen. 60 (R 10-81)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 06 159 FJ
Department of Water and Power

Office of (Original) Record
Finance Division HLS

Certified under Sec. 12.04 of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
NORMAN J. POWERS

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vita	hist	cont	REMARKS
6	POWER SYSTEM FINANCIAL STATEMENTS		10	P	--				
7	WATER SYSTEM FINANCIAL STATEMENTS		10	P	--				
8	ANNUAL BUDGETARY PUBLICATIONS		1	P	--				
	a. BUDGET RECORDS - PROJECTED								
	b. MANAGEMENT REPORTS								
	c. PUBLIC RELATIONS COMMUNICATIONS								
9	PROPOSED EXPENDITURES PLAN		5	--	5				
	a. BUDGET RECORDS - PROJECTED								
10	ACCOUNTS PAYABLE TRANSACTION REPORTS		2	--	2				
	a. BUDGET RECORDS - ACTUAL								
	b. FINANCIAL LEDGERS								
	c. FINANCIAL REPORTS								
11	PERSONNEL OCCUPANCY REPORTS		5	--	5				
	a. EMPLOYMENT RECORDS								
12	FINANCIAL PLANNING DIVISION REPORTS		2	--	2				
	a. BUDGET RECORDS - ACTUAL								
13	ENERGY COST ADJUSTMENT FACTOR REPORT		2	13	15				
	a. DESIGN CALCULATIONS								
	b. FINANCIAL REPORTS								
	c. FUELS ADMINISTRATION RECORDS								
	d. MEMORANDA								
	d1. MEMORANDUM								
	e. TRANSMITTALS/ACKNOWLEDGEMENTS								
14	WATER COST ADJUSTMENT FACTOR REPORT		2	13	15				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. LETTERS								
	d. TRANSMITTALS/ACKNOWLEDGEMENTS								

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

CITY CLERK
City of Los A[illegible]es
Form Gen. 60 (R 10-81)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

Department/Bureau 0 1 0 759 FJ

Department of Water and Power

Office of (Original) Record

Finance Division HLS

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

By: (Originator) ORIGINAL SIGNED NORMAN J. POWERS

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
15	POWER SYSTEM LIABILITY BUDGET		2	13	15				
	a. BUDGET RECORDS - ACTUAL								
16	POWER SYSTEM DERIVATION OF BALANCE & ANALYTICAL INCOME STATEMENTS		2	--	2				
	a. FINANCIAL REPORTS								
17	WATER SYSTEM DERIVATION OF BALANCE & ANALYTICAL INCOME STATEMENTS		2	--	2				
	a. FINANCIAL REPORTS								
18	CHIEF FINANCIAL OFFICER MONTHLY REPORTS		2	13	15				
	a. FINANCIAL REPORTS								
	b. TRANSMITTALS/ACKNOWLEDGEMENTS								
19	CONTROLLER REPORTS		2	13	15				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	b1. WORKSHEET								
	c. FINANCIAL REPORTS								
20	POWER SYSTEM CONSUMPTION & EARNINGS REPORT		2	13	15				
	a. FINANCIAL REPORTS								
21	WATER SYSTEM CONSUMPTION & EARNINGS REPORT		2	13	15				
	a. FINANCIAL REPORTS								
22	POWER SYSTEM FINANCIAL STATEMENTS & FORECASTS		15	--	15				
	a. FINANCIAL REPORTS								
23	WATER SYSTEM FINANCIAL STATEMENTS & FORECASTS		15	--	15				
	a. FINANCIAL REPORTS								
24	POWER SYSTEM SALES FORECASTS		2	13	15				
	a. FINANCIAL REPORTS								

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

CITY CLERK
City of Los A[illegible]es
Form Gen. 60 (R 10-81)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 (759 FJ
Department of Water and Power

Office of (Original) Record
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
25	WATER SYSTEM SALES FORECASTS		2	13	15				
	a. FINANCIAL REPORTS								
26	POWER SYSTEM SALES ANALYSIS		2	13	15				
	a. STATUS REPORTS								
27	WATER SYSTEM SALES ANALYSIS		2	13	15				
	a. STATUS REPORTS								
28	POWER SYSTEM CASH FORECASTS		2	13	15				
	a. FINANCIAL REPORTS								
29	WATER SYSTEM CASH FORECASTS		2	13	15				
	a. FINANCIAL REPORTS								
30	POWER SYSTEM CASH ANALYSIS		2	13	15				
	a. FINANCIAL REPORTS								
31	WATER SYSTEM CASH ANALYSIS		2	13	15				
	a. FINANCIAL REPORTS								
32	MULTI-YEAR EXPENDITURE PROGRAM		2	13	15				
	a. FINANCIAL REPORTS								
33	BOND REDEMPTION & INTEREST FUND LEDGER		2	5	7				
	a. FINANCIAL LEDGERS								
34	BOND REDEMPTION & INTEREST PAYMENT SCHEDULE		2	P	--				
	a. BONDS								
35	CANCELLED REVENUE BONDS AND INTEREST COUPONS		3	P	--				
	a. BONDS								
	b. FINANCIAL LEDGERS								

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

CITY CLERK
City of Los Angeles
Form Gen. 60 (R 10-81)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 3759 FJ
Department of Water and Power
Office of (Original) Record
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
36	INVOICES OF SERVICING OF BONDS AND COUPONS		2	--	2				
	a. INVOICES/PAYMENTS								
	a1. INVOICE								
37	OFFICIAL BOND STATEMENTS		2	P	--				
	a. BONDS								
38	REGISTERED BONDHOLDER LISTINGS		2	5	7				
	a. LOGS/INDICES								
39	REGISTERED BONDS DESTRUCTION CERTIFICATES		2	5	7				
	a. BONDS								
40	SUMMARY OF FUTURE DEBT SERVICE		2	8	10				
	a. MANAGEMENT REPORTS								
41	BOND SALES FILES		2	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	c. BONDS								
	d. FINANCIAL REPORTS								
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	f. INVOICES/PAYMENTS								
	f1. INVOICE								
	f2. VOUCHER CONTROL FORM								
	g. JUDGEMENTS								
	g1. RESOLUTION								
	h. LETTERS								
	i. LOGS/INDICES								
	j. MANAGEMENT REPORTS								
	k. MANAGEMENT SCHEDULES								
	l. PROPOSALS								
	l1. PROPOSAL								
	m. PURCHASE ORDERS								
	n. REQUISITIONS								
	o. SPECIFICATIONS								
	p. TELEX/TWX/TELECOPY COMMUNICATIONS								
	q. TRANSMITTALS/ACKNOWLEDGEMENTS								

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

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	OFFICE	RETENTION CENTER	DESTROY	vital	hist	conf	REMARKS
42	INVESTMENT ACCOUNTING ENTRIES		C+1		C+a YfS				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	c. LETTERS								
43	SUSPENSE FUND VOUCHERS & CALLED BONDS		C+1	12	C+13				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	b1. VOUCHER CONTROL FORM								
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. LETTERS								
44	IRS RETURN FILES		7	3	10				
	a. INVOICES/PAYMENTS								
	b. LETTERS								
	c. TAX RECORDS								
45	COMMERCIAL PAPER TRANSACTIONS		2	13	15				
	a. INVOICES/PAYMENTS								
	b. LETTERS								
	c. MANAGEMENT REPORTS								
46	TRANSFER OF FUNDS TO CITY TREASURER		1	1	2				
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. LETTERS								
47	TRANSACTION FILES - SCPPA PALO VERDE		1	5	6				
	a. LETTERS								
	b. MANAGEMENT REPORTS								
48	INVESTMENT FILES		3	P					
	a. BUDGET RECORDS - PROJECTED								
	a1. WORKSHEET								
	b. FINANCIAL REPORTS								
	c. REQUISITIONS								

Retention Code: A = Audit AH = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superceded T = Terminalion

CITY CLERK Date: SEPTEMBER 21, 1990
City of Los Angeles
Form Gen. 60 (Rev 10-81)

Sch. No. WP-26
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 C 759 FJ
Department of Water and Power
Office of (Original) Record
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
49	BOND ACCOUNTING ENTRIES		2	4	6				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	c. LETTERS								
50	ACTIVE REGISTERED BOND DATA		10	P	--				
	a. BONDS								
	b. LETTERS								
	c. TRANSMITTALS/ACKNOWLEDGEMENTS								
51	MATURED UNPAID BONDS AND COUPONS		3	8	11				
	a. BONDS								
52	BONDS & COUPONS PAID BY RESOLUTION		3	12	15				
	a. BONDS								
	b. LETTERS								
53	BOND SPECIMENS		T	P	--				
	a. BONDS								
54	DWP MEDICAL PROGRAM FILES		3	7	10				
	a. FINANCIAL LEDGERS								
	b. INVOICES/PAYMENTS								
	c. LETTERS								
55	BOND INTEREST TABLES		5	10	15				
	a. BONDS								
56	SCPPA MATURED, PAID & CANCELLED REVENUE BONDS, INTEREST COUPONS & LEDGER		3	12	15				
	a. BONDS								
	b. FINANCIAL LEDGERS								
57	CALLED BOND COUPONS		3	P	--				
	a. BONDS								

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

CITY CLERK
City of Los A[illegible]es
Form Gen. 60 (R[illegible]1)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0759 F J

Department of Water and Power

Office of (Original) Record

Finance Division HLS

Certified per Sec. [illegible] of Admin. Code:

By: (Dept. Head) ORIGINAL SIGNED
NORMAN J. POWERS

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
58	SCPPA ANNUAL BUDGET		2	--	2				
	a. BUDGET RECORDS - ACTUAL								
	b. FINANCIAL REPORTS								
	c. JUDGEMENTS								
	c1. RESOLUTION								
	d. LETTERS								
59	BANK DEPOSIT SLIPS - RECEIPTED		4	--	4				
	a. INVOICES/PAYMENTS								
60	CASH MEMORANDUM DAILY REPORTS		2	3	5				
	a. FINANCIAL REPORTS								
61	CASHIER'S DAILY WORKSHEET		2	--	2				
	a. FINANCIAL REPORTS								
62	CASHIER'S VOUCHERS (AUDITS) LISTING		2	--	2				
	a. INVOICES/PAYMENTS								
63	CHECK TAPES		2	--	2				
	a. INVOICES/PAYMENTS								
64	COLLECTOR'S REPORT TO CASHIER		2	--	2				
	a. FINANCIAL REPORTS								
65	CORRESPONDENCE - CASHIER		6	--	6				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	b. LETTERS								
	c. MEMORANDA								
	c1. MEMORANDUM								
66	DEPOSIT CERTIFICATE		2	--	2				
	a. FINANCIAL REPORTS								

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CITY CLERK Date: SEPTEMBER 21, 1990
City of Los A[illegible]es
Form Gen. 60 (R 10-81)

Sch. No. WP-26
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0[illegible] 59 FJ
Department of Water and Power
Office of (Original) Record
Finance Division 1LS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	V/A	hist	cont	REMARKS
67	DEMAND TRANSMITTALS		2	--	2				
68	DISTRICT OFFICE FUND CANCELLED CHECKS		2	P	--				
	a. INVOICES/PAYMENTS								
69	DISTRICT OFFICE FUND RECONCILEMENT SHEETS		2	--	2				
	a. FINANCIAL REPORTS								
70	BOND COUNSEL FILES		P	--	--				
	a. BID RECORDS								
	b. BUDGET RECORDS - PROJECTED								
	b1. WORKSHEET								
	c. EMPLOYMENT RECORDS								
	d. LEGAL NOTIFICATIONS								
	e. LETTERS								
	f. MANAGEMENT SCHEDULES								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
71	COMMERCIAL PAPER FILES		C	--	C+2 yrs.				*Reference: 91 000865 FJ
	a. BID RECORDS								
	b. BONDS								
	c. FINANCIAL REPORTS								
	d. JUDGEMENTS								
	d1. RESOLUTION								
	e. LEGAL APPLICATIONS								
	e1. AGREEMENT								
	f. LETTERS								
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	h. OPERATIONS & MAINTENANCE PROCEDURES								
	i. PUBLIC RELATIONS COMMUNICATIONS								
	i1. PUBLICATION								
	j. TAX RECORDS								
	k. TRANSMITTALS/ACKNOWLEDGEMENTS								
	k1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							

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

CITY CLERK
City of Los A...es
Form Gen. 60 (R 10-81)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

Department/Bureau 0 1 0 759 F J

Department of Water and Power

Office of (Original) Record

Finance Division HLS

Certified per Sec. 12.3(b) LAA

By: (Dept. Head) ORIGINAL SIGNED

Code:

NORMAN J. POWERS

By: (City Clerk, Rec. Mgt. Off.)

Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			vta	hist	conf	REMARKS
			OFFICE	CENTER	DESTROY				
72	MICROFILM OF ITEMS #1 - 71 ABOVE		--	199	199				
73	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLERK
City of Los [illegible]es
Form Gen. 61 ([illegible])

Date: SEPTEMBER 21, 1990

Sch. No. WP-26
Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 91 00760 FJ
Department of Water and Power 91 00760 FJ
Division
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date 10/24/90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	INTER- AND INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS & NOTICES		S	--	S		ORIGINATING OFFICE
2	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES a. PUBLIC RELATIONS COMMUNICATIONS a1. PUBLICATION		AR	--	AR	1	*Originating Office
3	SURPLUS PRINTED MATERIALS		AR	--	AR	2	RECORD SERIES NUMBER IS NO LONGER USED
4	ACCOUNTING TABS 11 & 20 a. FINANCIAL REPORTS		S	--	S		*Accounting
5	ACCOUNTING TAB 12 a. FINANCIAL REPORTS		3	--	3		*Accounting
6	STATISTICAL REPORTS a. MANAGEMENT REPORTS		15	--	15		*Originating Office
7	BANK RETURNED CHECK ORDER a. INVOICES/PAYMENTS		2	--	2	3	ACCOUNTS PAYABLE
8	DISTRICT OFFICE DAILY REPORT OF RECEIPTS, TRANSFERS & DEPOSITS a. FINANCIAL REPORTS		2	--	2		GENERAL ACCOUNTING

NOTES:

1. NON-RECORD MATERIALS
2. NON-RECORD MATERIALS
3. OFFICIAL COPY IN ACCOUNTS PAYABLE "VOUCHER" SERIES

*Reference: 91 000865 FJ

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

CITY CLERK Date: SEPTEMBER 21, 1990
City of Los ... es
Form Gen. 61 (R...-81)

Sch. No. WP-26
Rev. No. 1

Department/Bureau C1 (760 FJ
Department of Water and Power
Division
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
9	SUBJECT CORRESPONDENCE FILES		AR	--	AR		*Originating Office
	a. BID RECORDS						
	b. BUDGET RECORDS - PROJECTED						
	b1. WORKSHEET						
	c. EMPLOYEE ACCOUNTS RECORDS						
	c1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280					
	c2. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	d. EMPLOYMENT RECORDS						
	e. FINANCIAL REPORTS						
	f. INTERDEPARTMENTAL COMMUNICATIONS						
	f1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	,01455					
	h. INVOICES/PAYMENTS						
	h1. VOUCHER CONTROL FORM	,01218					
	i. JUDGEMENTS						
	i1. RESOLUTION						
	j. LEGAL APPLICATIONS						
	j1. AGREEMENT						
	k. LETTERS						
	l. MANAGEMENT PROCEDURES						
	m. MANAGEMENT REPORTS						
	n. MEETING MINUTES						
	o. MEMORANDA						
	o1. MEMORANDUM	,01145					
	p. POSITION DESCRIPTIONS						
	q. PROPOSALS						
	q1. PROPOSAL						
	r. PUBLIC RELATIONS COMMUNICATIONS						
	r1. NEWSLETTER						

NOTES:

*Reference: 91 000865 FJ

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

CITY CLERK Date: SEPTEMBER 21, 1990 Sch. No.
City of Los Angeles
Form Gen. 61 (Rev.) WP-26

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. 1

Department/Bureau 01 760 FJ
Department of Water and Power
Division
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	r2. PUBLICATION						
	s. PURCHASE ORDERS						
	s1. PURCHASE ORDER	,00001					
	t. REQUISITIONS						
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
10	SCPPA SUBJECT FILES		3	--	3		*Southern California Public Power Authority
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	,01455					
	d. JUDGEMENTS						
	d1. RESOLUTION						
	e. LEGAL APPLICATIONS						
	e1. AGREEMENT						
	f. LETTERS						
	g. MANAGEMENT PROCEDURES						
	h. MANAGEMENT REPORTS						
	i. MEETING MINUTES						
	j. MEMORANDA						
	j1. MEMORANDUM	,01145					
11	BOARD RESOLUTIONS		P	--	--		*Southern California Public Power Authority
	a. INTRADEPARTMENTAL COMMUNICATIONS						
	b. LETTERS						
	c. MEMORANDA						
	c1. MEMORANDUM						

NOTES:

*Reference: 91 000865 FJ

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CITY CLERK
City of Los [illegible]es
Form Gen. 61 (R[illegible]1)

Date: SEPTEMBER 21, 1990

Sch. No. WP-26

Rev. No. 1

RECORDS RETENTION SCHEDULE (Duplicate Records)

Department/Bureau 01 (760 FJ
Department of Water and Power

Division
Finance Division HLS

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED NORMAN J. POWERS
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
12	RECORDS MANAGEMENT FILES		P	--	--		*Originating Office
	a. MEMORANDA						
	a1. MEMORANDUM						
	b. RECORD TRANSMITTALS						
	c. RECORDS RETENTION AUTHORIZATIONS						
	d. RETENTION SCHEDULES						
13	TIMEKEEPING RECORDS		5	--	5		*Payroll and Timekeeping Sections
	a. BUDGET RECORDS - PROJECTED						
	a1. WORKSHEET						
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c. TIMEKEEPING RECORDS						
14	LA DISTRICT OFFICIAL FUND AUDITS		2	--	2		*Accounts Payable
	a. FINANCIAL REPORTS						
	b. INVOICES/PAYMENTS						
	b1. VOUCHER CONTROL FORM	,01218					
	c. MANAGEMENT REPORTS						
15	MICROFILM OF ITEMS #1 - 14 ABOVE		--	199	199		
16	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 71 ON WP-26 ORIGINAL.
17	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		HARDCOPY OF ITEMS #1 - 14 ON WP-26 DUPLICATE.

NOTES:

*Reference: 91 000865 FJ

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CITY CLE
City of L[illegible]geles
Form Gen. 6[illegible](0-81)

Date: FEBRUARY 14, 1990

Sch. No. WP-28

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau: Department of Water and Power

00763 FJ

91 00763 FJ

Office of (Original) Record: Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED LLOYD A. COTTON
Date 2/1/90

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	hist	cont	REMARKS
1	BOULDER DAM ASSOCIATION RECORDS		--	P	--				
	a. LETTERS								
	a1. INCOMING LETTER (HISTORICAL)						H		
	a2. OUTGOING LETTER (HISTORICAL)						H		
	b. MANAGEMENT REPORTS								
	b1. REPORT (HISTORICAL)						H		
	c. PUBLIC RELATIONS COMMUNICATIONS								
	c1. NEWSPAPER CLIPPING (HISTORICAL)						H		
2	BUDGET & FINANCIAL MATTERS		2	13	15				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. NOTICE OF SERVICE TURNED OFF	,01606							
	b. BUDGET RECORDS - ACTUAL								
	b1. BUDGET PROGRESS EXCEPTION REPORTS FISCAL YEAR	CAO 428							
	b2. MAJOR ORGANIZATIONAL BUDGET AMENDMENT	,00060							
	c. BUDGET RECORDS - PROJECTED								
	c1. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC527B							
	c2. AUTHORIZATION FOR EXPENDITURE WORK ORDER COMPARISONS AND APPROVALS	DC527A							
	c3. CAPITAL EXPENDITURE PROGRAM	OM-1058							
	c4. CAPITAL ITEM DETAIL	2748							
	c5. CAPITAL ITEM DETAIL	2749							
	c6. COST ESTIMATE	,03038							
	c7. COST ESTIMATE DETAIL	DC527C							
	c8. CREDIT ESTIMATE	DC737							
	c9. CREDIT ESTIMATE	,02912							
	c10. DETAILED BASIS FOR REVENUE ESTIMATE ESTIMATE OF EXPENDITURES	CAO 171							
	c11. EXPENSE ITEM DETAIL	2750,16585							
	c12. EXPENSE ITEM DETAIL	2751,16586							
	c13. JOB ESTIMATE COMPARISON MULTIYEAR EXPENDITURE PROGRAM ALLOCATIONS AFE TOTALS TO DATE	G-1							
	c14. REVENUE ESTIMATE ANALYSIS	CAO-170							
	c15. SUPPLEMENTAL INFORMATION	3385							
	c16. SUPPLEMENTARY ESTIMATE RECONCILIATION	,02650							
	SUPPORTING CONSTRUCTION PROJECT AUTHORIZATION FOR EXPENDITURE								
	d. CLAIMS								

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CITY CLERK Date: FEBRUARY 14, 1990 Sch. No. Department/Bureau 01 10763 F Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 02 of 23
City of Los Angeles WP-28 Department of Water and Power By: (Dept. Head) ORIGINAL SIGNED Date
Form Gen. 6[illegible]-81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) LEON A. COTTON Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power System Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	e. CUSTOMER SERVICE RECORDS								
	e1. ORDER TO DISCONNECT ELECTRICITY	B&S INV-1010							
	e2. SERVICE CONNECTION CHANGE ORDER AND REPORT	159,00159							
	e3. STATEMENT OF ACCOUNT	,00010							
	f. DESIGN CRITERIA RECORDS								
	f1. DESIGN CRITERIA	DC784A							
	g. EMPLOYEE ACCOUNTS RECORDS								
	h. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	i. EMPLOYMENT RECORDS								
	j. ENGINEERING STUDIES								
	j1. GENERAL SERVICES RATE STUDY	PS 252							
	k. FEASIBILITY STUDIES								
	l. FINANCIAL REPORTS								
	m. INFORMATION SERVICES RECORDS								
	n. INTRADEPARTMENTAL COMMUNICATIONS								
	n1. INTRA-DEPARTMENTAL	,01455							
	o. INVOICES/PAYMENTS								
	p. JOB FILE DATA								
	q. LETTERS								
	r. LOGS/INDICES								
	s. MANAGEMENT PROCEDURES								
	s1. METHOD OF CALCULATING REVENUE ESTIMATE	CAO 172							
	t. MANAGEMENT REPORTS								
	u. MEETING MINUTES								
	v. MEMORANDA								
	v1. ELECTRIC TROUBLE MEMO	OM-035							
	v2. MEMO TO RATE APPLICATION UNIT	66-238							
	w. OPERATING AND MAINTENANCE SCHEDULES								
	x. OPERATIONAL REPORTS								
	x1. INVESTIGATION ORDER	OM-038							
	y. PERMITS								
	y1. NOTICE OF DETERMINATION	GEN. 156							
	z. POSITION DESCRIPTIONS								
	aa. REQUISITIONS								
	aa1. COMMUNICATION JOB OR EQUIPMENT BUDGET REQUEST	OM-494							
	aa2. REQUEST FOR T&C REPLACEMENT UNITS	,02414							
	aa3. REQUEST FOR TRANSPORTATION & CONSTRUCTION EQUIPMENT ADDITIONAL UNITS	,02415							

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CITY CLE[illegible] Date: FEBRUARY 14, 1990 Sch. No. Department/Bureau 00763 F[illegible] Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 03 of 23

City of L[illegible]geles WP-28 Department of Water and Power By: (Dept. Head) ORIGINAL SIGNED Date

Form Gen. 6[illegible]-10-81) Rev. No. Office of (Original) Record DON A. COTTON

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power System Services By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	aa4. TRAINING AIDS REQUEST	271							
	aa5. TRAINING PROGRAM REQUEST	270							
	ab. STATUS REPORTS								
	ab1. FUNCTIONAL ITEM PROGRESS CHART	GM427							
	ac. SURVEYS/QUESTIONNAIRES								
	ad. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ad1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
3	DEPARTMENT GENERAL FACILITIES		5	5	10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. EXTERNAL INSPECTION RECORDS								
	b1. EARTHQUAKE HAZARD REDUCTION COMPLIANCE ORDER	B&S CONS58							
	c. FINANCIAL REPORTS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	e. JOB SCHEDULES								
	e1. JOB SEQUENCE SCHEDULE	DC027							
	f. LEGAL APPLICATIONS								
	f1. NEGATIVE DECLARATION REPORT	GEN. 157							
	g. LETTERS								
	h. LOGS/INDICES								
	i. MANAGEMENT REPORTS								
	j. MEMORANDA								
	k. OPERATIONAL REPORTS								
	l. SPACE/EQUIPMENT ALLOCATION RECORDS								
	l1. JUSTIFICATION FOR NONSTANDARD OFFICE SPACE	PE 003							
	m. STATUS REPORTS								
4	DEPARTMENT PUBLICATIONS		1	4	5				
	a. EMPLOYEE ACCOUNTS RECORDS								
	a1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	c. INVOICES/PAYMENTS								
	d. JOB SCHEDULES								
	e. LOGS/INDICES								
	f. MANAGEMENT REPORTS								
	g. MEETING ATTENDANCE RECORDS								
	g1. CONFERENCE ATTENDANCE SHEET	60-2							

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CITY CLEF
City of Lo jeles
Form Gen. 60 0-81)

Date: FEBRUARY 14, 1990

Sch. No. WP-28

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 00763 F J

Department of Water and Power

Office of (Original) Record

Power System Services

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

By: (Dept. Head) RIGINAL SIGNED DON A. COTTON

Date

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	h. MEMORANDA								
	h1. MEMORANDUM	,01145							
	h2. MEMORANDUM	,01334							
	i. PROPOSALS								
	j. PUBLIC RELATIONS COMMUNICATIONS								
	k. SURVEYS/QUESTIONNAIRES								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	l1. TRANSMITTAL	,00028							
5	DISCIPLINE/GRIEVANCES/DISCRIMINATION COMPLAINTS		C+3	7	C+10				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. GRIEVANCE APPEAL (CONFIDENTIAL)	LR-003						C	
	a2. GRIEVANCE INITIATION (CONFIDENTIAL)	LR-001						C	
	a3. GRIEVANCE RESPONSE (CONFIDENTIAL)	LR-002						C	
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION (CONFIDENTIAL)	GEN. 77						C	
	b. LETTERS								
	c. MEMORANDA								
	d. TRANSMITTALS/ACKNOWLEDGEMENTS								
6	EMPLOYEE PERSONNEL FILES		T+10	70	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION (CONFIDENTIAL)							C	
	a2. NOTICE TO CORRECT DEFICIENCIES (CONFIDENTIAL)							C	
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS (CONFIDENTIAL)							C	
	c. EMPLOYMENT RECORDS								
	c1. INTERVIEW DATA SHEET (CONFIDENTIAL)							C	
	c2. REQUEST FOR TRANSFER (CONFIDENTIAL)							C	
	c3. TERMINATION OF EMPLOYMENT (CONFIDENTIAL)							C	
	d. LETTERS								
	e. MEMORANDA								
	f. POSITION DESCRIPTIONS								

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CITY CLERK Date: FEBRUARY 14, 1990 Sch. No.
City of Los Angeles WP-28
Form Gen. 6[illegible]0-81) Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 07 00763 F
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DON A COTTON Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
7	FUEL CONTRACTS & AGREEMENTS		3	C+10	C+10				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. BUDGET RECORDS - PROJECTED								
	d1. WORKSHEET FOR ESTIMATING LADWP COST	DC742							
	e. CONTRACT ADMINISTRATION RECORDS								
	f. CONTRACT AMENDMENTS								
	g. CONVERSATION RECORDS								
	h. DATA SHEETS								
	i. DWP INSPECTION RECORDS								
	j. DWP MAPS								
	k. DWP PROJECT LAYOUT DRAWINGS								
	l. ENGINEERING STUDIES								
	m. FINANCIAL REPORTS								
	n. INTERROGATORIES								
	o. INTRADEPARTMENTAL COMMUNICATIONS								
	o1. INTRA-DEPARTMENTAL	.01455							
	p. INVOICES/PAYMENTS								
	p1. 1ST COPY FREIGHT BILL	33292							
	p2. 1ST COPY FREIGHT BILL	34065							
	p3. 2ND COPY FREIGHT BILL	34065							
	p4. 3RD COPY FREIGHT BILL	34065							
	p5. DELIVERY TICKET	ACC1240							
	p6. DOMESTIC RETURN RECEIPT	3811							
	p7. INTERMOUNTAIN POWER AGENCY PAY REQUEST	IPP-0001							
	p8. INVOICE COLLECTIBLE	IPP-0002							
	p9. ORIGINAL FREIGHT BILL	33292							
	p10. ORIGINAL FREIGHT BILL	34065							
	p11. PAST DUE NOTICE	61014							
	p12. STATEMENT	35355C							
	p13. STRAIGHT BILL OF LADING - SHORT FORM	FORM 3756							
	q. JOB SCHEDULES								
	q1. PROJECT WORK ACTIVITIES BY LADWP	DC 741							
	r. JUDGEMENTS								
	s. LEGAL APPLICATIONS								
	s1. AGREEMENT (VITAL)					V			
	t. LEGAL ORDERS/FILINGS								
	u. LETTERS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Power System Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	v. LOGS/INDICES								
	w. MANAGEMENT REPORTS								
	w1. MONTHLY COMPOSITE ANALYSIS	F-464							
	w2. MONTHLY COMPOSITE ANALYSIS	F-470							
	x. MEETING MINUTES								
	y. MEMORANDA								
	y1. MEMORANDUM	.01145							
	y2. MESSAGE	80006							
	z. OPERATIONAL REPORTS								
	aa. OPERATIONS & MAINTENANCE PROCEDURES								
	ab. PROCUREMENT/SALES CONTRACTS								
	ab1. ACQUISITION AGREEMENT (VITAL)					V			
	ab2. COAL LEASE READJUSTMENT (VITAL)					V			
	ab3. COAL TRANSPORTATION SERVICE AGREEMENT (VITAL)					V			
	ab4. COAL TRANSPORTATION SERVICE AGREEMENT AMENDMENT NO. 2 (VITAL)					V			
	ab5. CONTRACT (VITAL)					V			
	ab6. POWER SALES CONTRACT (VITAL)					V			
	ac. PUBLIC RELATIONS COMMUNICATIONS								
	ad. PURCHASE ORDERS								
	ae. REQUISITIONS								
	af. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ag. SPECIFICATIONS								
	ag1. SPECIFICATION (VITAL)					V			
	ah. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ah1. TELECOPY COVER SHEET	OM-65							
	ai. TEST RECORDS								
8	FUEL FILES		2	8	10				
	a. AGENDA								
	b. BUDGET RECORDS - PROJECTED								
	c. DATA SHEETS								
	d. FUELS ADMINISTRATION RECORDS								
	e. INVOICES/PAYMENTS								
	e1. DEPARTMENT TRANSFER POWER REVENUE FUND	.03103							
	f. LETTERS								
	g. MANAGEMENT REPORTS								
	h. MEETING MINUTES								
	i. MEMORANDA								

CITY CLERK Date: FEBRUARY 14, 1990 Sch. No.
City of Los Angeles WP-28
Form Gen. 6 (Rev. 3-81) Rev. No.

Department/Bureau 01 0763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED IN ADMINISTRATION
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	j. PURCHASE ORDERS								
	k. SPACE/EQUIPMENT ALLOCATION RECORDS								
	l. TELEX/TWX/TELECOPY COMMUNICATIONS								
9	GENERAL INFORMATION FOR PUBLIC		2	--	2				
	a. DRAWINGS								
	b. LETTERS								
	c. OPERATIONAL REPORTS								
10	GOVERNMENTAL AGENCY MATTERS		5	5	10				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. BID RECORDS								
	d. BUDGET RECORDS - ACTUAL								
	d1. BUDGET REQUEST/DEDUCTION PACKAGE	CAO-6960							
	e. CONVERSATION RECORDS								
	e1. RECORD OF CONFERENCE/CONVERSATION	DC007A							
	e2. RECORD OF PHONE CONVERSATION	DC772AT							
	e3. RECORD OF PHONE CONVERSATION	DC772A							
	e4. RECORD OF PHONE CONVERSATION	DC772							
	f. DATA SHEETS								
	g. DEPARTMENT REAL ESTATE RECORDS								
	g1. LAND DESCRIPTION	FERC-587							
	h. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	h1. SURETY RIDER	S-1157							
	i. DWP INSPECTION RECORDS								
	i1. FUEL OIL RUN AND GAUGING TICKET	.14760							
	j. EMPLOYEE ACCOUNTS RECORDS								
	j1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045							
	k. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	k1. REGISTRATION FORM BENEFITS PAYMENT	DE-1							
	l. EMPLOYMENT RECORDS								
	l1. AUTHORIZATION FOR A SECURTY ID BADGE	GEN. 103							
	l2. GENERAL ADMISSION APPLICATION	EMP 775							
	m. ENVIRONMENTAL REPORTS								
	m1. STEAM ELECTRIC PLANT AIR QUALITY CONTROL DATA	FPC-67							
	n. FINANCIAL REPORTS								
	n1. REAL ESCALATION RATES ASSOCIATED WITH CFM IV	AD-19 CFM							

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CITY CLE[illegible] Date: FEBRUARY 14, 1990 Sch. No. WP-28
City of L[illegible]geles Rev. No.
Form Gen. 6[illegible] (10-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 00763 FJ 05
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DON A. COTTON Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	o. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	o1. EPA FACILITY BIENNIAL HAZARDOUS WASTE REPORT	8700-138							
	o2. HAZARDOUS WASTE REPORT	8700-13B							
	p. INFORMATION SERVICES RECORDS								
	q. INTRADEPARTMENTAL COMMUNICATIONS								
	r. LEGAL APPLICATIONS								
	s. LEGAL NOTIFICATIONS								
	t. LEGAL ORDERS/FILINGS								
	u. LETTERS								
	u1. REQUEST FOR INFORMATION LETTER	CUSTOMS 28							
	v. LICENSES								
	w. MANAGEMENT PROCEDURES								
	x. MANAGEMENT REPORTS								
	x1. ANNUAL ELECTRIC GENERATOR REPORT	EIA-860							
	x2. ANNUAL ELECTRIC POWER SYSTEM REPORT	EIA-714							
	x3. ANNUAL REPORT OF PUBLIC ELECTRIC UTILITIES	EIA-412							
	x4. ANNUAL REPORT TO FEDERAL POWER COMMISSION (FPC)	1-M							
	x5. DETAILED MARKETING REPORT	7							
	x6. ELECTRIC UTILITY COAL REQUIREMENTS REPORT	EU-05							
	x7. ELECTRIC UTILITY ELECTRIC GENERATION REPORT	EU-01							
	x8. ELECTRIC UTILITY SALES REPORT	EU-06A							
	x9. ENTITLEMENT TRANSACTION REPORT	FEA-P103-M-0							
	x10. MARKETING SUMMARY REPORT	6							
	x11. MONTHLY ELECTRIC UTILITY GENERATION & FUEL PLANNING REPORT	ERA-160							
	x12. POWER LINE CONSTRUCTION DATA	FPC-12-F							
	x13. POWER SYSTEM STATEMENT	FPC-12							
	x14. QUARTERLY ELECTRIC UTILITY GENERATION & FUEL PLANNING REPORT	23-B							
	x15. REPORT TO DOE	EIA-767							
	x16. SUMMARY OF LOADS AND RESOURCES FOR THE CFM IV DEMAND FORECAST	AD-19 CFM							
	y. MEETING MINUTES								
	z. MEMORANDA								
	z1. MEMORANDUM	1146,14858							
	z2. MEMORANDUM	1146							
	z3. MEMORANDUM	,01145							
	z4. MEMORANDUM	,01147							
	aa. OPERATIONAL REPORTS								

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CITY CLER' Date: FEBRUARY 14, 1990 | Sch. No. | Department/Bureau 01 0763 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 09 of 23
City of Lo eles | | | By: (Dept. Head) ORIGINAL SIGNED | ate
Form Gen. 60 81) | WP-28 | Department of Water and Power | DON A. COTTON |

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. | Office of (Original) Record: Power System Services | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	vita	hist	cond	REMARKS
	aa1. COMMON FORECASTING METHODOLOGY (CFM) VI SUPPLY PLAN FORM	AD-19 CFM							
	aa2. ELECTRIC UTILITY ELECTRIC GENERATION REPORT GENERATION FROM PEAK LOAD UNITS	EU-01A							
	aa3. ELECTRIC UTILITY ELECTRIC GENERATION REPORT GENERATION FROM PEAK LOAD UNITS	EU-01C							
	aa4. ELECTRIC UTILITY SYSTEM ENERGY REPORT	EU-02							
	aa5. EXISTING GENERATION FACILITIES ASSOCIATED WITH CFM IV	AD-19 CFM							
	aa6. HAZARDOUS WASTE DISPOSAL REPORT	BT-314							
	aa7. STEAM ELECTRIC PLANT OPERATION AND DESIGN REPORT	EIA-767							
	ab. OPERATIONS & MAINTENANCE PROCEDURES								
	ac. PERMITS								
	ac1. APPLICATION FOR A RECEPTION FACILITY CERTIFICATE OF ADEQUACY FOR OIL	USCG-CG-5401A							
	ac2. APPLICATION FOR PERMIT TO DISCHARGE	EPA-7550-9							
	ac3. APPLICATION FOR PERMIT TO DISCHARGE SHORT FORM	202							
	ac4. APPLICATION FOR PERMIT TO DISCHARGE WASTEWATER	EPA 3510-2C							
	ac5. APPLICATION FOR PERMIT TO DISCHARGE WASTEWATER	EPA 7550-23							
	ad. POSITION DESCRIPTIONS								
	ad1. POSITION DESCRIPTION	PDES 3							
	ae. POWER OF ATTORNEY RECORDS								
	ae1. POWER OF ATTORNEY	S-974							
	af. PUBLIC RELATIONS COMMUNICATIONS								
	ag. REQUISITIONS								
	ah. STATUS REPORTS								
	ah1. ELECTRIC UTILITY GAS DELIVERIES AND AVAILABILITY REPORT	EU-04							
	ai. SURVEYS/QUESTIONNAIRES								
	ai1. DEFENSE PRODUCTION SECURITY SURVEY	DD 395							
	ai2. INDUSTRIAL DEFENSE SURVEY	DD 395							
	ai3. INDUSTRIAL DEFENSE SURVEY CHECKLIST	DD 395-1							
	ai4. QUESTIONNAIRE - INNOVATIVE FINANCING	OMB 1910-1400							
	ai5. RIDESHARING REGISTRATION UPDATE	PFL							
	ai6. SURVEY OF LOAD GOVERNMENT - RESEARCH & DEVELOPMENT	S-478							
	ai7. TERMINAL OPERATOR IDENTIFICATION SURVEY	EIA-747A							
	aj. TAX RECORDS								
	aj1. FEDERAL TAX RETURN	990							

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CITY CLER
City of Lo jeles
Form Gen. 60 0-81)

Date: FEBRUARY 14, 1990

Sch. No. WP-28
Rev. No.

Department/Bureau 03 0763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNAL SIGNED
By: (City Clerk, Rec. Mgt. Off.) DONNA COTTON
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ak. TEST RECORDS								
	ak1. EQUIPMENT RATING	127							
	al. TRANSMITTALS/ACKNOWLEDGEMENTS								
	al1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
11	LEGAL MATTERS		5	5	10				
	a. CONTRACT ADMINISTRATION RECORDS								
	b. DATA SHEETS								
	b1. FIXED ROOF TANK CALCULATION SHEET	B-6B							
	b2. FLOATING ROOF TANK CALCULATION SHEET	B-6A							
	c. DEPARTMENT REAL ESTATE RECORDS								
	c1. BUSINESS PROPERTY STATEMENT	571-L							
	c2. BUSINESS PROPERTY STATEMENT	571							
	d. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	d1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134/AU							
	d2. CERTIFICATE OF INSURANCE	ACCORD 25							
	d3. EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	d4. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	d5. INSURANCE REQUIREMENTS	GEN. 133							
	e. ENGINEERING STUDIES								
	e1. SURVEY OF COOLING TOWERS	F1							
	f. ENVIRONMENTAL REPORTS								
	f1. EMISSIONS FROM FUEL BURNING FROM I.C. ENGINES AND TURBINES	B-2							
	f2. EMISSIONS FROM POWER PLANT FACILITIES	B-6							
	g. FINANCIAL REPORTS								
	h. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	i. INTRADEPARTMENTAL COMMUNICATIONS								
	i1. INTRA-DEPARTMENTAL	,01455							
	j. JOB SCHEDULES								
	k. JUDGEMENTS								
	l. LETTERS								
	m. LOGS/INDICES								
	n. MANAGEMENT REPORTS								
	n1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649A							
	n2. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							

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CITY CLERK Date: FEBRUARY 14, 1990 Sch. No.
City of Los Angeles WP-28
Form Gen: 6 (Rev. 3-81) Rev. No.

Department/Bureau 01 0763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNATURE SIGNED
Date
By: (City Clerk Bus. Mgr. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	o. MANAGEMENT SCHEDULES								
	o1. SUPPLEMENTAL SCHEDULE BUSINESS PROPERTY STATEMENT	571-D							
	p. MEETING MINUTES								
	q. MEMORANDA								
	q1. MEMORANDUM	,01145							
	r. OPERATING AND MAINTENANCE SCHEDULES								
	s. OPERATIONAL REPORTS								
	s1. WASTE PROFILE	EPC 85-002							
	t. PERMITS								
	t1. APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE AND EXCAVATE	400A							
	u. SURVEYS/QUESTIONNAIRES								
	v. TEST RECORDS								
	v1. GENERATOR'S WASTE ANALYSIS DATA	,2884							
	w. TRANSMITTALS/ACKNOWLEDGEMENTS								
	w1. TRANSMITTAL	,00028							
12	OUTSIDE ORGANIZATION FILES		1	5	6				
	a. ANNOUNCEMENTS/BULLETINS								
	b. CHANGE DOCUMENTS								
	b1. PD&C COMMITTEE APPOINTMENT CHANGES	DC752							
	c. CONSULTING CONTRACTS								
	d. EMPLOYEE ACCOUNTS RECORDS								
	d1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	e. ENVIRONMENTAL REPORTS								
	f. FINANCIAL REPORTS								
	f1. ANNUAL DUES & MEMBERSHIP FEE JUSTIFICATION FORM	PE 005							
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL	,01455							
	h. INVOICES/PAYMENTS								
	h1. PAYMENT CHECK	DVC-3 V-2							
	h2. REQUEST FOR PAYMENT	,03078							
	i. LEGAL APPLICATIONS								
	j. LETTERS								
	j1. COMMITTEE CORRESPONDENCE	,02867							
	k. LOGS/INDICES								
	l. MANAGEMENT REPORTS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Power System Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	m. MEETING ATTENDANCE RECORDS								
	n. MEETING MINUTES								
	o. MEMORANDA								
	p. OPERATIONAL REPORTS								
	q. PURCHASE ORDERS								
	q1. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	r. REQUISITIONS								
	s. SURVEYS/QUESTIONNAIRES								
	t. TAX RECORDS								
	t1. HAZARDOUS WASTE TAX RETURN	BT 401-JS							
	u. TIMEKEEPING RECORDS								
	u1. ATTENDANCE AUTHORITY	,02329							
13	NUCLEAR PROJECTS FILE		1	T+6	~~T+6~~				
	a. AGENDA				T + 10 yrs.				*Reference: 91 000865 FJ
	b. ENGINEERING STUDIES								
	c. INTERROGATORIES								
	d. INVOICES/PAYMENTS								
	e. JOB SCHEDULES								
	f. LEGAL APPLICATIONS								
	f1. AGREEMENT (VITAL)					V			
	g. LETTERS								
	h. LITIGATION RECORDS								
	i. MANAGEMENT PROCEDURES								
	j. MANAGEMENT REPORTS								
	k. MEETING MINUTES								
	l. NRC DOCKETS								
	m. PROCUREMENT/SALES CONTRACTS								
	m1. CONTRACT (VITAL)					V			
	n. WORK PACKAGE RECORDS								
14	PERSONNEL ADMINISTRATIVE FILES		5	5	10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	c. EMPLOYMENT RECORDS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	e. LEGAL ORDERS/FILINGS								
	f. LETTERS								
	g. MEMORANDA								

CITY CLERK Date: FEBRUARY 14, 1990 | Sch. No. | Department/Bureau 00763 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 13 of 23

City of Los Angeles | WP-28 | Department of Water and Power | By: (Dept. Head) ORIGINAL SIGNED JOAN A. COLLINS | Date

Form Gen. 10-81) | Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record: Power System Services | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
15	POWER OPERATION FILES		5	15	20				
	a. BID RECORDS								
	a1. BID FOR WORK	OM-059							
	b. BUDGET RECORDS - ACTUAL								
	b1. LIABILITY BUDGET FOR FUEL & PURCHASED POWER	F80-22							
	c. CLAIMS								
	c1. STATEMENT OF ACCIDENT	,00970							
	d. CONSERVATION REPORTS								
	e. CONTRACT ADMINISTRATION RECORDS								
	f. CONVERSATION RECORDS								
	g. CUSTOMER SERVICE RECORDS								
	g1. MISCELLANEOUS COMPLAINT ELECTRIC	,00700							
	h. DATA SHEETS								
	i. DRAWING FORMS								
	j. DWP OPERATION DRAWINGS/DIAGRAMS								
	k. ENGINEERING STUDIES								
	l. FINANCIAL REPORTS								
	m. INTRADEPARTMENTAL COMMUNICATIONS								
	m1. INTRA-DEPARTMENTAL	,01455							
	n. JUDGEMENTS								
	o. LEGAL APPLICATIONS								
	p. LETTERS								
	q. MANAGEMENT REPORTS								
	q1. SPECIAL DAILY REPORT FOR THE GENERAL MANAGER	OM-949							
	r. MEMORANDA								
	r1. MEMORANDUM	,01145							
	r2. MEMORANDUM	,01147							
	s. OPERATIONAL REPORTS								
	s1. ELECTRIC TROUBLE SUMMARY DISTRIBUTION SYSTEM	OM-543							
	s2. GENERATION ACTIVITY	OM-1001							
	s3. INADVERTENT INTERCHANGE SUMMARY	F-12							
	s4. LHD CAPACITY AND LOAD ESTIMATE	CC1001A							
	s5. MONTHLY FUEL OIL REPORT	2775							
	s6. MONTHLY REPORT OF COST AND QUALITY OF FUELS FOR ELECTRIC PLANTS	423							
	s7. POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3							

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CITY CLF Date: FEBRUARY 14, 1990
City of L igeles
Form Gen. 10-81)

Sch. No. WP-28
Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 00763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED DON A. COTTON
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	t. OPERATIONS & MAINTENANCE PROCEDURES								
	u. PERMITS								
	u1. PERMIT TO CONSTRUCT AND PERMIT TO OPERATE	400A							
	v. PUBLIC RELATIONS COMMUNICATIONS								
	w. REQUISITIONS								
	w1. WORK ORDER	,02821							
	x. STATUS REPORTS								
	y. TRANSMITTALS/ACKNOWLEDGEMENTS								
	y1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	y2. TRANSMITTAL	,00028							
16	POWER PROJECT FILES		5	T+6	T+6				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. NOTICE TO DESTROY WEEDS AND RUBBISH, REFUSE, AND DIRT	,1399							
	b. BID RECORDS								
	b1. ANALYSIS OF PROPOSED CONTRACT	CAO-661							
	c. BONDS								
	d. BUDGET RECORDS - ACTUAL								
	d1. NOTICE OF DOE FINANCIAL ASSISTANCE AWARD	DOE-F-4600.1							
	e. BUDGET RECORDS - PROJECTED								
	e1. BUDGET PREPARATION SCHEDULE SUMMARY	IPPBPS.DGN							
	e2. CREDIT ESTIMATE	DC737							
	e3. WORKSHEET FOR ESTIMATING IPA COSTS	DC743							
	e4. WORKSHEET FOR ESTIMATING LADWP COST	DC742							
	f. CHANGE DOCUMENTS								
	f1. FIELD ENGINEER'S EMERGENCY FIELD CHANGE	DC126							
	g. CONSTRUCTION CONTRACTS								
	h. CONSULTING CONTRACTS								
	i. CONTRACT ADMINISTRATION RECORDS								
	j. CONTRACT AMENDMENTS								
	k. CONVERSATION RECORDS								
	k1. CALTRANS - DWP COMMUNICATION RECORD	DCO 811							
	k2. RECORD OF PHONE CONVERSATION	DC772A							
	l. COST CALCULATIONS								
	m. DATA SHEETS								
	m1. ENGINEERING DATA SHEET	,01155							
	m2. TECHNICAL DATA ELECTRONIC TYPE LAND USE	FS 2700-10							

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CITY CLEP Date: FEBRUARY 14, 1990 Sch. No. Department/Bureau 03 0763 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 15 of 23

City of Lo eles WP-28 Department of Water and Power By: (Dept. Head) ORIGINAL SIGNED JON A. COTRON Date

Form Gen. 60 -81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Power System Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	n. DEPARTMENT REAL ESTATE RECORDS								
	n1. GEOTHERMAL RESOURCE LEASE	,3200-21							
	n2. RELINQUISHMENT OF APPLICATION, ENTRY OF GRANT	1825-3							
	n3. RIGHT OF WAY REFUSAL NOTICE	RW128							
	o. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	o1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134/AU							
	o2. CERTIFICATE OF INSURANCE	ACCORD 25							
	o3. CERTIFICATE OF INSURANCE	AV-37							
	o4. CERTIFICATE OF INSURANCE	LC-1389D							
	o5. GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135							
	p. DETAIL PHOTOGRAPHS								
	q. DWP INSPECTION RECORDS								
	q1. QUALITY ASSURANCE ACTIVITY REPORT	DC237							
	r. DWP MAPS								
	r1. PARCEL MAP (VITAL)					V			
	s. EMPLOYEE HOME PURCHASE PROGRAM RECORDS								
	t. EMPLOYEE INSURANCE RECORDS								
	u. EMPLOYMENT RECORDS								
	v. ENGINEERING STUDIES								
	w. ENVIRONMENTAL REPORTS								
	x. EXTERNAL INSPECTION RECORDS								
	x1. EMPLOYER'S REPORT OF CORRECTED CONDITIONS OF ALLEGED SERIOUS, GENERAL AND REGULATORY VIOLATIONS	I.S.160							
	x2. PRELIMINARY ORDER	S-264							
	y. FEASIBILITY STUDIES								
	z. FINANCIAL REPORTS								
	z1. PROFFER OF MONETARY CONTRIBUTION	4120-9							
	z2. SECURITIES & EXCHANGE COMMISSION FORM	10-Q							
	aa. FOREIGN EQUIPMENT DRAWINGS								
	aa1. VENDOR DRAWING	DC0810							
	ab. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	ab1. HAZARDOUS WASTE ACTIVITY	EPA 8700-12							
	ac. INFORMATION SERVICES RECORDS								
	ad. INTRADEPARTMENTAL COMMUNICATIONS								
	ad1. INTRA-DEPARTMENTAL	1455,15185							
	ad2. INTRA-DEPARTMENTAL	,01455							
	ae. INVOICES/PAYMENTS								

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CITY CLE[illegible] Date: FEBRUARY 14, 1990
City of L[illegible]geles
Form Gen. 6[illegible] (10-81)

Sch. No. WP-28
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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 00763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNATURE ON FILE
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	ael. AUTHORITY FOR BILLING	,00364							
	ae2. INVOICE COLLECTIBLE	,00861							
	af. JUDGEMENTS								
	ag. LEGAL APPLICATIONS								
	agl. INFORMATION ON TAKING APPEALS TO THE BOARD OF LAND APPEALS	1842-1							
	ah. LEGAL NOTIFICATIONS								
	ahl. CITATION	CAL/OSHA							
	ai. LETTERS								
	ail. EXHIBITS REQUIRED FOR CERTIFICATION	HUD-92256							
	ai2. NOTICE TO OWNER	,86706							
	aj. LICENSES								
	ajl. MICROWAVE RADIO STATION LICENSE	FCC-469							
	ak. LOGS/INDICES								
	akl. IPP LOG SHEET AVAILABILITY IMPROVEMENT TASK FORCE	DC768							
	ak2. JOB LOG	,02393							
	al. MANAGEMENT PROCEDURES								
	all. INSTRUCTIONS FOR COMPLETING, EXECUTING, & SUBMITTING EVIDENCE OF INSURANCE TO THE L.A. DEPARTMENT OF WATER & POWER	GEN. 133							
	am. MANAGEMENT REPORTS								
	aml. CONTRACT MANAGEMENT SUMMARY REPORT	ERDA 536							
	am2. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649							
	an. MEETING MINUTES								
	ao. MEMORANDA								
	aol. BILLING MEMORANDUM	,00880							
	ao2. MEMORANDUM	DC520							
	ao3. MEMORANDUM	,01145							
	ao4. MEMORANDUM	,01146							
	ap. NRC DOCKETS								
	aq. OPERATING AND MAINTENANCE SCHEDULES								
	aql. SCHEDULE FOR OPERATION OF HOOVER DAM FOR WEEK	300-144							
	ar. OPERATIONAL REPORTS								
	arl. APPARATUS TROUBLE REPORT	82-384							
	ar2. AVAILABILITY OF SALVAGE MATERIALS	SC-1							
	ar3. COMPUTATION OF DEFICIENCY IN HOOVER FIRM ENERGY DURING THE FILLING OF COLORADO RIVER STORAGE PROJECT RESERVOIRS	300-55							

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City of L[illegible]geles
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Department/Bureau 01 0763 FJ
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Office of (Original) Record
Power System Services

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By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	as. OPERATIONS & MAINTENANCE PROCEDURES								
	at. PARTICIPANT CONTRACTS								
	at1. APPLICATION AND CONTRACT FOR ELECTRIC SERVICE	SCECSD 272							
	at2. UTILITY AGREEMENT	,29216							
	au. PERMITS								
	au1. APPLICATION FOR AUTHORITY TO PLACE PRIVATELY OWNED FREIGHT CARS IN SERVICE UNDER THE PROVISIONS OF AAA CIRCULAR OT-5-SERIES	OT-5							
	au2. APPLICATION FOR PERMIT NON-FEDERAL COMMERCIAL USE OF ROADS RESTRICTED BY ORDER	FS-7700-40							
	au3. APPLICATION FOR RADIO STATION AUTHORIZATION IN THE PRIVATE RADIO SERVICES	FCC 574							
	au4. APPLICATION FOR TRANSPORTATION AND UTILITY SYSTEMS AND FACILITIES ON FEDERAL LANDS	299							
	au5. APPLICATION FOR UNDERGROUND STORAGE TANKS	EPA 7530-1							
	au6. COMMUNICATIONS SITE APPLICATION	2860-1							
	au7. LAND USE APPLICATION AND PERMIT	2920-1							
	au8. PERMIT TO OPERATE	76P235M							
	au9. REQUEST FOR ADDITION OR MODIFICATION	JHA 92585							
	au10. SPECIAL USE PERMIT	FS 2700-15							
	au11. TEMPORARY USE APPLICATION AND PERMIT	2920-1							
	au12. UTILITIES ENCROACHMENT PERMIT	DMO-M-P-302							
	av. PERSONNEL CONTRACTS								
	aw. POSITION DESCRIPTIONS								
	ax. POWER OF ATTORNEY RECORDS								
	ax1. POWER OF ATTORNEY	,23240							
	ay. PROCUREMENT/SALES CONTRACTS								
	az. PROPOSALS								
	ba. PURCHASE ORDERS								
	bb. REQUISITIONS								
	bb1. REQUISITION FOR PURCHASE OF MATERIALS OR SERVICES	IPSC-9							
	bc. ROUTING SLIPS								
	bd. SPECIFICATIONS								
	be. STATUS REPORTS								
	bf. SURVEYS/QUESTIONNAIRES								
	bg. TELEX/TWX/TELECOPY COMMUNICATIONS								
	bh. TEST RECORDS								

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CITY CLERK Date: FEBRUARY 14, 1990
City of L geles
Form Gen. (10-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 01 0763 F J
Department of Water and Power

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
WM A. CORUN
Date

Page: 18 of 73

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record
Power System Services

By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	bh1. REPORT OF TESTS AND ANALYSIS	,48597							
	bh2. SOIL CHARACTERISTICS DATA	WE301							
	bi. TRANSMITTALS/ACKNOWLEDGEMENTS								
	bi1. TRANSMITTAL	CAO 6490							
	bi2. TRANSMITTAL	,00028							
	bj. TURNOVER PACKAGE RECORDS								
	bk. WAGE/SALARY STRUCTURE RECORDS								
	bl. WORK PACKAGE RECORDS								
	bl1. WORK AUTHORITY	DC690							
17	POWER SYSTEM ANNUAL REPORT		5	P	--				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	b. MANAGEMENT REPORTS								
	c. MEMORANDA								
	c1. MEMORANDUM	,01147							
18	POWER SYSTEM POLICY		S+5	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	c. JUDGEMENTS								
	d. LETTERS								
	e. MEMORANDA								
	f. TRANSMITTALS/ACKNOWLEDGEMENTS								
19	PROTECTION OF LIFE & PROPERTY		5	P	--				
	a. BUDGET RECORDS - ACTUAL								
	b. BUDGET RECORDS - PROJECTED								
	b1. COST CODE ESTIMATE	,02908							
	c. CLAIMS								
	c1. SUMMARY OF DOCUMENTATION IN SUPPORT OF AMOUNT CLAIMED FROM FEDERAL DISASTER ASSISTANCE ADMINISTRATION FOR ELIGIBLE DISASTER WORK	HUD-481							
	d. CONTRACT ADMINISTRATION RECORDS								
	d1. CONTRACT OBLIGATION RECORD	HUD 499							
	e. DATA SHEETS								
	f. DWP MAPS								
	g. ENGINEERING STUDIES								
	h. ENVIRONMENTAL REPORTS								

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

CITY CLEF Date: FEBRUARY 14, 1990 | Sch. No. | Department/Bureau 01 0763 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 19 of 23

City of Le geles | WP-28 | Department of Water and Power | By: (Dept. Head) ORIGINAL SIGNED IN A. COUCH | Date

Form Gen. 60 (10-81)

RECORDS RETENTION SCHEDULE (Original/Official Records)

Rev. No. | Office of (Original) Record: Power System Services | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	vital	hist	conf	REMARKS
	i. FINANCIAL REPORTS								
	j. INTERDEPARTMENTAL COMMUNICATIONS								
	j1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	k. INVOICES/PAYMENTS								
	k1. REQUEST FOR ADVANCE OR REIMBURSEMENT	FEMA 90-27							
	l. LEGAL APPLICATIONS								
	m. LETTERS								
	n. MANAGEMENT REPORTS								
	o. MEMORANDA								
	o1. MEMORANDUM	.01145							
	p. OPERATIONAL REPORTS								
	q. PROPOSALS								
	q1. HAZARD MITIGATION PROPOSAL	FEMA 90-61							
	r. TRANSMITTALS/ACKNOWLEDGEMENTS								
	r1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
20	RECORDS MANAGEMENT FILES		S+2	8	S+10				
	a. DESTRUCTION RECORDS								
	b. LOGS/INDICES								
	c. MANAGEMENT PROCEDURES								
	d. MANAGEMENT REPORTS								
	e. MEMORANDA								
	e1. MEMORANDUM	.01145							
	f. RECORD TRANSMITTALS								
	f1. RECORDS TRANSFER CONTROL	.02673							
	g. RECORDS RETENTION AUTHORIZATIONS								
	g1. RECORDS RETENTION AUTHORIZATION	.02317							
	h. RETENTION SCHEDULES								
	h1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	h2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
21	HISTORICAL RECORDS		--	P	--				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. BULLETIN (HISTORICAL)						H		
	a2. DWP BULLETIN (HISTORICAL)						H		
	b. BUDGET RECORDS - PROJECTED								
	b1. COST ESTIMATE (HISTORICAL)						H		

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 0763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED [illegible] Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	c. CONSTRUCTION CONTRACTS								
	c1. CONSTRUCTION CONTRACT (HISTORICAL)						H		
	d. CONSULTING CONTRACTS								
	d1. CONSULTING CONTRACT (HISTORICAL)						H		
	e. CONTRACT ADMINISTRATION RECORDS								
	e1. DRAFT CONTRACT (HISTORICAL)						H		
	f. CONTRACT AMENDMENTS								
	f1. CONTRACT AMENDMENT (HISTORICAL)						H		
	g. DWP EQUIPMENT DRAWINGS								
	g1. EQUIPMENT DRAWING (HISTORICAL)						H		
	h. DWP MAPS								
	h1. MAP (HISTORICAL)						H		
	i. ENGINEERING STUDIES								
	i1. ENGINEERING STUDY (HISTORICAL)						H		
	j. ENVIRONMENTAL REPORTS								
	j1. ENVIRONMENTAL IMPACT REPORT (HISTORICAL)						H		
	k. FINANCIAL REPORTS								
	k1. FINANCIAL REPORT (HISTORICAL)						H		
	l. INTRADEPARTMENTAL COMMUNICATIONS								
	l1. INTRA-DEPARTMENTAL CORRESPONDENCE (HISTORICAL)						H		
	m. LEGAL NOTIFICATIONS								
	m1. BRIEF (HISTORICAL)						H		
	n. LETTERS								
	n1. LETTER (HISTORICAL)						H		
	o. LICENSES								
	o1. APPLICATION FOR LICENSE (HISTORICAL)						H		
	p. LITIGATION RECORDS								
	p1. LEGISLATION (HISTORICAL)						H		
	p2. PREPARED TESTIMONY (HISTORICAL)						H		
	p3. TESTIMONY (HISTORICAL)						H		
	q. LOGS/INDICES								
	q1. INDEX OF FILE (HISTRICAL)						H		
	r. MANAGEMENT PROCEDURES								
	r1. MANUAL (HISTORICAL)						H		
	r2. PROCEDURE (HISTORICAL)						H		
	s. MANAGEMENT REPORTS								
	s1. ANNUAL REPORT (HISTORICAL)						H		
	s2. DIVISION ANNUAL REPORT (HISTORICAL)						H		
	s3. DIVISION MONTHLY REPORT (HISTORICAL)						H		

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CITY CLERK Date: FEBRUARY 14, 1990
City of Los Angeles
Form Gen. t .0-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 03 0763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNATURE ON FILE Date

By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	s4. DWP ANNUAL REPORT (HISTORICAL)						H		
	s5. MANAGEMENT REPORT (HISTORICAL)						H		
	t. MEETING MINUTES								
	t1. MEETING MINUTES (HISTORICAL)						H		
	t2. NOTES ON MEETING (HISTORICAL)						H		
	t3. TRANSCRIPT OF PROCEEDINGS - PUBLIC MEETINGS (HISTORICAL)						H		
	u. NRC DOCKETS								
	u1. NRC DOCKET (HISTORICAL)						H		
	v. OPERATIONAL REPORTS								
	v1. LOAD FORECAST (HISTORICAL)						H		
	w. PARTICIPANT CONTRACTS								
	w1. PARTICIPANT CONTRACT (HISTORICAL)						H		
	x. PROCUREMENT/SALES CONTRACTS								
	x1. PROCUREMENT/SALES CONTRACT (HISTORICAL)						H		
	y. PROGRESS PHOTOGRAPHS								
	y1. PHOTOGRAPH PROGRESS (HISTORICAL)						H		
	z. PROPOSALS								
	z1. PROPOSAL (HISTORICAL)						H		
	aa. PUBLIC RELATIONS COMMUNICATIONS								
	aa1. ADVERTISEMENT (HISTORICAL)						H		
	aa2. ARTICLE (HISTORICAL)						H		
	aa3. BROCHURE (HISTORICAL)						H		
	aa4. NEWSLETTER (HISTORICAL)						H		
	aa5. NEWSPAPER CLIPPING (HISTORICAL)						H		
	aa6. PUBLICATION (HISTORICAL)						H		
	aa7. SPEECH (HISTORICAL)						H		
	ab. SPECIFICATIONS								
	ab1. SPECIFICATION (HISTORICAL)						H		
	ac. STATUS REPORTS								
	ac1. MONTHLY PROGRESS REPORT (HISTORICAL)						H		
	ac2. WEEKLY PROGRESS REPORT (HISTORICAL)						H		
	ad. TECHNICAL REPORTS								
	ad1. TECHNICAL LITERATURE (HISTORICAL)						H		
	ad2. TECHNICAL REPORT (HISTORICAL)						H		
	ae. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ae1. TELEGRAM (HISTORICAL)						H		
	af. VENDOR MANUALS/CATALOGS								
	af1. VENDOR BULLETIN (HISTORICAL)						H		

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CITY CLEP
City of Lo eles
Form Gen. 60 -81)

Date: FEBRUARY 14, 1990

Sch. No. WP-28

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 01 00763 FJ
Department of Water and Power

Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNAL SIGNED
JOHN A. COTTON

By: (City Clerk, Rec. Mgt. Off.)

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
22	SPECIFICATION FILES		1	5	6				
	a. ADDENDA TO SPECIFICATIONS								
	b. BID RECORDS								
	c. BUDGET RECORDS - PROJECTED								
	c1. COST ESTIMATE	,02544							
	d. CONTRACT ADMINISTRATION RECORDS								
	d1. NOTICE OF AWARD	,02846							
	e. EXTERNAL INSPECTION RECORDS								
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	f1. INTRA-DEPARTMENTAL	,01455							
	g. LETTERS								
	h. MEMORANDA								
	h1. CORRECTION NOTICE	,00993							
	h2. MEMORANDUM	,01145							
	h3. MEMORANDUM	,01335							
	i. OPERATIONAL REPORTS								
	j. REQUISITIONS								
	j1. BILL OF MATERIAL REQUISITION	DC545							
	k. SPECIFICATIONS								
	l. STATUS REPORTS								
	m. TRANSMITTALS/ACKNOWLEDGEMENTS								
23	SUBJECT & CORRESPONDENCE FILES		1	2	3				
24	CONTROLLED NUCLEAR DOCUMENTS		1	--	1				
	a. MANAGEMENT REPORTS								
	b. VENDOR MANUALS/CATALOGS								
25	WATER PROJECTS AFFECTING POWER SYSTEM		5	5	10				
	a. ENVIRONMENTAL REPORTS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	c. LETTERS								
	d. MEMORANDA								
	e. OPERATIONAL REPORTS								
	f. PERMITS								

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CITY CLERK Date: FEBRUARY 14, 1990
City of Los Angeles
Form Gen. (0-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 07 00763 FJ
Department of Water and Power
Office of (Original) Record
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) FINAL SIGNED COPY ON FILE
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Vital	Hist	Cont	REMARKS
			OFFICE	CENTER	DESTROY				
26	MICROFILM OF ITEMS #1 - 25 ABOVE		--	199	199				
27	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				

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

CITY CLE
City of Lo geles
Form Gen. 61 (Rev 10-81)

Date: FEBRUARY 12, 1990

Sch. No. WP-28

Rev. No. 1

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau: Department of Water and Power

00764 FJ

91 000764 FJ

Division: Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
Date

By: (City Clerk, Rec. Mgt. Div.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCIDENT, INJURY, CLAIMS REPORTS		2	3	5		HUMAN RESOURCES; ORIGINATING OFFICE
	a. CLAIMS						
	a1. ACCIDENT ANALYSIS (CONFIDENTIAL)						
	a2. ACCIDENT REPORT (CONFIDENTIAL)						
	a3. APPLICATION FOR ADJUDICATION OF CLAIM (CONFIDENTIAL)						
	a4. CLAIM AGAINST A GOVERNMENTAL AGENCY (CONFIDENTIAL)	CL 94					
	a5. CLAIM FOR DAMAGES (CONFIDENTIAL)						
	a6. PRELIMINARY INVESTIGATION (CONFIDENTIAL)						
	a7. STATEMENT OF ACCIDENT (CONFIDENTIAL)	,00970					
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b1. CERTIFICATE OF TEMPORARY TOTAL DISABILITY (CONFIDENTIAL)	RP027					
	b2. EMPLOYEE CERTIFICATE OF DISABILITY (CONFIDENTIAL)	,02864					
	b3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS (CONFIDENTIAL)	5020					
	b4. RETURN TO WORK AFTER MEDICAL LEAVE OF ABSENCE (CONFIDENTIAL)	MS 125					
	b5. RETURN TO WORK AFTER MEDICAL LEAVE OF ABSENCE (CONFIDENTIAL)						
	c. EMPLOYMENT RECORDS						
	c1. STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730					
	d. MANAGEMENT PROCEDURES						
	e. MANAGEMENT REPORTS						
	e1. CALIFORNIA DEBT ADVISORY COMMISSION REPORT	CDAC-81-1					
	f. MANAGEMENT SCHEDULES						
	g. OPERATIONAL REPORTS						
	g1. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695					

NOTES:

CITY CLERK Date: FEBRUARY 12, 1990 Sch. No. Department/Bureau 03 10764 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 02 of 10
City of L ngeles WP-28 Department of Water and Power By: (Dept. Head) ORIGINAL SIGNED Date
Form Gen. 10-81) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date
Power System Services

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	h. POSITION DESCRIPTIONS						
	i. TIMEKEEPING RECORDS						
	i1. ABSENCE FROM DUTY RECORD	2588					
2	CORRESPONDENCE FILES		2	--	2		ORIGINATING OFFICE
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	b1. NOTICE TO RELOCATE	DRW-40					
	c. BUDGET RECORDS - ACTUAL						
	d. BUDGET RECORDS - PROJECTED						
	d1. AUTHORIZATION FOR EXPENDITURE	1611,15344					
	d2. AUTHORIZATION FOR EXPENDITURE	2911					
	d3. COST ESTIMATE	,03038					
	d4. JOB CARD ORDER	888					
	e. CLAIMS						
	f. CONFERENCE/SEMINAR ARRANGEMENTS						
	g. CONSERVATION REPORTS						
	h. CONTRACT AMENDMENTS						
	h1. AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	30-101					
	i. CONVERSATION RECORDS						
	j. CUSTOMER SERVICE RECORDS						
	j1. BILLING CORRECTION STATEMENT	,00015					
	j2. COMMON AREA LOAD INVENTORY & ENERGY USE ANALYSIS	CD250					
	j3. CUSTOMER CONTACT RECORD	C1068					
	j4. PROJECT SUMMARY SHEET - MASTER METER CONVERSION	CD-250					
	k. DATA SHEETS						
	k1. TECHNICAL DATA - ELECTRONIC TYPE LAND USE	FS 2700-10					
	l. DEPARTMENT REAL ESTATE RECORDS						
	m. DETAIL PHOTOGRAPHS						
	n. DWP INSPECTION RECORDS						

NOTES:

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

CITY CLE... Date: FEBRUARY 12, 1990 | Sch. No. | Department/Bureau 3764 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 03 of 10

City of L... geles | WP-28 | Department of Water and Power | By: (Dept. Head) ORIGINAL SIGNED | Date

Form Gen. ... (10-81) | Rev. No. | Division | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Power System Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	n1. INVESTIGATION REPORT	B&S INV-9A					
	o. ENVIRONMENTAL REPORTS						
	p. FINANCIAL REPORTS						
	q. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	r. INTERDEPARTMENTAL COMMUNICATIONS						
	s. INTRADEPARTMENTAL COMMUNICATIONS						
	s1. INTRA-DEPARTMENTAL	1458					
	s2. INTRA-DEPARTMENTAL	,01455					
	s3. INTRA-DEPARTMENTAL	,12833					
	t. INVOICES/PAYMENTS						
	t1. AUTHORITY FOR BILLING FOR CONTRIBUTION IN AID OF CONSTRUCTION	66-38,14297					
	t2. AUTHORITY FOR BILLING FOR EXCAVATING PERMIT	,14299					
	t3. AUTHORITY FOR BILLING FOR RELOCATION OF ELECTRIC FACILITIES	,00364					
	t4. AUTHORITY FOR BILLING FOR REMOVAL, REINSTALLATION, OR RELOCATION OF ELECTRIC FACILITIES	66-25					
	t5. AUTHORITY FOR BILLING FOR SERVICE CONDUIT IN PUBLIC PROPERTY	,14298					
	t6. AUTHORITY FOR BILLING FOR TEMPORARY SERVICE - CONTRACTED PRICE	66-95R,14473					
	t7. AUTHORITY FOR BILLING FOR TEMPORARY SERVICE	66-95R					
	t8. AUTHORITY FOR BILLING FOR UNDERGROUND SERVICE CABLE	2497,02497					
	t9. CASH MEMORANDUM RECEIPT	,00982					
	t10. DEPARTMENT TRANSFER	1409,15130					
	u. JOB SCHEDULES						
	v. JUDGEMENTS						
	w. LEGAL APPLICATIONS						
	x. LEGAL NOTIFICATIONS						

NOTES:

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City of Los Angeles
Form Gen. 6 (Rev. 6-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 01 764 FJ
Department of Water and Power
Division
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) SIGNAL SIGNED [illegible] A. COTTON Date
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	x1. STATEMENT OF SERVICE BY MAIL	ATO-32					
	y. LETTERS						
	y1. NOTICE TO OWNER	R/W 05-1					
	z. LICENSES						
	z1. APPLICATION FOR LICENSE IN THE PRIVATE	FCC 402					
	OPERATIONAL FIXED MICROWAVE RADIO SERVICE						
	z2. APPLICATION FOR RADIO VAULT STORAGE	COM 311					
	z3. APPLICATION FOR RENEWAL OF RADIO STATION LICENSE	FCC 405A					
	aa. LITIGATION RECORDS						
	ab. MANAGEMENT PROCEDURES						
	ac. MANAGEMENT REPORTS						
	ad. MEETING MINUTES						
	ae. MEMORANDA						
	ae1. BILLING MEMORANDUM	,00880					
	ae2. MEMORANDUM	,01145					
	ae3. MEMORANDUM	,01147					
	af. OPERATIONAL REPORTS						
	ag. OPERATIONS & MAINTENANCE PROCEDURES						
	ah. PARTICIPANT CONTRACTS						
	ah1. UTILITY AGREEMENT	,29216					
	ai. PERMITS						
	ai1. COMMUNICATION SITE REQUEST	2860-1					
	ai2. RADIO/ANTENNA COMMUNICATIONS APPLICATION	FCC 400,4/78					
	ai3. SPECIAL USE PERMIT	2700-4					
	ai4. TREE TRIMMING RELEASE	PD-084					
	aj. PURCHASE ORDERS						
	ak. REQUISITIONS						
	ak1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14303					
	ak2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	ak3. TELEPHONE CREDIT CARD REQUEST	OM-521					
	al. ROUTING SLIPS						

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CITY CLF Date: FEBRUARY 12, 1990
City of L[illegible]geles
Form Gen. 6[illegible] 10-81)

Sch. No. WP-28
Rev. No.

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Department/Bureau 01 00764 FJ
Department of Water and Power
Division
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible] Date
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	am. SPECIFICATIONS						
	am1. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02560					
	an. STATUS REPORTS						
	ao. SURVEYS/QUESTIONNAIRES						
	ao1. ENERGY & WATER USE SURVEY	CD 273					
	ao2. ENERGY & WATER USE SURVEY - PART 3	CD 275					
	ao3. ENERGY & WATER USE SURVEY - PART 4	CD 276					
	ap. TECHNICAL REPORTS						
	aq. TELEX/TWX/TELECOPY COMMUNICATIONS						
	ar. TEST RECORDS						
	as. TRANSMITTALS/ACKNOWLEDGEMENTS						
	as1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	3384					
	as2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
3	DEPARTMENT RESOLUTIONS		1	4	5		BOARD OF WATER AND POWER COMMISSIONERS OFFICE
	a. JUDGEMENTS						
4	EMPLOYEE TRAVEL & EXPENSE RECORDS		2	--	2		FINANCE & ACCOUNTING SYSTEM - ACCOUNTING
	a. EMPLOYEE ACCOUNTS RECORDS						
	b. INVOICES/PAYMENTS						
	c. TIMEKEEPING RECORDS						
5	POWER SYSTEM ADMINISTRATIVE MATTERS		3	7	10		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. DISCRIMINATION COMPLAINT RESPONSE	EEO-002					
	a2. EMPLOYEE REQUEST FOR POSITION REVIEW	2411,02411					
	a3. NOTICE OF CHARGE OF DISCRIMINATION	EEOC-131					
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					

NOTES:

CITY CL[illegible] Date: FEBRUARY 12, 1990 Sch. No. Department/Bureau Certified per Sec. 12.3(e) of L.A. Admin. Code Page: 06 of 10

City of [illegible]ngeles WP-28 Department of Water and Power 00764 FJ By: (Dept. Head) ORIGINAL SIGNED [illegible] Date

Form Gen. [illegible] 10-81) Rev. No. Division By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Power System Services

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	b. ANNOUNCEMENTS/BULLETINS						
	c. CLAIMS						
	c1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	d. DWP INSPECTION RECORDS						
	e. EDUCATION/TRAINING RECORDS						
	e1. PERSONNEL DEPARTMENT EXAMINATION REQUEST FORM	ES-68					
	f. EMPLOYEE SUGGESTION PLANS						
	f1. SUGGESTION EVALUATION REPORT	1R035					
	g. EMPLOYMENT RECORDS						
	g1. INTERVIEW DATA SHEET	3381					
	g2. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360					
	g3. REQUEST FOR CERTIFICATION	PDAS 15					
	h. ENGINEERING STUDIES						
	i. FEASIBILITY STUDIES						
	j. INTERDEPARTMENTAL COMMUNICATIONS						
	j1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	k. INTRADEPARTMENTAL COMMUNICATIONS						
	k1. INTRA-DEPARTMENTAL	,01455					
	k2. INTRA-DEPARTMENTAL	,14694					
	l. INVOICES/PAYMENTS						
	l1. VOUCHER FUNDS RECEIVED	,00982					
	m. JUDGEMENTS						
	n. LETTERS						
	o. MANAGEMENT PROCEDURES						
	o1. WARRANTY AND POLICY STATEMENT	FD 137-D					
	p. MANAGEMENT REPORTS						
	p1. LOSS PREVENTION REPORT	2344					
	q. MANAGEMENT SCHEDULES						
	r. MEETING MINUTES						
	s. MEMORANDA						

NOTES:

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

CITY CL' Date: FEBRUARY 12, 1990
City of L ngeles
Form Gen. 6 (Rev. 10-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 01 00764 FJ
Department of Water and Power
Division
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
Date

By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	s1. MEMORANDUM	,01147					
	t. OPERATIONAL REPORTS						
	t1. VEHICLE TROUBLE REPORT	,00689					
	u. OPERATIONS & MAINTENANCE PROCEDURES						
	v. POSITION DESCRIPTIONS						
	v1. POSITION DESCRIPTION	PDES 3					
	w. PROFESSIONAL DEVELOPMENT RECORDS						
	x. PROPOSALS						
	y. PUBLIC RELATIONS COMMUNICATIONS						
	z. REQUISITIONS						
	z1. REQUEST FOR PURCHASE OF ADDITIONAL FLEET EQUIPMENT	,02415					
	z2. REQUISITION FOR MATERIAL/SERVICES	,01660					
	aa. SPACE/EQUIPMENT ALLOCATION RECORDS						
	ab. SPECIFICATIONS						
	ac. STATUS REPORTS						
	ad. TIMEKEEPING RECORDS						
	ae. WAGE/SALARY STRUCTURE RECORDS						
	af. WORK PACKAGE RECORDS						
	af1. CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764					
6	PERSONNEL ADMINISTRATIVE FILES		1	--	1		ORIGINATING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. EDUCATION/TRAINING RECORDS						
	c. EMPLOYEE ACCOUNTS RECORDS						
	c1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	d. EMPLOYMENT RECORDS						
	e. INTERDEPARTMENTAL COMMUNICATIONS						
	f. INTRADEPARTMENTAL COMMUNICATIONS						

NOTES:

CITY CLE... Date: FEBRUARY 12, 1990 | Sch. No. | Department/Bureau 01 00764 FJ 0... | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 08 of 1(

City of L... ngeles | Form Gen. ... 10-81) | WP-28 | Department of Water and Power | By: (Dept. Head) SIGNAL SIGNED | Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

Rev. No. | Division: Power System Services | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. LETTERS						
	h. MANAGEMENT PROCEDURES						
	i. MANAGEMENT REPORTS						
	j. MEMORANDA						
	j1. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400					
	k. PURCHASE ORDERS						
	k1. PURCHASE ORDER	,00001					
	l. REQUISITIONS						
7	PUBLICATIONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES		1	--	1		ORIGINATING ORGANIZATION
	a. MANAGEMENT REPORTS						
	b. PUBLIC RELATIONS COMMUNICATIONS						
8	PURCHASING RECORDS		3	--	3		PURCHASING
	a. ANNOUNCEMENTS/BULLETINS						
	b. BID RECORDS						
	b1. EQUIPMENT BID AND RECORD	,02814					
	b2. REQUEST FOR BID	,14750					
	c. BUDGET RECORDS - PROJECTED						
	d. CONVERSATION RECORDS						
	e. DWP MAPS						
	f. EMPLOYEE SUGGESTION PLANS						
	g. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	h. JOB SCHEDULES						
	i. LOGS/INDICES						
	j. MANAGEMENT REPORTS						
	k. MEMORANDA						
	l. OPERATING AND MAINTENANCE SCHEDULES						
	m. OPERATIONS & MAINTENANCE PROCEDURES						
	n. PERSONNEL CONTRACTS						
	o. PROPOSALS						

NOTES:

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CITY CLE[illegible] Date: FEBRUARY 12, 1990
City of L[illegible]geles
Form Gen. 6[illegible] 10-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 01 0764 FJ
Department of Water and Power
Division
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [illegible]IGINAL SIGNED [illegible]
Date
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	p. REQUISITIONS						
	p1. BILL OF MATERIAL	DC545					
	p2. EQUIPMENT TRANSFER	,01217					
	p3. INFORMATION SERVICES SUPPORT REQUEST	,03279					
	p4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392					
	p5. TRAINING PROGRAM REQUEST	270					
	q. ROUTING SLIPS						
	r. SPACE/EQUIPMENT ALLOCATION RECORDS						
	s. STATUS REPORTS						
	t. SURVEYS/QUESTIONNAIRES						
	u. TIMEKEEPING RECORDS						
	v. TRANSMITTALS/ACKNOWLEDGEMENTS						
	v1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	v2. PURCHASING BID TRANSMITTAL	,02280					
9	TIMEKEEPING FILES		2	--	2		FINANCE & ACCOUNTING SYSTEM - ACCOUNTING
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	a1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	b. POSITION DESCRIPTIONS						
	b1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
	c. TIMEKEEPING RECORDS						
	c1. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485					
	c2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
	c3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819					
	c4. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
	c5. NOTICE OF ABSENCE	,02728					
	c6. REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
	c7. TIME ROLL CORRECTION AUTHORITY	2734					

NOTES:

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CITY CLE[R] Date: FEBRUARY 12, 1990
City of L[os] geles
Form Gen. [6] 10-81)

Sch. No. WP-28
Rev. No.

Department/Bureau 01 0764 FJ
Department of Water and Power
Division
Power System Services

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
Date 5-2-90
By: (City Clerk, Rec. Mgt. Div.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	c8. VACATION FORM	,01113					
10	MICROFILM OF ITEMS #1 - 9 ABOVE		--	199	199		
11	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 25 ON WP-28 ORIGINAL
12	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		HARDCOPY OF ITEMS #1 - 9 ON WP-28 DUPLICATE.

NOTES:

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

CITY CLERK Date: MARCH 13, 1991

City of Los Angeles
Form Gen. 60 (Rev. 6-81)

Sch. No. WP-31
Rev. No. 0

Department/Bureau 91 769 FJ
Department of Water and Power
Office of (Original) Record
Stores

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.)
Date 9/22/91

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	conf	REMARKS
1	ACCOUNTING		3	7	10				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
	c. LOGS/INDICES								
	d. MANAGEMENT REPORTS								
	e. MEMORANDA								
	e1. MEMORANDUM								
	f. OPERATIONAL REPORTS								
	g. SPACE/EQUIPMENT ALLOCATION RECORDS								
2	ACTIVITY REPORTS		2	2	4				
	a. BUDGET RECORDS - ACTUAL								
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
	c1. INTERFUND BILLING POWER REVENUE FUND	,03099							
	c2. INTERFUND BILLING WATER REVENUE FUND	,03105							
	c3. JOURNAL VOUCHER	,03103							
	d. LOGS/INDICES								
	e. REQUISITIONS								
3	BILLS OF LADING		3	3	6				
4	BUDGET		5	10	15				
5	CONTRACTS/AGREEMENTS		C+2	5	~~C+7~~ C+10 yrs.				*Reference: 91000865 FJ
	a. AGENDA								
	b. BID RECORDS								
	c. EMPLOYMENT RECORDS								
	d. MANAGEMENT SCHEDULES								
	e. MEMORANDA								
	f. TIMEKEEPING RECORDS								
6	CORRESPONDENCE/SUBJECT FILES		AR+5	5	AR+10				
	a. FINANCIAL REPORTS								
	b. INFORMATION SERVICES RECORDS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. INVOICES/PAYMENTS								
	d1. INVOICE								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 769 FJ
Department of Water and Power
Office of (Original) Record
Stores 44 91 000769 FJ

Certified per Sec. 12.3(e) of LA. Admin. Code:
By: (Department) [signature] 1/22/91
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
	d2. VOUCHER CONTROL FORM	,01218							
	e. MANAGEMENT PROCEDURES								
	f. MANAGEMENT REPORTS								
	f1. AUDIT OF REVOLVING FUND	,00992							
	g. MEMORANDA								
	g1. MEMORANDUM	,01145							
	g2. MEMORANDUM	,01147							
	g3. MEMORANDUM	,01334							
7	DRAWINGS		S	--	S				
8	EMPLOYEE PERSONNEL FILES		T+1	79	T+80				
	a. CLAIMS								
	a1. SUPERVISOR'S ANALYSIS OF MOTOR VEHICLE ACCIDENT	GS 149							
	b. EDUCATION/TRAINING RECORDS								
	c. EMPLOYEE ACCOUNTS RECORDS								
	d. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	e. EMPLOYMENT RECORDS								
	e1. EMPLOYEE RECORD	,02733							
	e2. INTERVIEW AND APPOINTMENT NOTICE	402							
	e3. TERMINATION OF EMPLOYMENT	,00723							
	f. INTRADEPARTMENTAL COMMUNICATIONS								
	g. LEGAL NOTIFICATIONS								
	h. LOGS/INDICES								
	i. MEDICAL RECORDS								
	i1. MEDICAL FORM	GS 69							
	j. MEMORANDA								
	j1. MEMORANDUM								
	k. TIMEKEEPING RECORDS								
	k1. SHIFT CHANGE	2370							
9	EQUIPMENT RECORDS		2	3	5				
10	HAZARDOUS MATERIALS RECORDS		5	25	30				
	a. DATA SHEETS								
	b. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	b1. UNIFORM HAZARDOUS WASTE MANIFEST	,03005							
	c. MEMORANDA								
	c1. MEMORANDUM								

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CITY CLERK Date: MARCH 13, 1991 Sch. No. Department/Bureau 91 769 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 3 of 9
City of Los les WP-31 Department of Water and Po... By: (Dept. Head) Ramona L Dilkerry 1/22/91
Form Gen. 60 (1) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date
Stores 744

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
11	PERSONNEL ADMINISTRATIVE FILES		3	10	13				
	a. EMPLOYMENT RECORDS								
	a1. PARKING DECAL	,76-20							
	a2. RECEIPT OF KEY	,01413							
12	PURCHASING RECORDS		3	7	10				
13	REPORTS		5	10	15				
	a. INVOICES/PAYMENTS								
	b. TEST RECORDS								
14	SAFETY RECORDS		1	5	6				
	a. DWP INSPECTION RECORDS								
	b. MANAGEMENT REPORTS								
	b1. SAFETY MEETING REPORT	GPM1007							
	c. MEETING MINUTES								
15	SALVAGE		5	--	5				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	c. BUDGET RECORDS - ACTUAL								
	d. BUDGET RECORDS - PROJECTED								
	e. CONTRACT ADMINISTRATION RECORDS								
	f. EXTERNAL INSPECTION RECORDS								
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	i. INVOICES/PAYMENTS								
	i1. CASH MEMORANDUM RECEIPT								
	i2. RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT	,02439							
	j. LEGAL NOTIFICATIONS								
	k. LETTERS								
	l. MANAGEMENT REPORTS								
	m. MEETING MINUTES								
	n. MEMORANDA								
	n1. MEMORANDUM								
	o. PERMITS								
	o1. PERMISSION TO REMOVE SCRAP WOOD	GS128							

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CITY CLERK Date: MARCH 13, 1991
City of Los [illegible]les
Form Gen. 60 ([illegible])

Sch. No. WP-31
Rev. No.

Department/Bureau 91 (769 FJ
Department of Water and Power
Office of (Original) Record
Stores 344

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Norma L. Shelburne 12/2/91
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	p. REQUISITIONS								
	p1. REQUISITION FOR MATERIAL/SERVICES	,01660							
16	SPECIFICATIONS		10	--	10				
	a. SPECIFICATIONS								
	a1. SPECIFICATION	,01799							
17	STORES MATERIAL HANDLING DOCUMENTS		2	4	6				
	a. BID RECORDS								
	a1. REPORT OF GOODS RETURNED	,00400							
	b. BUDGET RECORDS - PROJECTED								
	b1. PRICE ESCALATION WORKSHEET	H 2361							
	c. CONTRACT ADMINISTRATION RECORDS								
	d. DATA SHEETS								
	d1. MATERIAL SAFETY DATA SHEET	OSHA-20,OMB-44.R1387							
	e. DWP INSPECTION RECORDS								
	e1. QUALITY ASSURANCE REPORT	DC 237							
	f. FINANCIAL REPORTS								
	g. INFORMATION SERVICES RECORDS								
	h. INVOICES/PAYMENTS								
	h1. FOREMAN'S MATERIAL CREDIT	,00039							
	h2. FOREMAN'S MATERIAL CREDIT	,01660							
	h3. INVOICE								
	h4. INVOICE CORRECTION NOTICE	,03081							
	h5. MOVEMENT BILL/DELIVERY RECEIPT	CC/02							
	h6. REPORT OF GOODS RECEIVED TRACING RECORD	MCP/VL							
	h7. REPORT OF GOODS RETURNED	,00400							
	h8. REPORT OF MATERIAL RECEIVED	361,00361							
	h9. REQUEST FOR MATERIAL CREDIT	,01666							
	h10. REQUEST FOR MATERIAL CREDIT	,03286							
	h11. SHIPPING ORDER AND FREIGHT BILL	CAL T-118397							
	h12. UNIFORM STRAIGHT BILL OF LADING	,01744							
	h13. VENDOR CREDIT STATEMENT	01-1430							
	h14. VOUCHER CONTROL FORM	,01218							
	h15. VOUCHER CONTROL FORM								
	i. LETTERS								
	j. LOGS/INDICES								
	j1. RECAP SHEET	PC-78							
	k. MANAGEMENT REPORTS								

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CITY CLERK Date: MARCH 13, 1991 Sch. No. Department/Bureau 01 (769 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 5 of 9
City of Los ples WP-31 Department of Water and Power By: (Dept. Head) Date
Form Gen. 60 81) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.)
Stores Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	l. MEMORANDA								
	11. CORRECTION NOTICE	993,00993							
	12. CORRECTION NOTICE	,00993							
	13. MEMO	AC295							
	14. MEMORANDUM								
	15. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	m. OPERATIONAL REPORTS								
	n. PROCUREMENT/SALES CONTRACTS								
	n1. CONTRACT	,00003							
	n2. CONTRACT								
	o. PURCHASE ORDERS								
	o1. CUSTOMER RECEIPT FOR MERCHANDISE RETURNED	800-055							
	o2. PURCHASE ORDER - STORES OFFICE COPY	,00001							
	o3. PURCHASE ORDER - STORES RECEIVING COPY	,00001							
	o4. PURCHASE ORDER ADJUSTMENT	87-02-806							
	o5. PURCHASE ORDER ADJUSTMENT (POA)	8702806							
	o6. PURCHASE ORDER FIELD OFFICE COPY	,00001							
	o7. PURCHASE ORDER PURCHASING DIVISION COPY	,00001							
	o8. SUB-PURCHASE ORDER	,00001							
	o9. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
	p. REQUISITIONS								
	p1. BILL OF MATERIAL REQUISITION	DC545							
	p2. BILL OF MATERIAL REQUISITION	,02661							
	p3. FOREMAN'S MATERIAL REQUISITION	,00106							
	p4. MEMO MATERIAL REQUISITION	2102,02102							
	p5. REQUEST FOR SERVICES OR SUPPLIES	1321							
	p6. REQUISITION FOR MATERIAL/SERVICES	,01660							
	p7. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	p8. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	p9. WANT LIST	,00564							
	q. ROUTING SLIPS								
	r. SPACE/EQUIPMENT ALLOCATION RECORDS								
	s. SPECIFICATIONS								
	t. STATUS REPORTS								
	u. TEST RECORDS								
	u1. MATERIAL TEST REPORT	DC609							
	v. TRANSMITTALS/ACKNOWLEDGEMENTS								
	w. VENDOR MANUALS/CATALOGS								

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CITY CLERK Date: MARCH 13, 1991 Sch. No. Department/Bureau 01 769 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 6 of 9
City of Los les WP-31 Department of Water and Power (Dept. Head) 4/22/91
Form Gen. 60 1) Rev. No. Office of (Original) Record By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Stores

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
18	TIMEROLLS		1	12	13				
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	a1. CERTIFICATE OF DISABILITY	,02864							
	a2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	b. EMPLOYMENT RECORDS								
	b1. STORES SECTION PERSONNEL CHANGES	S 118							
	c. LOGS/INDICES								
	d. MEMORANDA								
	d1. MEMORANDUM	,01334							
	e. STATUS REPORTS								
	f. TIMEKEEPING RECORDS								
	f1. ABSENCE FROM DUTY RECORD	,02588							
	f2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	f3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	f4. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02619							
	f5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	f6. NOTICE OF ABSENCE	,02728							
	f7. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	f8. REQUEST FOR LEAVE OF ABSENCE	,02154							
	f9. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	f10. TIMESHEET	,03165							
	f11. VACATION FORM	,01113							
19	TRAINING RECORDS		3	7	10				
	a. TIMEKEEPING RECORDS								
	a1. ATTENDANCE ROSTER								
20	WORK ORDERS		1	1	2				
21	INVENTORY		P	--	P				
	a. INTERDEPARTMENTAL COMMUNICATIONS								
	b. INTRADEPARTMENTAL COMMUNICATIONS								
	c. LETTERS								
	d. LOGS/INDICES								
	d1. TRANSFORMER STOCK RECORD	,76-10							
	e. MEMORANDA								
	e1. CORRECTION NOTICE	993,00993							

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

CITY CLERK Date: MARCH 13, 1991
City of Los eles
Form Gen. 60 31)

Sch. No. WP-31
Rev. No.

Department/Bureau 0 1 0 769 FJ
Department of Water and Power
Office of (Original) Record
Stores #4

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Barbara L. Dickson
By: (City Clerk, Rec. Mgt. Off.)
Date 1/22/91

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	e2. MEMORANDUM								
	f. OPERATIONAL REPORTS								
	g. PURCHASE ORDERS								
	g1. PURCHASE ORDER ADJUSTMENT	87-02-806							
	h. REQUISITIONS								
	h1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	i. SPACE/EQUIPMENT ALLOCATION RECORDS								
22	FORMS CONTROL		P	--	P				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	1455,15184							
	a2. INTRA-DEPARTMENTAL	1455							
	b. MEMORANDA								
	b1. MEMORANDUM	,01145							
	b2. MEMORANDUM	,01334							
	c. REQUISITIONS								
	c1. STATIONERY STORE FORM REPRINT REQUEST	MS168							
	d. SPECIFICATIONS								
	d1. STANDARD PRINTING SPECIFICATION	1358,01358							
	d2. STANDARD PRINTING SPECIFICATION	1358,15075							
23	TEST RECORDS		3	7	10				
	a. LETTERS								
	b. PURCHASE ORDERS								
	b1. PURCHASE ORDER	,00001							
	b2. SUB-PURCHASE ORDER	,00008							
	c. TEST RECORDS								
24	MICROFILM OF ITEMS #1 - 23 AND #26 - 30		--	199	199				
25	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				
26	STATIONERY STORES RECEIVING DOCUMENTATION		5	5	10				

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

CITY CLERK
City of Los les
Form Gen. 60 (I)

Date: MARCH 13, 1991

Sch. No. WP-31

Rev. No.

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0769 FJ
Department of Water and Power
Office of (Original) Record
Stores

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Warren L. Dickens
By: (City Clerk, Rec. Mgt. Off.)
Date 1/22/91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vta	hist	cont	REMARKS
27	ACCIDENT INJURY REPORTS		10	2	12				
	a. CLAIMS								
	a1. ACCIDENT ANALYSIS	,02747							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	c. LOGS/INDICES								
	c1. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	200							
	d. MANAGEMENT REPORTS								
	d1. ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	200							
28	STATIONERY STORES RECORDS		2	5	7				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	b1. BID NOTICE	,03214							
	c. CHANGE DOCUMENTS								
	d. CONTRACT AMENDMENTS								
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	,03091							
	f. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	f1. DOCTOR'S REPORT	HR 948							
	g. EMPLOYMENT RECORDS								
	h. EXTERNAL INSPECTION RECORDS								
	h1. FIRE/LIFE SAFETY VIOLATION	F-340-C							
	i. FINANCIAL REPORTS								
	j. INVOICES/PAYMENTS								
	j1. DELIVERY RECEIPT	,00817							
	j2. INVOICE								
	j3. REPORT OF MATERIAL RECEIVED	361,00361							
	k. LETTERS								
	l. LOGS/INDICES								
	m. MEDICAL RECORDS								
	n. MEMORANDA								
	n1. MEMORANDUM	1334,15047							
	n2. MEMORANDUM	,01145							
	n3. MEMORANDUM	,01147							
	n4. MEMORANDUM	,01334							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Stores

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	o. PROCUREMENT/SALES CONTRACTS								
	o1. CONTRACT								
	p. PURCHASE ORDERS								
	p1. PURCHASE ORDER	,00001							
	q. REQUISITIONS								
	q1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
	q2. REQUISITION FOR MATERIAL/SERVICES	,01660					•		
	q3. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	q4. STATIONERY STORE FORM REPRINT REQUEST	MS168							
	q5. STORES MULTI-USE FORM	GS/MM							
	r. SPECIFICATIONS								
	r1. STANDARD PRINTING SPECIFICATION	,01356							
	s. STATUS REPORTS								
	t. TIMEKEEPING RECORDS								
	t1. CONFIRMATION OF OVERTIME WORKED	WS182							
	t2. NOTICE OF ABSENCE	,02728							
	t3. PARTICIPANT DAILY TIME RECORD	CDTJ18							
	t4. VACATION FORM	,01113							
29	STOREKEEPERS' TRUST FUND AND CASH TRANSACTIONS		1	5	6				
	a. INVOICES/PAYMENTS								
	b. MEMORANDA								
	b1. MEMORANDUM								
	b2. MESSENGER MEMO	1288							
30	PURCHASING BID TRANSMITTALS		2	8	10				
	a. BID RECORDS								
	a1. BID REQUEST	,02850							
	b. TRANSMITTALS/ACKNOWLEDGEMENTS								
	b1. BID TRANSMITTAL	,02280							
	b2. PURCHASING BID TRANSMITTAL	,00028							

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

CITY CLERK Date: MARCH 13, 1991
City of Los les
Form Gen. 61 i)

Sch. No. WP-31
Rev. No. O

Department/Bureau 91 770 FJ
Department of Water and P...
Division
Stores 447 91 000770 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Norm L. Buchan 2/91
By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCOUNTING		2	2	4		STORES ACCOUNTING - ITEM O 01
	a. INVOICES/PAYMENTS						
	a1. CASH PURCHASE MEMO	,03083					
	a2. INVOICE						
	a3. JOURNAL VOUCHER	,03107					
	a4. REQUEST FOR PAYMENT	,03078					
	a5. VOUCHER CONTROL FORM	,01218					
	b. LOGS/INDICES						
	b1. TRANSACTION SHEET	,29-652					
	c. OPERATIONAL REPORTS						
2	CONTRACTS		C+1	--	C+1		PURCHASING
	a. BID RECORDS						
	b. INTRADEPARTMENTAL COMMUNICATIONS						
	b1. INTRA-DEPARTMENTAL	,01455					
	c. INVOICES/PAYMENTS						
	c1. INVOICE						
	d. LETTERS						
	e. LOGS/INDICES						
	f. MEMORANDA						
	f1. MEMORANDUM	,01147					
	f2. MEMORANDUM	,01334					
	g. PROCUREMENT/SALES CONTRACTS						
	g1. CONTRACT						
	h. PURCHASE ORDERS						
	h1. PURCHASE ORDER	,00001					
	h2. PURCHASE ORDER	,00003					
	h3. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	i. REQUISITIONS						
	i1. MAINTENANCE JOB ORDER	87-14-000					
	i2. PURCHASE REQUISITION	,14648					

NOTES:

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

CITY CLERK — Date: MARCH 13, 1991
City of Los [illegible]les
Form Gen. 61[illegible]1)

Sch. No. WP-31
Rev. No.

Department/Bureau 0[illegible]770 FJ
Department of Water and P[illegible]
Division Stores

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Maureen L. Onetura
By: (City Clerk, Rec. Mgt. Off.)
Date 1/22/91

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	i3. REPRODUCTION SERVICE	,3056					
	i4. REQUISITION FOR STATIONERY SUPPLIES	,00903					
	j. SPECIFICATIONS						
	j1. STANDARD PRINTING SPECIFICATION	,01356					
	k. VENDOR MANUALS/CATALOGS						
3	CORRESPONDENCE/SUBJECT FILES		1	--	1		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BID RECORDS						
	d. CHANGE DOCUMENTS						
	e. CLAIMS						
	f. DATA SHEETS						
	g. DEPARTMENT AWARDS RECORDS						
	h. DRAWINGS						
	i. DWP INSPECTION RECORDS						
	j. EDUCATION/TRAINING RECORDS						
	k. EMPLOYEE ACCOUNTS RECORDS						
	l. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	m. EMPLOYMENT RECORDS						
	n. FINANCIAL REPORTS						
	o. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	p. INTERDEPARTMENTAL COMMUNICATIONS						
	q. INTRADEPARTMENTAL COMMUNICATIONS						
	q1. INTRA-DEPARTMENTAL	,01455					
	r. INVOICES/PAYMENTS						
	r1. INVOICE						
	s. LETTERS						
	t. LOGS/INDICES						
	u. MANAGEMENT PROCEDURES						
	v. MANAGEMENT REPORTS						

NOTES:

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CITY CLERK
City of Los Angeles
Form Gen. 61 (Rev. 1)

Date: MARCH 13, 1991

Sch. No. WP-31

Rev. No.

Department/Bureau 01 (770 FJ
Department of Water and Po...

Division
Stores #4

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Florence L. Dierking
1/22/91
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	w. MANAGEMENT SCHEDULES						
	x. MEETING MINUTES						
	y. MEMORANDA						
	y1. MEMORANDUM						
	z. OPERATIONAL REPORTS						
	aa. OPERATIONS & MAINTENANCE PROCEDURES						
	ab. PERMITS						
	ac. POSITION DESCRIPTIONS						
	ad. PROCUREMENT/SALES CONTRACTS						
	ad1. CONTRACT						
	ae. PUBLIC RELATIONS COMMUNICATIONS						
	ae1. NEWSLETTER						
	af. PURCHASE ORDERS						
	ag. REQUISITIONS						
	ag1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	ah. SPACE/EQUIPMENT ALLOCATION RECORDS						
	ai. SPECIFICATIONS						
	aj. STATUS REPORTS						
	ak. TEST RECORDS						
	al. TIMEKEEPING RECORDS						
	am. VENDOR MANUALS/CATALOGS						
4	DEPARTMENT TRANSFERS		5	--	5		ORIGINATING OFFICE
	a. INVOICES/PAYMENTS						
	a1. CHECK						
	a2. DEPARTMENT TRANSFER WATER REVENUE FUND	,03107					
	a3. INTERFUND BILLING POWER REVENUE FUND	,03099					
	a4. INTERFUND BILLING WATER REVENUE FUND	,03108					
	a5. INVOICE						
	a6. JOURNAL VOUCHER (INDIVIDUALS AND COMPANIES) WATER REVENUE FUND	,03107					

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CITY CLERK Date: MARCH 13, 1991 Sch. No. Department/Bureau 91 0770 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 04 of 12
City of Los ɔles WP-31 Department of Water and P... By: (Dept. Head) 11/22/91
Form Gen. 61 ɔ1) Rev. No. Division Stores By: (City Clerk, Rec. Mgt. Off.) Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	a7. JOURNAL VOUCHER - WATER REVENUE FUND	,14009					
	a8. REPORT OF GOODS RETURNED	,00400					
	a9. VOUCHER CONTROL FORM						
	b. MEMORANDA						
	b1. MEMORANDUM	,01145					
	b2. MEMORANDUM	,01334					
	b3. MEMORANDUM	,01335					
	b4. MEMORANDUM						
	b5. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400					
	c. PURCHASE ORDERS						
	c1. PURCHASE ORDER (STORES OFFICE COPY)	,14001					
	d. REQUISITIONS						
5	DRAWINGS		S	--	S		STORES - ITEM O 07
	a. DRAWINGS						
6	EQUIPMENT RECORDS		1	2	3		STORES - ITEM O 09
	a. OPERATIONAL REPORTS						
	a1. DRIVERS TROUBLE REPORT	,00698					
	b. REQUISITIONS						
	b1. EQUIPMENT TRANSFER	,01217					
7	HAZARDOUS MATERIALS		2	--	2		STORES - ITEM O 10
	a. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	b. INVOICES/PAYMENTS						

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CITY CLERK Date: MARCH 13, 1991 Sch. No. Department/Bureau 01 770 FJ Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 05 of 12
City of Los les WP-31 Department of Water and P... By: (Dept. Head) Date
Form Gen. 61 1) Rev. No. Division Stores By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
8	INVENTORY		S	--	S		STORES - ITEM O 21
	a. FINANCIAL REPORTS						
	b. LOGS/INDICES						
	c. MEMORANDA						
	c1. MEMORANDUM						
	d. SPACE/EQUIPMENT ALLOCATION RECORDS						
	e. TEST RECORDS						
9	PURCHASING DOCUMENTS		1	--	1		STORES - ITEM O 12
	a. EMPLOYMENT RECORDS						
	a1. REQUEST FOR CERTIFICATION	PDAS 15/PC					
	b. FINANCIAL REPORTS						
	c. INFORMATION SERVICES RECORDS						
	d. INVOICES/PAYMENTS						
	d1. DELIVERY RECEIPT	,00817					
	d2. REPORT OF MATERIAL RECEIVED	,00361					
	e. LOGS/INDICES						
	e1. INVENTORY CARD	,14067					
	f. MEMORANDA						
	f1. CORRECTION NOTICE	,00993					
	f2. MEMORANDUM	,01145					
	f3. MEMORANDUM						
	g. REQUISITIONS						
	g1. REQUISITION FOR MATERIAL/SERVICES	,01660					
	g2. WORK ORDER MISCELLANEOUS CHANGE	,02824					
	g3. WORK ORDER STANDARD FORM	,02821					
	g4. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823					
	h. TRANSMITTALS/ACKNOWLEDGEMENTS						
	h1. AUDIT TRANSMITTAL	,01111					

NOTES:

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CITY CLERK Date: MARCH 13, 1991
City of Los [illegible]es
Form Gen. 61 ([illegible])

Sch. No. WP-31
Rev. No.

Department/Bureau 01 C 770 FJ
Department of Water and Power
Division
Stores #64

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Shannon L. Overturf
By: (City Clerk, Rec. Mgt. Off.)
Date 1/22/91

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
10	REPORTS		1	--	1		ORIGINATING OFFICE
	a. INVOICES/PAYMENTS						
	a1. BILL OF LADING FOR HAZARDOUS MATERIAL	,00058					
	b. MEMORANDA						
	b1. MEMORANDUM						
11	SAFETY		1	--	1		STORES - ITEM O 14
	a. ANNOUNCEMENTS/BULLETINS						
	b. CLAIMS						
	b1. ACCIDENT ANALYSIS	2747,02747					
	b2. SUPERVISOR'S ANALYSIS OF MOTOR VEHICLE ACCIDENT	GS 149					
	c. DWP INSPECTION RECORDS						
	c1. SAFETY INSPECTION REPORT	GS 159					
	d. MEETING MINUTES						
	d1. SAFETY MEETING REPORT	GPM-1007					
	e. MEMORANDA						
	e1. MEMORANDUM						
	f. OPERATIONAL REPORTS						
12	SALVAGE		2	--	2		STORES - ITEM O 15
	a. INVOICES/PAYMENTS						
	a1. RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT	,02439					
13	STORES MATERIAL HANDLING DOCUMENTS		2	--	2		STORES - ITEM O 17
	a. ANNOUNCEMENTS/BULLETINS						
	b. CHANGE DOCUMENTS						
	c. CONTRACT ADMINISTRATION RECORDS						
	d. DATA SHEETS						
	e. DRAWINGS						
	f. DWP INSPECTION RECORDS						

NOTES:

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Sch. No. WP-31 Rev. No.

Department/Bureau 01 0770 FJ
Department of Water and Pow
Division
Stores HH

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) J. Brooks L Dietrich
By: (City Clerk, Rec. Mgt. Off.)
11/22/91
Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	g. EXTERNAL INSPECTION RECORDS						
	h. INTERDEPARTMENTAL COMMUNICATIONS						
	i. INTRADEPARTMENTAL COMMUNICATIONS						
	j. INVOICES/PAYMENTS						
	j1. BILL OF LADING	,14052					
	j2. FOREMAN'S MATERIAL REQUISITION	,00107					
	j3. INVOICE						
	j4. REPORT OF GOODS RETURNED	,00400					
	j5. REPORT OF MATERIAL RECEIVED	361,00361					
	j6. REPORT OF MATERIAL RECEIVED	,00361					
	j7. REQUEST FOR MATERIAL CREDIT	,01666					
	j8. REQUISITION FOR MATERIAL/SERVICES	,01660					
	j9. UNIFORM STRAIGHT BILL OF LADING	,01744					
	j10. VOUCHER CONTROL FORM	,01218					
	k. LETTERS						
	l. LOGS/INDICES						
	l1. SHIPPING LOG	,01660					
	l2. SHIPPING LOG	,01666					
	m. MANAGEMENT REPORTS						
	n. MEMORANDA						
	n1. MEMORANDUM						
	o. OPERATIONAL REPORTS						
	p. PROCUREMENT/SALES CONTRACTS						
	p1. CONTRACT	,00003					
	p2. CONTRACT						
	q. PURCHASE ORDERS						
	q1. DRAFT OF SUB-PURCHASE ORDER ADJUSTMENT	,0305					
	q2. PURCHASE ORDER	,00001					
	q3. PURCHASE ORDER	,00002					
	q4. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	q5. SUB-PURCHASE ORDER	,00001					

NOTES:

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CITY CLERK
City of Los ...les
Form Gen. 61 ...1)

Date: MARCH 13, 1991

Sch. No. WP-31

Rev. No.

Department/Bureau 01 770 FJ
Department of Water and Power

Division
Stores HH

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) Robert L. Dietrich
By: (City Clerk, Rec. Mgt. Off.)
Date 4/22/91

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	q6. SUB-PURCHASE ORDER	,00008					
	q7. SUB-PURCHASE ORDER	,00009					
	q8. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-809					
	r. REQUISITIONS						
	r1. BILL OF MATERIAL REQUISITION	DC545					
	r2. BILL OF MATERIAL REQUISITION	,02661					
	r3. EQUIPMENT TRANSFER - FURNITURE POOL	,01217					
	r4. FOREMAN'S MATERIAL REQUISITION	,00106					
	r5. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	r6. LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735					
	r7. MEMO MATERIAL REQUISITION	2102,02102					
	r8. MEMO MATERIAL REQUISITION	2102					
	r9. PRICE AND TIME CONTRACT REQUEST	1456					
	r10. REQUEST FOR MATERIAL/SERVICES	,01660					
	r11. REQUISITION FOR MATERIAL/SERVICES	,01660					
	r12. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	r13. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
	r14. REQUISITION FOR STATIONERY SUPPLIES	,00903					
	r15. WANT LIST	,14428					
	s. SPACE/EQUIPMENT ALLOCATION RECORDS						
	t. SPECIFICATIONS						
	u. STATUS REPORTS						
	v. TEST RECORDS						
	v1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592					
	v2. MATERIAL TEST REPORT	DC609					

NOTES:

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CITY CLERK
City of Los ɐles
Form Gen. 61 1)

Date: MARCH 13, 1991

Sch. No. WP-31

Rev. No.

Department/Bureau 01 770 FJ
Department of Water and P

Division
Stores

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature]
By: (City Clerk, Rec. Mgt. Off.) [signature]
Date 4/22/91

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
14	TEST RECORDS		2	--	2		STORES - ITEM O 23
	a. TEST RECORDS						
15	TIMEKEEPING RECORDS		1	--	1		TIMEKEEPING
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b. EMPLOYMENT RECORDS						
	c. TIMEKEEPING RECORDS						
	c1. NOTICE OF ABSENCE	,02728					
	c2. OPERATOR'S DAILY TIME REPORT	,02269					
	c3. VACATION FORM	,01113					
16	TRAINING RECORDS		2	--	2		STORES - ITEM O 19
17	WORK ORDERS		2	--	2		STORES - ITEM O 20
	a. BUDGET RECORDS - PROJECTED						
	b. CHANGE DOCUMENTS						
	b1. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823					
	c. INVOICES/PAYMENTS						
	d. REQUISITIONS						
	d1. FOREMAN'S WORK SHEET	PD-073					
	d2. REQUISITION FOR MATERIAL/SERVICES	,01660					
	d3. WORK ORDER	,02822					
	d4. WORK ORDER STANDARD FORM	,02821					
18	JOB CARDS, REPORTS, RECORDS		2	--	2		ORIGINATING OFFICE
	a. BUDGET RECORDS - PROJECTED						
	b. DRAWINGS						
	b1. DRAWING	BL044					

NOTES:

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

Sch. No. WP-31
Rev. No.

Department/Bureau 0 1 (770 F J
Department of Water and P...
Division
Stores #4

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature] 4/22/91
By: (City Clerk, Rec. Mgt. Off...) [signature] Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
19	DEPARTMENT MANUALS		S	--	S		ORIGINATING OFFICE
	a. MANAGEMENT PROCEDURES						
	b. OPERATIONS & MAINTENANCE PROCEDURES						
20	EMPLOYEE PERSONNEL FILE		2	--	2		STORES - ITEM O 28
	a. EDUCATION/TRAINING RECORDS						
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c. EMPLOYMENT RECORDS						
	d. MEMORANDA						
	d1. MEMORANDUM	,01145					
	d2. MEMORANDUM	,01146					
	d3. MEMORANDUM	,01147					
	d4. MEMORANDUM	,01334					
	d5. MEMORANDUM	,01335					
21	MICROFILM OF ITEMS #1 - 20 AND #24 - 31		--	199	199		
22	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 23 AND #26 - 30 ON WP-31
							ORIGINAL. HARDCOPY OF ITEMS #1 - 20 AND #24 - 31 ON WP-31 DUPLICATE.
23	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		
24	REQUISITIONS		1	--	1		ORIGINATING OFFICE
	a. REQUISITIONS						
	a1. REQUISITION FOR MATERIAL/SERVICES	,01660					

NOTES:

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CITY CLERK Date: MARCH 13, 1991
City of Los les
Form Gen. 61 1)

Sch. No. WP-31
Rev. No.

Department/Bureau 01 (770 FJ
Department of Water and Power
Division
Stores

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature] 1/22/91
By: (City Clerk, Rec. Mgt. Off.) [signature] Date

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
25	CONTRACTS		5	--	5		STORES - ITEM 0 05
	a. PROCUREMENT/SALES CONTRACTS						
	a1. CONTRACT						
26	PERSONNEL ADMINISTRATIVE CHANGE RECORDS		1	9	10		STORES - ITEM 0 11
	a. EMPLOYMENT RECORDS						
	a1. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
	b. POSITION DESCRIPTIONS						
	b1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
27	INVENTORY ON HAND		10	--	10		STORES - ITEM 0 21
	a. FINANCIAL REPORTS						
	b. LETTERS						
	c. MEMORANDA						
	c1. MEMORANDUM						
	d. OPERATIONAL REPORTS						
	e. SPACE/EQUIPMENT ALLOCATION RECORDS						
28	ABNORMAL BALANCE REPORTS		2M	--	2M		ACCOUNTING
	a. FINANCIAL REPORTS						
29	STATIONERY SUPPLIES		2	4	6		STATIONERY STORES - ITEM 0 28
	a. REQUISITIONS						
	a1. REQUISITION FOR STATIONERY SUPPLIES	,00903					

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CITY CLERK
City of Los les
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Date: MARCH 13, 1991

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Department/Bureau 01 770 FJ
Department of Water and Po...

Division
Stores

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

By: (City Clerk, Rec. Mgt. Off.)

Date 3/22/91

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
30	TRANSFORMER CREDIT FILES		5	--	5		ORIGINATING OFFICE
	a. INVOICES/PAYMENTS						
	a1. REQUEST FOR MATERIAL CREDIT	,01666					
31	TRANSFORMER RECORDS		P	--	--		PURCHASING
	a. INVOICES/PAYMENTS						
	b. PURCHASE ORDERS						
	b1. SUB-PURCHASE ORDER	,00001					
	c. REQUISITIONS						
	c1. REQUISITION FOR MATERIAL/SERVICES	,01660					

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CITY CLEI Date: MARCH 12, 1991 | Sch. No. | Department/Bureau 91 0771 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 01 of 14

City of Los geles | WP-32 | Department of Water and Power 91 000771 FJ | By: (Dept. Head) Norma L. Buckley | 3/15/91

Form Gen. 60 (R 10-81) | Rev. No. 1 | Office of (Original) Record Purchasing | By: (City Clerk, Rec. Mgt. Off.) | Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
1	AIRLINE RECORDS		3	--	3				DO NOT MICROFILM
2	BILLS OF LADING		3	3	6				DO NOT MICROFILM
	a. INVOICES/PAYMENTS								
	a1. REPORT OF GOODS RETURNED	,00400							
	a2. UNIFORM STRAIGHT BILL OF LADING	,01744							
	b. MEMORANDA								
	b1. MEMORANDUM	,01744							
	b2. MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
	c. PURCHASE ORDERS								
3	BUDGET - CAPITAL AND EXPENSE PROGRAM		2	8	10				DO NOT MICROFILM
4	CLOSED OUT FORMAL CONTRACT FILES		C	P	--				MICROFILM PRIOR TO RRC STORAGE
	a. SPECIFICATIONS								
5	CORRESPONDENCE/SUBJECT FILES		AR	5	AR+5				DO NOT MICROFILM
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	b. AGENDA								
	b1. BOARD AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	c1. CANCELLATION NOTICE	C-009							
	d. BID RECORDS								
	d1. LIST OF BIDDERS	,01323							
	d2. REQUEST FOR FREIGHT RATES	PU020							
	e. BUDGET RECORDS - ACTUAL								
	e1. TRANSPORTATION ORDER	,01089							
	f. BUDGET RECORDS - PROJECTED								
	f1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	g. CLAIMS								
	h. CONFERENCE/SEMINAR ARRANGEMENTS								
	i. CONTRACT ADMINISTRATION RECORDS								
	i1. REPORT ON CONTRACTS	CAO-160							
	j. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	k. COST CALCULATIONS								
	l. DEPARTMENT REAL ESTATE RECORDS								
	m. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	m1. ADDITIONAL INTEREST ENDORSEMENT	AIE 679							

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CITY CLERK Date: MARCH 12, 1991
City of Los Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-32
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91 0771 FJ
Department of Water and Power
Office of (Original) Record
Purchasing

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
By: (City Clerk, Rec. Mgt. Off.)
Date

Date 3/14/91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	m2. CERTIFICATE OF INSURANCE	25-S							
	m3. SPECIAL ENDORSEMENT	.02-463							
	n. DESTRUCTION RECORDS								
	n1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
	o. DWP INSPECTION RECORDS								
	p. EDUCATION/TRAINING RECORDS								
	q. EMPLOYEE ACCOUNTS RECORDS								
	q1. APPLICATION FOR REFUND ON LOST TICKET	PA-A-537							
	q2. APPLICATION FOR REFUND OR REPLACEMENT OF LOST TICKET	A-69-C							
	q3. AUTHORITY TO OBTAIN TRANSPORTATION	.00280							
	q4. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045							
	q5. LOST TICKET APPLICATION	C79-N							
	q6. LOST TICKET APPLICATION	C79-P							
	q7. LOST TICKET REFUND APPLICATION	3-4							
	q8. LOST TICKET REFUND APPLICATION	904-1-06							
	q9. LOST TICKET REFUND APPLICATION	A-160							
	q10. LOST TICKET REFUND APPLICATION	A-86							
	q11. LOST TICKET REFUND APPLICATION	AT-53 WAL							
	q12. LOST TICKET REFUND APPLICATION	OC116							
	q13. LOST TICKET REFUND APPLICATION	UA209							
	q14. LOST TICKET REFUND/REIMBURSEMENT APPLICATION	OZ-26-F1-024							
	q15. LOST TICKET REPORT	14-TT-027							
	q16. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261							
	q17. TELEPHONE CREDIT CARD REQUEST	OM-521							
	r. EMPLOYEE SUGGESTION PLANS								
	r1. SUGGESTION	IR272							
	r2. SUGGESTION EVALUATION REPORT	IR035							
	s. EMPLOYMENT RECORDS								
	s1. NOTICE OF COMMENDATION	GEN. 79							
	t. FINANCIAL REPORTS								
	u. INTERDEPARTMENTAL COMMUNICATIONS								
	u1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	v. INTRADEPARTMENTAL COMMUNICATIONS								
	v1. INTRA-DEPARTMENTAL	1455,15184							
	v2. INTRA-DEPARTMENTAL	1455,15185							
	v3. INTRA-DEPARTMENTAL	.01455							

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CITY CL... Date: MARCH 12, 1991
City of L... Angeles
Form Gen. 60 (R 10-81)

Sch. No. WP-32
Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 91-00771 FJ
Department of Water and Power
Office of (Original) Record
Purchasing

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 3/12/91
By: (City Clerk, Rec. Mgt. Off.)
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
	v4. INTRA-DEPARTMENTAL	,01456							
	v5. INTRA-DEPARTMENTAL	,38624							
	w. INVOICES/PAYMENTS								
	w1. BILL OF LADING AND FREIGHT BILL	379							
	w2. BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	,00405							
	w3. CASH MEMORANDUM RECEIPT	,00982							
	w4. CASH RECEIPT	,14227							
	w5. CHECK								
	w6. COMMERCIAL ACCOUNT APPLICATION	FD83010							
	w7. DELIVERY RECEIPT	817,14580							
	w8. DEMURRAGE OR STAGE BILL	S-8248							
	w9. FREIGHT BILL	R 105							
	w10. INVOICE	C 380-2B							
	w11. INVOICE								
	w12. INVOICE COLLECTIBLE	862,00862							
	w13. INVOICE COLLECTIBLE	,00859							
	w14. INVOICE COLLECTIBLE	,00860							
	w15. INVOICE COLLECTIBLE	,00861							
	w16. LOST MONEY ORDER CLAIM	22-30							
	w17. PACKING CERTIFICATE AND STATEMENT OF ACCESSORIAL SERVICES	65							
	w18. PETTY CASH VOUCHER	,00724							
	w19. REPORT OF GOODS RETURNED	,00400							
	w20. REPORT OF MATERIAL RECEIVED	,00361							
	w21. TUITION REIMBURSEMENT	HR-269							
	w22. UNIFORM AIRBILL	AC 16-5L							
	w23. UNIFORM AIRBILL	AC16-5K							
	w24. VOUCHER CONTROL FORM	,01218							
	w25. VOUCHER CONTROL FORM								
	x. JUDGEMENTS								
	x1. RESOLUTION								
	y. LEGAL APPLICATIONS								
	y1. AGREEMENT								
	z. LEGAL NOTIFICATIONS								
	z1. AFFIDAVIT	SP-385							
	aa. LETTERS								
	ab. LOGS/INDICES								
	ac. MANAGEMENT PROCEDURES								

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CITY CLI Date: MARCH 12, 1991
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Department/Bureau 01 00771 FJ
Department of Water and Power
Office of (Original) Record
Purchasing

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 3/15/91
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	ad. MANAGEMENT REPORTS								
	ae. MANAGEMENT SCHEDULES								
	af. MEETING MINUTES								
	ag. MEMORANDA								
	ag1. MEMO TO BOARD OF W&P COMMISSIONERS	.01335							
	ag2. MEMORANDUM	1146,14857							
	ag3. MEMORANDUM	1147,01147							
	ag4. MEMORANDUM	1334,15047							
	ag5. MEMORANDUM	.01145							
	ag6. MEMORANDUM	.01147							
	ag7. MEMORANDUM	.01334							
	ag8. MEMORANDUM	.38825							
	ag9. MEMORANDUM								
	ag10. MEMORANDUM FOR INVOICE COLLECTIBLE	.01400							
	ah. OPERATIONAL REPORTS								
	ah1. REPORT OF TAX-FREE ALCOHOL USER	ATF 1451							
	ah2. SERVICE REPORT	08-21-009							
	ai. OPERATIONS & MAINTENANCE PROCEDURES								
	aj. PERMITS								
	aj1. APPLICATION FOR PERMIT	.38429							
	aj2. INDUSTRIAL ALCOHOL USER PERMIT	ATF5150.9							
	ak. POSITION DESCRIPTIONS								
	ak1. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,02353							
	al. PROCUREMENT/SALES CONTRACTS								
	al1. AVERAGE AGREEMENT	225							
	am. PROFESSIONAL DEVELOPMENT RECORDS								
	an. PROPOSALS								
	an1. PROPOSAL								
	ao. PUBLIC RELATIONS COMMUNICATIONS								
	ao1. TRANSPORTATION INFORMATION MEMO	PU004							
	ap. PURCHASE ORDERS								
	ap1. PURCHASE ORDER	1B,14001							
	ap2. PURCHASE ORDER	.00001							
	ap3. PURCHASE ORDER	.00003							
	ap4. PURCHASE ORDER	.0002							
	ap5. PURCHASE ORDER ADJUSTMENT	.87-02-806							
	ap6. PURCHASE ORDER DIVISION OFFICE COPY	.00001							
	ap7. PURCHASE ORDER EXPEDITING RECORD	.00001							

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CITY CL... Date: MARCH 12, 1991 | Sch. No. | Department/Bureau 01 0771 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: | Page: 05 of 14

City of L...ngeles | WP-32 | Department of Water and Power | By: (Dept. Head) | Date 4/15/91

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RECORDS RETENTION SCHEDULE (Original/Official Records) | Rev. No. 1 | Office of (Original) Record: Purchasing | By: (City Clerk, Rec. Mgt. Off.) | Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION: OFFICE	RETENTION: CENTER	RETENTION: DESTROY	Vital	Hist	Corr	REMARKS
	ap8. PURCHASE ORDER FIELD OFFICE COPY	,00001							
	ap9. PURCHASE ORDER PURCHASING DIVISION COPY	,0002							
	ap10. PURCHASE ORDER STORES OFFICE COPY	,00001							
	ap11. PURCHASE ORDER STORES OFFICE COPY	,00003							
	ap12. PURCHASE ORDER STORES RECEIVING COPY	,00001							
	ap13. PURCHASE ORDER TRAFFIC DIVISION COPY	18,14001							
	ap14. PURCHASE ORDER TRAFFIC SECTION COPY	,00003							
	ap15. PURCHASE ORDER TRAFFIC SECTION COPY	,0002							
	ap16. SUB-PURCHASE ORDER	,00009							
	aq. RECORD TRANSMITTALS								
	aq1. RECORDS TRANSFER CONTROL	,02673							
	ar. REQUISITIONS								
	ar1. BOARDING PASS REORDER FORM	1558,10/84							
	ar2. EQUIPMENT TRANSFER	1217,14930							
	ar3. EQUIPMENT TRANSFER	,01217							
	ar4. INFORMATION SERVICES SUPPORT REQUEST	,03279							
	ar5. PASSENGER TICKET STOCK REQUISITION OR TRANSFER	C64 W							
	ar6. PASSENGER TICKET STOCK REQUISITION OR TRANSFER	C64V							
	ar7. PRESENTATION OF LOSS OR DAMAGE CLAIM	06555-30							
	ar8. REPRODUCTION AND PHOTOGRAPHIC SERVICE REQUEST FORM	,03057							
	ar9. REQUEST FOR MATERIAL OR SERVICES	2837,02837							
	ar10. REQUEST USED FOR TRAVEL AUTHORITY AND/OR ATTENDANCE AUTHORITY	GS 058							
	ar11. REQUISITION FOR MATERIAL/SERVICES	,01660							
	ar12. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14303							
	ar13. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	ar14. REQUISITION FOR STATIONERY SUPPLIES	,00903							
	ar15. TICKET REQUISITION	1190							
	as. STATUS REPORTS								
	as1. AFFIRMATIVE ACTION STATUS REPORT								
	at. SURVEYS/QUESTIONNAIRES								
	au. TAX RECORDS								
	au1. REQUEST FOR TARRIFFS	TL706-C							
	av. TIMEKEEPING RECORDS								
	av1. ATTENDANCE AUTHORITY	,02329							
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS								
	aw1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							

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CITY C — Date: MARCH 12, 1991
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Sch. No. WP-32
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Department/Bureau 9 00771 F J
Department of Water and Power
Office of (Original) Record
Purchasing

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 3/15/91
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
6	3-DIGIT AND 4-DIGIT FORMAL CONTRACTS		C+2	P	--				MICROFILM PRIOR TO RRC STORAGE
	a. BID RECORDS								
	a1. ACKNOWLEDGEMENT OF ANNEXED INSTRUMENT (STATE OF CALIFORNIA)	21-10-0330							
	a2. BIDDING DOCUMENT	1799-B							
	a3. CONTRACTOR'S PERFORMANCE BOND	PU044							
	a4. CONTRACTOR'S PERFORMANCE BOND	,00282							
	a5. FORMAL SPECIFICATIONS CHECK AND APPROVAL SHEET	Z1-MC010							
	a6. FORMAL SPECIFICATIONS JOB ORDER	Z1-MC005							
	a7. LIST OF BIDDERS	PU 018							
	a8. LIST OF BIDS RECEIVED	PU005							
	a9. PURCHASE ORDER	,00003							
	b. BONDS								
	b1. LABOR AND MATERIAL PAYMENT BOND	AT 008							
	b2. LABOR AND MATERIAL PAYMENT BOND	PU044							
	c. BUDGET RECORDS - PROJECTED								
	c1. BASIS OF ESTIMATED COST	Z1-MC009							
	c2. BASIS OF ESTIMATED COST, SPOT PURCHASE AND CONSTRUCTION	INSTR-Z1-MC009							
	d. CHANGE DOCUMENTS								
	d1. CHANGE ORDER								
	e. CONTRACT ADMINISTRATION RECORDS								
	e1. EXTRACT OF PUBLIC WORKS CONTRACT AWARD	DAS 13							
	e2. NOTICE OF AWARD TO BOARD OF W&P COMMISSIONERS	,02846							
	e3. NOTIFICATION OF PUBLIC WORKS CONTRACT AWARD	DAS 13							
	f. CONTRACT AMENDMENTS								
	g. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	g1. AFFIRMATIVE ACTION COMPLIANCE	PU 014							
	g2. EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT EEO-1	100							
	h. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	h1. CERTIFICATE OF WORKER'S COMPENSATION INSURANCE	SCIF 10262							
	h2. COMPREHENSIVE AUTOMOBILE LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-462							
	h3. SPECIAL ENDORSEMENT	,02-463							
	i. DRAWING FORMS								
	j. DWP PIPING DRAWINGS								
	k. FINANCIAL REPORTS								

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CITY CL[illegible] Date: MARCH 12, 1991
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Sch. No. WP-32
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Department/Bureau 9 00771 F J
Department of Water and Power
Office of (Original) Record
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
	k1. ANNUAL STATEMENT	27-10-0073							
	l. INTRADEPARTMENTAL COMMUNICATIONS								
	l1. INTRA-DEPARTMENTAL	,01455							
	m. LEGAL NOTIFICATIONS								
	n. LETTERS								
	n1. OUTGOING LETTER	1895,01895							
	o. MEETING ATTENDANCE RECORDS								
	p. MEMORANDA								
	p1. CORRECTION NOTICE	,00993							
	p2. MEMORANDUM	,01145							
	p3. MEMORANDUM	,01147							
	p4. MEMORANDUM								
	q. POWER OF ATTORNEY RECORDS								
	q1. POWER OF ATTORNEY	21-10-0333							
	r. PROCUREMENT/SALES CONTRACTS								
	r1. CONTRACT	AT-011							
	s. PURCHASE ORDERS								
	s1. PURCHASE ORDER	,00003							
	s2. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	s3. PURCHASE ORDER PURCHASING DIVISION FILE COPY	,00003							
	s4. PURCHASE ORDER PURCHASING DIVISION NUMERICAL FILE COPY	,00003							
	t. REQUISITIONS								
	t1. BILL OF MATERIAL REQUISITION	DC545							
	t2. REQUISITION FOR MATERIAL/SERVICES	,01660							
	t3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392							
	t4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395							
	u. ROUTING SLIPS								
	u1. APPROVAL ROUTING SLIP	SPEC.GEN-01.31							
	v. SPECIFICATIONS								
	v1. SPECIFICATION COVER SHEET	1799							
	w. STATUS REPORTS								
	w1. CLOSING REPORT (PERFORMED) QUALITY ASSURANCE	DC237							
	w2. CONTRACTOR'S DAILY REPORT OFFICE	PD-013							
	x. TRANSMITTALS/ACKNOWLEDGEMENTS								
	x1. ACKNOWLEDGEMENT FOR ANNEXED INSTRUMENT	12005F							
	x2. ACKNOWLEDGEMENT OF ANNEXED INSTRUMENT	21-10-103							
	x3. DOCUMENT TRANSMITTAL (CONTRACTOR)	A&A-PH-3-088							

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Office of (Original) Record
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Certified per Sec. 12.3(e) of L.A. Admin. Code:
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
7	EMPLOYEE PERSONNEL FILES		T	80	T+80				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77							
	a2. NOTICE TO CORRECT DEFICIENCIES	GEN. 78							
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	b2. REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	c. EMPLOYMENT RECORDS								
	c1. APPLICATION FOR EMPLOYMENT	PDR-1							
	c2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
	c3. EMPLOYEE EVALUATION REPORT	PDAS 28							
	c4. EXIT INTERVIEW AND REMINDER SHEET	GS057							
	c5. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	c6. PERSONAL DATA	3381							
	c7. PERSONNEL BID INFORMATION	0599							
	c8. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360							
	c9. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24							
	c10. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B							
	d. MEMORANDA								
	d1. MEMORANDUM	,01147							
	e. POSITION DESCRIPTIONS								
	e1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	e2. POSITION DESCRIPTION	PDES 3							
	f. TIMEKEEPING RECORDS								
	f1. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819							
	f2. DAILY TIME REPORT	,03244							
	f3. NOTICE OF ABSENCE	,02728							
	f4. NOTICE OF TRANSFER TIME ROLL DATA	,02531							
	f5. TERMINATION OF EMPLOYMENT	,00723							
	f6. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	f7. VACATION FORM	,01113							

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Sch. No. WP-32
Rev. No. 1

Department/Bureau C 000771 F J
Department of Water and Power
Office of (Original) Record
Purchasing

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head)
Date 3/15/91
By: (City Clerk, Rec. Mgt. Off.)
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
8	MBE/WBE REPORTS		2	8	10				
	a. FINANCIAL REPORTS								
	b. INTERDEPARTMENTAL COMMUNICATIONS								
	b1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	c. TRANSMITTALS/ACKNOWLEDGEMENTS								
	c1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
9	ORDER FORMS FOR SUPPLIES AND FORMS		1	1	2				
	a. REQUISITIONS								
	a1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068							
10	PERSONNEL ADMINISTRATIVE FILES		AR	10	10				
	a. BID RECORDS								
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	b1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	c. EMPLOYMENT RECORDS								
	c1. REPORT OF APPOINTMENT	,02-762							
	c2. RESUME								
	d. MEMORANDA								
	d1. MEMORANDUM								
	e. POSITION DESCRIPTIONS								
	e1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346							
	f. STATUS REPORTS								
	g. TIMEKEEPING RECORDS								
	g1. ABSENCE FROM DUTY RECORD	,02588							
	g2. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	g3. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	g4. NOTICE OF ABSENCE	,02728							
	g5. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	h. WAGE/SALARY STRUCTURE RECORDS								
11	POWER AUDIT CALCULATORS		2	4	6				
	a. EMPLOYEE ACCOUNTS RECORDS								
	a1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045							
	b. INVOICES/PAYMENTS								
	b1. REQUEST FOR PAYMENT	,03078							
	b2. VOUCHER CONTROL FORM	,01218							
	c. LETTERS								

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	cont	REMARKS
12	PURCHASING RECORDS		2	4	6				
	a. BID RECORDS								
	a1. BID ANALYSIS FORM	82-182-A							
	a2. BIDDING DOCUMENT	1799-B							
	a3. BUYERS INFORMATION AND INSTRUCTION SHEET FOR TELEPHONE P.O. UP TO $5000	PU026							
	a4. INFORMAL SPECIFICATIONS JOB ORDER	INSTR-Z1-INF005							
	a5. LIST OF BIDDERS	,01323							
	a6. LOG OF BIDS RECEIVED	PU005							
	a7. PROPOSAL	ASI-123-86							
	a8. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	,03030							
	a9. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	,PU-002							
	a10. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	,PU-062							
	b. BUDGET RECORDS - PROJECTED								
	b1. BREAKDOWN OF ESTIMATED QUANTITIES	INSTR-Z2-MC007							
	c. CONSULTING CONTRACTS								
	d. CONTRACT ADMINISTRATION RECORDS								
	d1. TERMS & CONDITIONS	LA/STGM 1078							
	e. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	e1. AFFIRMATIVE ACTION COMPLIANCE	PU 014							
	e2. EQUAL EMPLOYMENT PRACTICES	PU 030							
	e3. PERFORMANCE EVALUATION OF CONTRACTOR/SUBCONTRACTOR	CC0102							
	e4. PURCHASE ORDER/CONTRACT AWARDED UNDER EXEMPTIONS SECTION 5, BOARD RESOLUTION NO. 87-017	CC0101							
	e5. PURCHASING CONTRACT COMPLIANCE REQUIREMENTS	CC0100							
	f. DATA SHEETS								
	f1. DATA SHEET	ISA 520-42A							
	f2. ENGINEERING DATA SHEET	,01155							
	g. DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
	g1. CERTIFICATE OF INSURANCE								
	g2. COMPREHENSIVE AUTOMOBILE LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-462							
	g3. COMPREHENSIVE GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-458							
	g4. EXCESS LIABILITY	,02-460							
	h. FOREIGN PIPING DRAWINGS								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
	i. INFORMATION SERVICES RECORDS								
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	j1. INTRA-DEPARTMENTAL	,01455							
	k. INVOICES/PAYMENTS								
	k1. CASH MEMORANDUM RECEIPT	,00982							
	k2. INVOICE								
	k3. REPORT OF GOODS RETURNED	,00400							
	l. LETTERS								
	m. MEMORANDA								
	m1. CORRECTION NOTICE	,00993							
	m2. MEMORANDUM	,01145							
	m3. MEMORANDUM	,01147							
	m4. MEMORANDUM	,01334							
	n. OPERATIONS & MAINTENANCE PROCEDURES								
	o. POWER OF ATTORNEY RECORDS								
	p. PROCUREMENT/SALES CONTRACTS								
	p1. CONTRACT								
	q. PURCHASE ORDERS								
	q1. PURCHASE ORDER	,00002							
	q2. PURCHASE ORDER	,0002							
	q3. PURCHASE ORDER ADJUSTMENT	,87-02-806							
	q4. PURCHASE ORDER PURCHASING DIVISION COPY	,00002							
	q5. PURCHASE ORDER PURCHASING DIVISION COPY	,0002							
	q6. PURCHASE ORDER PURCHASING DIVISION NUMERICAL FILE COPY	,00002							
	q7. PURCHASE ORDER PURCHASING DIVISION NUMERICAL FILE COPY	,00003							
	r. REQUISITIONS								
	r1. BILL OF MATERIAL REQUISITION	,01343							
	r2. EMERGENCY TELEPHONE REQUISITION	1250							
	r3. REQUISITION FOR MATERIAL/SERVICES	,01660							
	r4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
	s. SPECIFICATIONS								
	s1. SPECIFICATION COVER SHEET	1799							
	t. STANDARDS								
	t1. LABOR LAWS	1-A,PU-011							
	u. TRANSMITTALS/ACKNOWLEDGEMENTS								
	u1. PURCHASING BID TRANSMITTAL	,02280							
	u2. TRANSMIT BIDS TO	PU 019							

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Department/Bureau C 000771 F J
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RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	vital	hist	conf	REMARKS
13	RETENTION FORMS		S	--	S				
	a. DESTRUCTION RECORDS								
	a1. RECORDS RECOMMENDED FOR DESTRUCTION	3129,03129							
	b. LETTERS								
	c. RECORD TRANSMITTALS								
	c1. RECORDS TRANSFER CONTROL	2673,02673							
	c2. RECORDS TRANSFER CONTROL	2673,16508							
	c3. RECORDS TRANSFER CONTROL	,02673							
	d. TRANSMITTALS/ACKNOWLEDGEMENTS								
14	SOUTH AFRICA AFFIDAVITS		5	5	10				
	a. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
	b. LOGS/INDICES								
15	STANDARD WORDINGS		AR	--	AR				FOR HISTORICAL RECORDS ONLY. REVIEW FO HISTORICAL VALUE. DESTROY OTHERS.
16	TIMEKEEPING		1	12	13				
	a. TIMEKEEPING RECORDS								
17	TRAFFIC AGENT REPORTS AND RECORDS		2	4	6				
	a. EMPLOYEE ACCOUNTS RECORDS								
	a1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	a2. ORDER FOR TRANSPORTATION	,00418							
	a3. TRANSPORTATION INFORMATION MEMO	PU004							
	b. FINANCIAL REPORTS								
	c. INVOICES/PAYMENTS								
18	VENDOR CORRESPONDENCE		AR	--	~~AR~~ 2yrs.				*Reference: 91 000865 FJ
19	PRICE AND TIME CONTRACTS		C+3	7	C+10				
	a. PURCHASE ORDERS								
	a1. PURCHASE ORDER	,00002							
	a2. PURCHASE ORDER ADJUSTMENT	87-02-806							

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 0 00771 F J
Department of Water and Power
Office of (Original) Record
Purchasing

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) [signature] Date 3/15/91
By: (City Clerk, Rec. Mgt. Off.) Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Cont	REMARKS
20	RECAPITULATION OF BIDS - PUBLIC COUNTER - FORMAL		5	--	5				
21	RECAPITULATION OF BIDS - PUBLIC COUNTER - INFORMAL		2	4	6				
22	MICROFILM OF ITEMS #4 - 21 (EXCEPT #5) AND #24 - 30		199	--	199				
23	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199				
24	MINUTES - BOARD OF WATER AND POWER		1	9	10				
25	SALVAGE RECORDS		AR	9	10				
	a. BID RECORDS								
	b. CONTRACT ADMINISTRATION RECORDS								
	c. INTRADEPARTMENTAL COMMUNICATIONS								
	c1. INTRA-DEPARTMENTAL	,01455							
	d. INVOICES/PAYMENTS								
	d1. CASH MEMORANDUM RECEIPT	,00982							
	d2. CHECK								
	d3. INVOICE COLLECTIBLE	,00859							
	d4. RECEIPT	,14227							
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM	,01145							
	f2. MEMORANDUM	,01147							
	g. REQUISITIONS								
	g1. REQUISITION FOR MATERIAL/SERVICES	,01660							
	h. TRANSMITTALS/ACKNOWLEDGEMENTS								
	h1. TRANSMITTAL LETTER	,00028							
26	CANCELLED REQUISITIONS		C+1	--	C+2 yrs.				*Reference: 91 000865 FJ
	a. PURCHASE ORDERS								
27	COMMODITY PURCHASE HISTORY CARDS		P	--	--				
	a. LOGS/INDICES								

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RECORDS RETENTION SCHEDULE (Original/Official Records)

Department/Bureau 9 00771 FJ
Department of Water and Power
Office of (Original) Record
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Certified per Sec. 12.3(e) of L.A. Admin. Code
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	Vital	Hist	Conf	REMARKS
28	INFORMAL PURCHASES TO $24,999		1	1	2 AR + 2yrs				*Reference: 91 000865 FJ
	a. BID RECORDS								
	a1. LIST OF BIDDERS	,01323							
	a2. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	PU-062							
	b. MEMORANDA								
	b1. MEMORANDUM	,01147							
	c. PURCHASE ORDERS								
	c1. PURCHASE ORDER	,00002							
	d. REQUISITIONS								
29	INFORMAL PURCHASES $25,000 TO $99,999		2	4	6				
	a. BID RECORDS								
	a1. LOG OF BIDS RECEIVED	PU005							
	a2. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	PU-062							
	b. LETTERS								
	c. PURCHASE ORDERS								
	c1. PURCHASE ORDER	,00002							
	d. REQUISITIONS								
30	PURCHASE ORDER LOG BOOKS		2	P	--				
	a. LOGS/INDICES								

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Sch. No. WP-32 | Rev. No. | Department/Bureau: Department of Water and Power | Division: Purchasing | 91 00772 FJ | Certified per Sec. 12.3(e) of L.A. Admin. Code: By: (Dept. Head) | By: (City Clerk, Rec. Mgt. Off.) | Date: 3/15/91

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
1	ACCOUNTING PROCEDURES - CORRESPONDENCE		AR	40	AR+40		NO LONGER MAINTAINED IN DIVISION.
2	ANNUAL REPORTS a. MANAGEMENT REPORTS		5	P	--		PURCHASING
	b. MEMORANDA b1. MEMORANDUM	,01147					
3	AUDIT TRANSMITTALS		2	--	2		ACCOUNTING
4	DEPARTMENT TRANSFERS		1	1	2		ORIGINATING OFFICE
5	MINUTES - BOARD OF WATER AND POWER		1	9	10		TRANSFERRED TO OFFICIAL RETENTION SCHEDULE, ITEM #24.
6	PURCHASE ORDERS a. PURCHASE ORDERS		1	--	1		PURCHASING
7	TRANSMITTALS a. TRANSMITTALS/ACKNOWLEDGEMENTS		AR	--	AR		ORIGINATING OFFICE
8	MICROFILM OF ITEMS #1 - 7, & 11		199	--	199		
9	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #4 - 21 (EXCEPT #5) AND #24 - 30 ON WP-32 ORIGINAL. HARDCOPY OF ITEMS #1 - 7, & 11 ON WP-32 DUPLICATE.
10	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		DUPLICATE RECORDS ONLY.

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Department/Bureau 01 — 00772 F J
Department of Water and Power
Division
Purchasing

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RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
11	CORRESPONDENCE SUBJECT FILES		AR	5	AR+5		Originating Office
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BID RECORDS						
	d. CONSULTING CONTRACTS						
	e. CONTRACT ADMINISTRATION RECORDS						
	f. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	f1. PURCHASING CONTRACT COMPLIANCE REQUIREMENTS	CC0100					
	g. FINANCIAL REPORTS						
	h. INTERDEPARTMENTAL COMMUNICATIONS						
	h1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	i. INTRADEPARTMENTAL COMMUNICATIONS						
	i1. INTRA-DEPARTMENTAL	,01455					
	j. INVOICES/PAYMENTS						
	j1. INVOICE						
	k. JUDGEMENTS						
	k1. RESOLUTION						
	l. LETTERS						
	m. LOGS/INDICES						
	n. MANAGEMENT REPORTS						
	o. MEETING MINUTES						
	p. MEMORANDA						
	p1. MEMORANDUM	,01145					
	p2. MEMORANDUM	,01147					
	p3. MEMORANDUM	,01334					
	q. PROFESSIONAL DEVELOPMENT RECORDS						
	r. PUBLIC RELATIONS COMMUNICATIONS						
	s. PURCHASE ORDERS						
	s1. PURCHASE ORDER	,0002					
	s2. PURCHASE ORDER STORES RECEIVING COPY	,00001					
	s3. PURCHASING ORDER STORES RECEIVING COPY	,00001					

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RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION OFFICE	RETENTION CENTER	RETENTION DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
	t. REQUISITIONS						
	t1. INFORMATION SERVICES SUPPORT REQUEST	,03279					
	t2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	u. STANDARDS						
	v. TRANSMITTALS/ACKNOWLEDGEMENTS						
	v1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	v2. TRANSMITTAL TO PURCHASING	,00028					

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