



MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 21 - 0 2 9 4
OCT 0 5 2021

REPORT RE:

**PROPOSED DEPARTMENTAL RECORDS DISPOSITION SCHEDULE
FOR THE LOS ANGELES DEPARTMENT OF WATER AND POWER, POWER
OPERATING AND MAINTENANCE DIVISION
(Schedule DWP/23)**

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

Honorable Members:

Transmitted herewith is the proposed to the departmental records disposition schedule for Los Angeles Department of Water and Power, Power Operating and Maintenance Division (DWP/23). This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Deputy City Attorney William Kysella of our Office at (213) 367-5296.

Sincerely,

MICHAEL N. FEUER, City Attorney

By

Leela Kapur
LEELA KAPUR
Chief of Staff

LK:pj

Transmittal

M:\Muni Counsel\RECORDS DISPOSITION\LAWA\Report to Council - #15 LAWA Power Operating and Maintenance (DWP.23).doc

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

91

53 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

91 000705 FT

By (Dept. Head)

Date

Rev. No.

Office of (Original) Record

3-26-91

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Type	List	Cont	REMARKS
			OFFICE	CENTER	DESTROY				
1	AIR QUALITY FILES								
	a. BID RECORDS		2	T	T+2				
	a1. EQUIPMENT BID AND RECORD	,02814							
	b. CONVERSATION RECORDS								
	b1. RECORD OF TELEPHONE CONVERSATION	DC772A							
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	1155							
	c2. ENGINEERING DATA SHEET	,01155							
	c3. MATERIAL SAFETY DATA SHEET	OSHA 20							
	d. DWP INSPECTION RECORDS								
	e. ENVIRONMENTAL REPORTS								
	e1. SCAQMD STACK MONITORING REPORT RS.22	OM797							
	e2. SPILL AND CLEANUP REPORT	OM-186							
	e3. STACK MONITORING REPORT	OM-214							
	e4. STACK MONITORING REPORT	SC002-77-R1							
	e5. WEEKLY AIR QUALITY EPISODE RECORD	OR1G 500							
	f. EXTERNAL INSPECTION RECORDS								
	g. INTRADEPARTMENTAL COMMUNICATIONS								
	g1. INTRA-DEPARTMENTAL								
	h. INVOICES/PAYMENTS	,01455							
	i. JOB FILE DATA								
	j. JUDGEMENTS								
	k. LETTERS								
	l. LOGS/INDICES								
	l1. MASTER LOG CONTROL ROOM	,02801							
	m. MANAGEMENT PROCEDURES								
	m1. ADMINISTRATIVE PROCEDURE	OM-155							
	m2. STEAM GENERATION ADMINISTRATIVE GUIDE	OM-751							
	n. MEETING MINUTES								
	n1. REPORT OF MEETING	OM-259							
	o. MEMORANDA								
	o1. MEMORANDUM	1146							
	o2. MEMORANDUM	87-69-0788X							
	o3. MEMORANDUM	,01145							
	o4. MEMORANDUM	,01146							
	o5. MEMORANDUM	,01147							
	o6. MEMORANDUM	,01334							
	o7. MEMORANDUM	,01335							
	p. OPERATING AND MAINTENANCE SCHEDULES								

By (City Clerk, Rec. Mgt. Off.)
John A. Cotton
Joseph Gargolowski

4-11-91
2/9/17

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	q. OPERATIONAL REPORTS								
	q1. EQUIPMENT INVENTORY REPORT	OM-177							
	q2. MONTHLY TURBINE OR ENGINE FUEL USE REPORT	60D758							
	r. PERMITS								
	s. PUBLIC RELATIONS COMMUNICATIONS								
	t. REQUISITIONS								
	t1. WORK ORDER	.02821							
	u. ROUTING SLIPS								
	u1. ASSIGNMENT	OM-117							
	v. TEST RECORDS								
	v1. FUEL OIL LABORATORY REPORT	82-270							
	v2. FUEL OIL LABORATORY REPORT	OM-316							
	w. TRANSMITTALS/ACKNOWLEDGEMENTS								
	w1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
2	ALARM REPORTS		2	--	2				
3	BUDGET PREPARATION FILES		3	2	5				
	a. BUDGET RECORDS - ACTUAL							RETENTION OF BUDGET SECTION'S SECTION COPY ONLY. SEE DUPLICATE SCHEDULE FOR OTHER COPIES.	
	a1. EXPENDITURE DETAIL	.03193							
	b. BUDGET RECORDS - PROJECTED								
	b1. BUDGET PREPARATION	OM-1226							
	b2. BUDGET PREPARATION	OM-1227-A							
	b3. BUDGET PREPARATION	OM-1227-B							
	b4. BUDGET PREPARATION	OM-1227-C							
	b5. BUDGET PREPARATION	OM-1227							
	b6. BUDGET PREPARATION	OM-1228-A							
	b7. BUDGET PREPARATION	OM-1228-B							
	b8. BUDGET PREPARATION	OM-1228-C							
	b9. BUDGET PREPARATION	OM-1228-D							
	b10. BUDGET PREPARATION	OM-1229-A							
	b11. BUDGET PREPARATION	OM-1229-B							
	b12. BUDGET PREPARATION	OM-1229-C							
	b13. BUDGET PREPARATION	OM-1229-D							
	b14. BUDGET PREPARATION	OM-1229							
	b15. BUDGET PREPARATION	OM-1230-A							
	b16. BUDGET PREPARATION	OM-1230-B							
	b17. BUDGET PREPARATION	OM-1231							

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	b18. MULTIYEAR EXPENDITURE PROGRAM CODING & DATA FORM	PX. MEP-1							
	c. ENGINEERING STUDIES								
	d. FINANCIAL REPORTS								
	d1. ALLOCATION DETAIL SHEET	.03195							
	e. INTRADEPARTMENTAL COMMUNICATIONS								
	e1. INTRA-DEPARTMENTAL	.01455							
	f. JOB FILE DATA								
	g. LEGAL NOTIFICATIONS								
	h. LETTERS								
	h1. COMMITTEE CORRESPONDENCE	.02605							
	i. LOGS/INDICES								
	i1. WORK ORDER LOG	OM-1045							
	i2. WORK ORDER LOG	OM-691							
	j. MANAGEMENT PROCEDURES								
	k. MANAGEMENT REPORTS								
	l. MEMORANDA								
	l1. MEMORANDUM	1334,15047							
	l2. MEMORANDUM	87-69-078							
	l3. MEMORANDUM	.01145							
	l4. MEMORANDUM	.01146							
	l5. MEMORANDUM	.01147							
	l6. MEMORANDUM	.01334							
	l7. MEMORANDUM	.01335							
	m. OPERATIONAL REPORTS								
	n. POSITION DESCRIPTIONS								
	o. REQUISITIONS								
	o1. ANNUAL WORK ORDER	.02826							
	o2. COMMUNICATION JOB OR EQUIPMENT BUDGET REQUEST	OM-494							
	o3. WORK ORDER STANDARD FORM	.02821							
	o4. WORK ORDER ZIP FORM	.02822							
	p. SPACE/EQUIPMENT ALLOCATION RECORDS								
	q. STATUS REPORTS								
	q1. FUNCTIONAL ITEM PROGRESS CHART	OM-708							
	q2. ORGANIZATIONAL PROGRESS CHART	OM-709							
	r. TRANSMITTALS/ACKNOWLEDGEMENTS								
	r1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
	s. WAGE/SALARY STRUCTURE RECORDS								

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	REMARKS
			OFFICE	CENTER	DESTROY				
4	CANCELLED CHECKS & BANK STATEMENTS		10	--	10				
	a. FINANCIAL REPORTS								
	b. INVOICES/PAYMENTS								
5	CHARTS & READING SHEETS		2	T	2+T				
	a. BID RECORDS								
	a1. EQUIPMENT BID AND RECORD	2814							
	b. BUDGET RECORDS - ACTUAL								
	b1. CHEMICALS USED AND COST	CS-16							
	b2. COST COMPUTATIONS SHEET	CS-14							
	b3. COST COMPUTATIONS SHEET	CS-1B							
	c. BUDGET RECORDS - PROJECTED								
	c1. WORKSHEET	OM-222							
	d. CHANGE DOCUMENTS								
	d1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	,00815							
	e. DATA SHEETS								
	e1. #11 FUEL OIL STORAGE AREA	OM-765							
	e2. #24 HPFW HEATERS TURBINE OIL, SEAL OIL, STATOR OIL AND MISCELLANEOUS	OM-657							
	e3. 138 KV SWITCHBACK AIR COMPRESSOR RS 19	OM-722							
	e4. AIR COMPRESSOR REPORT R.S.412.3	,02716							
	e5. AIR COMPRESSOR REPORT R.S.434.3	OM-256							
	e6. B.F. PUMP & HYDROGEN COOLER R.S.43.2	,02705							
	e7. BF PUMP & H2 SEAL OIL R.S.41.2	,02703							
	e8. BF PUMP & H2 SEAL OIL R.S.42.2	OM-063							
	e9. BF PUMP & HYDROGEN COOLER	OM-064							
	e10. BF PUMP & HYDROGEN COOLER R.S.44.2	OM-064							
	e11. CAMP 2 - FIRE BOXES, FIRE EXTINGUISHERS & YARDS	APP-41							
	e12. CB AIR COMPRESSOR OPERATING DATA	OM-515							
	e13. CHEMICAL LABORATORY ANALYTICAL DATA	,02058							
	e14. CHEMICAL LABORATORY ANALYTICAL DATA	,02838							
	e15. CONTINUOUS BLOW BYPASS LOG RS17	OM-721							
	e16. DAILY KWH REPORT	06-5							
	e17. DAILY OPERATING RECORD	,00641							
	e18. DAILY OPERATING REPORT CONTROL ROOM	OM-328							
	e19. DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-12							
	e20. DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-4							
	e21. DATA SHEET	2841							

RECORDS RETENTION SCHEDULE
(Original/Official Records)

RAYMOND C. BURT
and
D. J. MARINEV

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	REMARKS
			OFFICE	CENTER	DESTROY				
e22.	DUTY GENERATION REPORT	OM-496							
e23.	DWP SCE INTERCHANGE AT HAIWEE INTERCONNECTION	FORM L							
e24.	END OF THE MONTH GENERATION FIGURES- IN KWH	APR-36							
e25.	ENGINEERING DATA SHEET	1155							
e26.	ENGINEERING DATA SHEET	,01155							
e27.	FIRE BOXES, FIRE EXTINGUISHERS & YARDS	APP-41							
e28.	FIRE BOXES, FIRE EXTINGUISHERS & YARDS	APP-42							
e29.	FIRE EXTINGUISHER REPORT	APP-6							
e30.	FIRE EXTINGUISHER REPORT	APP-7							
e31.	FIRE HOSES & NOZZLES CHECK-SHEET	1065							
e32.	FIRE HYDRANT SUPPLY SYSTEM ISOLATION VALVES CHECK-OFF SHEET	662							
e33.	FIRST AID & SAFETY EQUIPMENT REPORT	APP-5							
e34.	FOOTHILL POWER PLANT - DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-14							
e35.	FOOTHILL POWER PLANT - MONTHLY INSPECTION ITEM	APP-22							
e36.	FRANKLIN POWER PLANT - DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-15							
e37.	FRANKLIN POWER PLANT - MONTHLY INSPECTION ITEM	APP-23							
e38.	FUEL OIL ACTIVITY - OLYMPIC TANK FARM	OM-272							
e39.	FUEL OIL ACTIVITY RS-18	OM-714							
e40.	FUEL OIL READING SHEET	OM-266							
e41.	GENERATING UNIT WORKSHEET	OM-144							
e42.	GENERATOR H2 & SEAL OIL R.S.44.1	,02702							
e43.	GENERATOR H2 & SEAL OIL, LUBE OIL, AND BLEED STEAM R.S.43.1	OM-255							
e44.	GENERATOR RUN TIME	OG-2							
e45.	H2 AND LUBE OIL COOLER, LUBE OIL RESERVOIR, AND BLEED STEAM R.S.42.1	OM-248							
e46.	H2 LUBE OIL COOLER, BLEED STEAM TEMPERATURE R.S.41.1	OM-034							
e47.	LABORATORY ANALYTICAL DATA SHEET	OM-180							
e48.	MARINE TANK FARM READ SHEET 1	OM-269							
e49.	MONTHLY GENERATION REPORT	OG-35A							
e50.	MONTHLY GENERATION REPORT	OG-35B							
e51.	O.V.E.S. GENERATOR OUTAGE	OG-3							
e52.	OIL CIRCUIT BREAKER OPERATIONS REPORT	DM							
e53.	OWENS GORGE POWER PLANT COUNTERS AND STATUS	OG-15							
e54.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-MG							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No. 1

Office of (Original) Records
RAYMOND C. BURK
Power Operations and Maintenance

By: *Robert A. Cotton*

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
e55.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-0G							
e56.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-UG							
e57.	OWENS GORGE WEATHER DATA	OG-1							
e58.	PLANT GENERATION AND DISTRIBUTION STATION LOAD FOR THE MONTH	OG-7							
e59.	PLEASANT VALLEY POWER PLANT	OG-14							
e60.	POWER PLANT 1 FIRE EXTINGUISHER REPORT	APP-6							
e61.	POWER PLANT 1 INSPECTION	APP-10							
e62.	POWER PLANT 1 INSPECTION	APP-19							
e63.	POWER PLANT 2 FIRE EXTINGUISHER REPORT	APP-7							
e64.	POWER PLANT 2 MONTHLY INSPECTION ITEM	APP-20							
e65.	POWER PLANT 2 VALVE CYCLING LIST	APP-46							
e66.	POWER PLANT 2 WORKSHEET	OM-227							
e67.	PROJECT COORDINATOR'S DAILY SUMMARY	APP-93							
e68.	RAW WATER SYSTEM ISOLATION VALVES CHECK SHEET	662A							
e69.	READING SHEET #25 UNIT 1	OM-658							
e70.	READING SHEET #26 UNIT 1	OM-653							
e71.	READING SHEET #30 UNIT 2	OM-650							
e72.	READING SHEET #31 UNIT 1	OM-642							
e73.	READING SHEET #35 UNIT 3	OM-648							
e74.	READING SHEET #36 UNITS 3&4	OM-664							
e75.	READING SHEET #37 UNIT 4	OM-672							
e76.	READING SHEET #38 UNIT 4	OM-654							
e77.	READING SHEET #39 UNIT 3	OM-644							
e78.	READING SHEET #40 UNIT 4	OM-645							
e79.	READING SHEET #41 UNIT 5	OM-504							
e80.	READING SHEET #42 UNIT 5	OM-505							
e81.	READING SHEET #43 UNIT 5	OM-682							
e82.	READING SHEET #44	OM-683							
e83.	READING SHEET #45 UNIT 6	OM-680							
e84.	READING SHEET #46 UNIT 6	OM-684							
e85.	READING SHEET #47 UNIT 6	OM-649							
e86.	READING SHEET #48 UNIT 6	OM-645							
e87.	READING SHEET #49 UNIT 5	OM-667							
e88.	READING SHEET #50 UNIT 5	OM-668							
e89.	READING SHEET #51 UNIT 6	OM-665							
e90.	READING SHEET #51A UNIT 6	OM-665							
e91.	READING SHEET #52 FILTERS AND DEMINERALIZERS	OM-211							
e92.	READING SHEET #53 DAILY INVENTORY SHEET	OM-291							

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Raymond B. Gibson
4-11-91

ITEM NO.	RECORD TITLE	BY D. I. MAHONEY				REMARKS
		FORM NO.	OFFICE	CENTER	DESTROY	
	f1. FUEL OIL RUN AND GAUGING TICKET	.14760				
	f2. LADDER INSPECTION	APP-50				
	g. ENVIRONMENTAL REPORTS					
	g1. STACK MONITORING REPORT	OM-077				
	h. FINANCIAL REPORTS					
	i. INVOICES/PAYMENTS					
	i1. NOTICE OF DELIVERY OR RELEASE	82-367				
	i2. REPORT OF FUEL OIL RECEIVED	2771,02771				
	i3. VOUCHER CONTROL FORM	.01218				
	j. LETTERS					
	k. LOGS/INDICES					
	k1. CHECK OFF SHEET	OM-299				
	k2. CPP-1 MEGAWATT HOUR METER	OM-576				
	k3. CPP-15 TYTON SEAL READ UNITS 1-6	OM-689				
	k4. CPP-16 OPERATORS INSPECTION SHEET	OM-617				
	k5. CPP-2 WATER FLOW DATA	OM-603				
	k6. CPP-22 MAIN POWERHOUSE SUBDRAINS	PA-CD476				
	k7. CPP-3 UNITS 1+2 ELECTRICAL READS	OM-612				
	k8. CPP-4 UNITS 3+4 ELECTRICAL READS	OM-613				
	k9. CPP-5 230 KV TIME READS	OM-614				
	k10. CPP-6 CONTROL ROOM AUXILIARY READS	CPP-6				
	k11. CPP-7 U3-6 AUXILIARY READS	OM-601				
	k12. CPP-8 CONTROL ROOM AIR COMPRESSOR READS	CPP-8				
	k13. GENERATION - UNIT DAILY REPORT UNITS 1 & 2	OM-675				
	k14. HCB PILOT WIRE TEST READINGS	82-149				
	k15. MONTHLY OPERATING SUMMARY CPP-26A	OES-PDG P74 113				
	k16. PNEUMATIC PIEZOMETER MONITORING CPP-23	PA-CD450				
	k17. PORTABLE ELECTRIC TOOL INSPECTION LOG	APP-8				
	k18. TURBINE AND GENERATOR AUXILIARY	OM-538				
	k19. UNIT 7 GENERATOR CPP-12	OM-616				
	k20. UNIT AND PLANT RUN TIME WATER SHEET CPP-10	OM-615				
	k21. VALLEY GENERATING STATION - LANDFILL GAS DAILY READING SHEET	X-155				
	k22. WATER TREATMENT, FUEL OIL H2, CO2, CHLORINE	OM-021				
	k23. WEEKLY EMBANKMENT SURVEILLANCE DRINKWATER DAM	OM-156				
	l. MEMORANDA					
	l1. MEMORANDUM	1146				
	l2. MEMORANDUM	1334				
	l3. MEMORANDUM	87-69-078				

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 - 0753 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

By: (Dept. Head)

Date: 4-11-91

Rev. No.

Office of (Original) Records
RAYMOND C. BURE
Power Operating Unit Maintenance

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	S	C	REMARKS
			OFFICE	CENTER	DESTROY					
14.	MEMORANDUM	.01145								
15.	MEMORANDUM	.01147								
16.	MEMORANDUM	.01334								
17.	OFFICE MEMORANDUM	PW17A								
m.	NEGATIVES									
n.	OPERATIONAL REPORTS									
n1.	CONDENSER B - DAILY OPERATING REPORT	OM-426								
n2.	DAILY OPERATING RECORD TRANSMISSION AND INTERCHANGE LINES AND CABLES	.02731								
n3.	DAILY OPERATING REPORT	OM-052								
n4.	DAILY OPERATING REPORT AND WORK SHEET	OM-050								
n5.	DAILY REPORT	OM-054								
n6.	DAILY REPORT OF OPERATION	OM-110								
n7.	DAILY REPORT TO ECC	OM-625								
n8.	GENERATING PLANT DAILY OPERATING REPORT	2454,02454								
n9.	GENERATING PLANT DAILY OPERATING REPORT	2559,02559								
n10.	GENERATING PLANT DAILY OPERATING REPORT	.00746								
n11.	GENERATING STATION DAILY OPERATING REPORT	2536,02536								
n12.	GENERATING STATION DAILY OPERATING REPORT	OM-661								
n13.	MONTHLY REPORT OF DAILY READINGS	06-24								
n14.	O.V.E.S. MONTHLY REPORT	06-6								
n15.	OWENS VALLEY GENERATION REPORT	06-356								
n16.	RELAY OPERATION REPORT	947,14683								
n17.	TURBO GENERATOR	.02694								
n18.	VEHICLE REPORT	APP-3								
o.	PROCUREMENT/SALES CONTRACTS									
p.	REQUISITIONS									
p1.	DISCONNECTING SWITCH ORDER	.01194								
q.	STATUS REPORTS									
q1.	DAILY STATUS REPORT	APP-2								
q2.	DAILY SUMMARY	X-162								
q3.	LOAD/FUEL SUMMARY	OM-441								
q4.	LOAD/FUEL SUMMARY	OM-497								
r.	TEST RECORDS									
r1.	DELUGE SYSTEM TEST	1045A-G								
r2.	DELUGE SYSTEM TEST	666A-J								
r3.	FUEL OIL LABORATORY REPORT	82-270								
r4.	PYR-A-LARM SYSTEMS SMOKE TEST UNITS 1&2	663								
r5.	PYR-A-LARM SYSTEMS SMOKE TEST UNITS 3&4	664								

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Vital	Historical	Library	REMARKS
			OFFICE	CENTER	DESTROY				
	r6. PYR-A-LARM SYSTEMS SMOKE TEST UNITS 5&6	665							
	s. TRANSMITTALS/ACKNOWLEDGEMENTS								
6	CITY & STATE GOVERNMENTAL MATTERS		AR	2	AR+2				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION	PDR-20							
	a2. WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES	PDR 7							
	a3. WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS	PDR 8							
	b. BUDGET RECORDS - PROJECTED								
	b1. COST ESTIMATE	.02544							
	c. DATA SHEETS								
	c1. ENGINEERING DATA SHEET	.01155							
	d. JUDGEMENTS								
	e. LETTERS								
	f. MEMORANDA								
	f1. MEMORANDUM	.01335							
	g. REQUISITIONS								
	g1. REQUEST FOR ADVANCE APPROVAL OF EXPENDITURE	2232.16052							
7	COMMUNICATION ENGINEER ORDERS		T+2	--	T+2				
	a. INTRADEPARTMENTAL COMMUNICATIONS								
	a1. INTRA-DEPARTMENTAL	.01455							
	b. MEMORANDA								
	b1. MEMORANDUM	.01334							
	c. REQUISITIONS								
	d. ROUTING SLIPS								
	d1. ASSIGNMENT	OM-117							
	d2. ASSIGNMENT FORM - COMMUNICATION SECTION	OM-583							
8	COMPLAINTS		5	--	5				
9	CONTRACTS & AGREEMENTS - POWER SUPPLY		C+2	13	C+15			RETENTION OF OPERATING ENGINEERING SECTION ONLY	
	a. BID RECORDS								
	b. BUDGET RECORDS - PROJECTED								
	b1. SUPPLEMENTAL INFORMATION (VITAL)					V			
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	d1. AMENDMENT (VITAL)					V			

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	R	REMARKS
			OFFICE	CENTER	DESTROY					
	e. EDUCATION/TRAINING RECORDS									
	f. EMPLOYMENT RECORDS									
	g. INVOICES/PAYMENTS									
	g1. ACCOUNTING PAYMENT DENIAL FORM									
	h. JUDGEMENTS	AC295								
	i. LEGAL APPLICATIONS									
	i1. AGREEMENT (VITAL)									
	j. LEGAL NOTIFICATIONS									
	j1. CERTIFICATION (VITAL)									
	k. LEGAL ORDERS/FILINGS									
	l. LETTERS									
	m. LOGS/INDICES									
	n. MANAGEMENT REPORTS									
	o. MEMORANDA									
	o1. CORRECTION NOTICE	.00993								
	o2. MEMORANDUM	1147.01147								
	o3. MEMORANDUM	.01145								
	o4. MEMORANDUM	.01147								
	p. POWER OF ATTORNEY RECORDS									
	q. PROCUREMENT/SALES CONTRACTS									
	q1. CONTRACT (VITAL)									
	r. PURCHASE ORDERS									
	r1. PURCHASE ORDER	.00001								
	r2. PURCHASE ORDER	.00003								
	s. REQUISITIONS									
	s1. REQUISITION FOR MATERIAL/SERVICES	.01660								
	t. STATUS REPORTS									
	u. TIMEKEEPING RECORDS									
	v. TRANSMITTALS/ACKNOWLEDGEMENTS									
	v1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384								
10	DAMAGE CLAIMS FILES		C+1	9	C+10					CLAIMS AGAINST DWP

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Robert A. Cotton

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
11	DEPARTMENT & DIVISION ORGANIZATION & POLICIES a. ANNOUNCEMENTS/BULLETINS		AR	2	AR+2						
12	DEPARTMENT COMMITTEES a. AGENDA b. MEETING MINUTES		AR	2	AR+2						
13	DISASTER CLAIMS		C	10	C+10						SEE DUPLICATE SCHEDULE FOR OTHER COPIES
	a. AGENDA										
	b. ANNOUNCEMENTS/BULLETINS										
	b1. AUTHORIZATION COMPLETION NOTICE	1789									
	c. BUDGET RECORDS - ACTUAL										
	c1. DISASTER DAMAGE AUDIT INFORMATION - RECAP OF EXPENDITURE FOR DISASTER DAMAGE	OM-707									
	d. BUDGET RECORDS - PROJECTED										
	d1. AUTHORIZATION FOR EXPENDITURE	2911									
	d2. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378									
	e. CHANGE DOCUMENTS										
	e1. LOW VOLTAGE SYSTEM FIELD CHANGE	OM-083									
	f. DATA SHEETS										
	f1. DAILY RECORD TRANSMISSION REPORT	OM-183									
	f2. DAILY RECORD TRANSMISSION REPORT	,02115									
	g. DRAWINGS										
	h. DWP INSPECTION RECORDS										
	h1. DISASTER RESPONSE AND RECOVERY FINAL INSPECTION REPORT	FEMA 90-45									
	i. DWP MAPS										
	j. ENGINEERING STUDIES										
	j1. DAMAGE SURVEY REPORT	FEMA 90-52									
	j2. DAMAGE SURVEY REPORT	HUD 484									
	k. FINANCIAL REPORTS										
	k1. DAILY STORM DAMAGE ESTIMATE UPDATE	OM-322									
	l. INTERDEPARTMENTAL COMMUNICATIONS										
	l1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160									
	m. INTRADEPARTMENTAL COMMUNICATIONS										
	m1. INTRA-DEPARTMENTAL	,01455									
	n. INVOICES/PAYMENTS										
	n1. DEPOSIT CERTIFICATE	GEN. 2									
	n2. REPORT OF MATERIAL RECEIVED	,00361									

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	C	H	I	S	T	REMARKS
			OFFICE	CENTER	DESTROY							
n3.	REQUEST FOR MATERIAL CREDIT	.03286										
n4.	VOUCHER CONTROL FORM	.01218										
o.	JOB FILE DATA											
o1.	OPERATING ENGINEER'S ORDER	OM-018										
p.	LETTERS											
q.	LOGS/INDICES											
q1.	EMPLOYEE ROSTER FOR STORM DAMAGE REPAIR	OM-1047										
r.	MANAGEMENT PROCEDURES											
r1.	ADMINISTRATIVE PROCEDURE	OM-155										
s.	MEMORANDA											
s1.	MEMORANDUM	.01145										
s2.	MEMORANDUM	.01146										
s3.	MEMORANDUM	.01147										
s4.	MEMORANDUM	.01334										
s5.	MEMORANDUM	.01335										
s6.	OFFICE MEMORANDUM	GEN. 53										
t.	OPERATING AND MAINTENANCE SCHEDULES											
u.	OPERATIONAL REPORTS											
u1.	DAILY TIME & WORK REPORT: ELECTRIC TROUBLE SECTION	.02527										
u2.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT ROSTER	OM-703										
u3.	FINAL RECAP SHEET	OM-1050										
u4.	TRANSMISSION STORM REPORT	PO&M 001										
v.	PROCUREMENT/SALES CONTRACTS											
v1.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT USED - HOURLY RATE ONLY	OM-704										
v2.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT USED - MILEAGE RATE	OM-705										
v3.	DISASTER DAMAGE AUDIT INFORMATION - TRANSPORTATION AND CONSTRUCTION EQUIPMENT	OM-706										
w.	PROFESSIONAL DEVELOPMENT RECORDS											
w1.	DISASTER DAMAGE AUDIT INFORMATION - EMPLOYEE ROSTER	OM-701										
x.	PURCHASE ORDERS											
x1.	PURCHASE ORDER	.00001										
y.	REQUISITIONS											
y1.	JOB ORDER	.00247										
y2.	REQUEST FOR SERVICES OR SUPPLIES	1321										

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	P	R	REMARKS
			OFFICE	CENTER	DESTROY							
	y3. REQUISITION FOR MATERIAL/SERVICES	.01660										
	y4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392										
	y5. WORK ORDER	.02822										
	y6. WORK SHEET	.02106										
	z. ROUTING SLIPS											
	z1. ASSIGNMENT	OM-117										
	aa. TIMEKEEPING RECORDS											
	aa1. DAILY TIME REPORT	DC 281-B										
	aa2. DAILY TIME REPORT SUBSTATION OPERATION	OM-146										
	aa3. LABOR DISTRIBUTION	.02532										
	aa4. OPERATOR'S DAILY TIME REPORT	.02269										
	ab. TRIP REPORTS											
	ab1. TRUCK DRIVER'S TRIP REPORT	.02260										
	ac. WAGE/SALARY STRUCTURE RECORDS											
	ac1. ANNUAL PAY RATE	OM-1046										
	ac2. DISASTER DAMAGE AUDIT INFORMATION - ANNUAL PAY RATE	OM-702										
14	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINTS		C+3	7	C+10							
	a. AFFIRMATIVE ACTION/EEO RECORDS											
	a1. DISCRIMINATION COMPLAINT INITIATION	EEO-001										
	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										
	b. CHANGE DOCUMENTS											
	b1. PAYROLL/PERSONNEL CHANGE DOCUMENT	GEN. 41										
	c. CLAIMS											
	d. CONVERSATION RECORDS											
	d1. CALL SLIP	.00148										
	e. EDUCATION/TRAINING RECORDS											
	e1. EMPLOYEE TRAINING RECORD	91-F										
	e2. NEW EMPLOYEE ORIENTATION CHECK SHEET	119										
	e3. ORIENTATION CHECKLIST	C1047										
	f. EMPLOYEE ACCOUNTS RECORDS											
	f1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045										
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS											

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01

0753 FJ

Certified per Sec. 12/3(e) of L.A. Admin. Code
By: (Dept. Head)

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23
Rev. No. 1

Department of Water and Power

Office of (Original) Records
Power Operating and Maintenance
RAYMOND C. BUR
BY: E. J. MANRIQUE

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

Date
4-11-91
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
g1.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864							
g2.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
g3.	FITNESS FOR DUTY DOCTOR'S SLIP	.02221							
g4.	MEDICAL INFORMATION CERTIFICATE	GEN. 91							
h.	EMPLOYEE SUGGESTION PLANS								
i.	EMPLOYMENT RECORDS								
i1.	EMPLOYEES RECORD	2757, 02757							
i2.	INTERVIEW AND APPOINTMENT NOTICE	.00403							
i3.	INTERVIEW DATA SHEET	3381							
i4.	INTERVIEW FORM	OM-439							
15.	OPERATION SUPERVISOR'S EVALUATION REPORT	OM-530							
16.	PERSONNEL JACKET	87-02-759							
17.	TERMINATION OF EMPLOYMENT	.00723							
18.	WORK SCHEDULE ASSIGNMENT	OM-396							
j.	INTERDEPARTMENTAL COMMUNICATIONS								
j1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
k.	INTRADPARTMENTAL COMMUNICATIONS								
k1.	INTRA-DEPARTMENTAL	.01455							
1.	JOB FILE DATA								
11.	OPERATING ORDER	OM-113							
m.	JUDGEMENTS								
n.	LETTERS								
o.	LOGS/INDICES								
o1.	LOGGED FORM	OM-1015							
p.	MANAGEMENT REPORTS								
q.	MEMORANDA								
q1.	MEMORANDUM	OM-255							
q2.	MEMORANDUM	.01145							
q3.	MEMORANDUM	.01146							
q4.	MEMORANDUM	.01147							
q5.	MEMORANDUM	.01334							
r.	POSITION DESCRIPTIONS								
r1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346							
s.	ROUTING SLIPS								
s1.	ASSIGNMENT	OM-117							
t.	TIMEKEEPING RECORDS								
t1.	ABSENCE FROM DUTY RECORD	2588							
t2.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	S	R	REMARKS
			OFFICE	CENTER	DESTROY						
	J. TRANSMITTALS/ACKNOWLEDGEMENTS										
18	EMPLOYEE PERSONNEL FILES		T	80	T+80						
	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	B2-279									
	a5. NOTICE TO CORRECT DEFICIENCIES	GEN. 78									
	a6. STATEMENT OF UNDERSTANDING	OTC-85									
	b. AGENDA										
	c. ANNOUNCEMENTS/BULLETINS										
	c1. NOTICE OF POSITION TO BE FILLED	ORIG #22									
	d. BID RECORDS										
	d1. BID NOTICE	,03214									
	e. CHANGE DOCUMENTS										
	e1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	,00815									
	e2. PERMISSION TO CHANGE WORKING LOCATION OF ELECTRIC STATION OPERATOR TRAINEE	OTC-44									
	e3. WORK ORDER CHANGE	OTF 18									
	e4. WORK SCHEDULE CHANGE RECORD	82-209									
	e5. WORK SCHEDULE CHANGE RECORD	82-247									
	e6. WORK SCHEDULE CHANGE RECORD	OM-499									
	f. CLAIMS										
	f1. ACCIDENT ANALYSIS	2747,02747									
	f2. ACCIDENT ANALYSIS	,02747									
	f3. DRIVER'S PRELIMINARY ACCIDENT REPORT	OM-466									
	f4. STATEMENT OF ACCIDENT	970									
	f5. STATEMENT OF ACCIDENT	,00970									
	f6. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187									
	f7. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364									
	g. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS										
	h. DATA SHEETS										
	h1. STATION HOURLY REPORT	OM-965									
	i. DETAIL PHOTOGRAPHS										
	j. DWP INSPECTION RECORDS										
	j1. SAFETY RULE INFRACTION	PD-003									

RECORDS RETENTION SCHEDULE
(Original/Official Records)

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	k. EDUCATION/TRAINING RECORDS								
	k1. ELECTRICAL DISTRIBUTION MECHANIC TRAINEE - MONTHLY EVALUATION	OM-354							
	k2. ESOT MONTHLY JOB PERFORMANCE EVALUATION AND TRAINING REPORT	OTC 185A							
	k3. EVALUATION AND CHECK OFF RECORD	R&D 56							
	k4. GRADE SUMMARY	ESOT-3							
	k5. GRADING FOR PROBATION REPORT CARD	2726,02726							
	k6. GRADING FOR PROBATION REPORT CARD	2726							
	k7. JOB SKILLS EXERCISE COMPLETION RECORD AND REPORT	OTC 108A							
	k8. TRAINING STANDARDS AND PROGRESS RECORD	OM-046							
	k9. TRAINING STANDARDS AND PROGRESS RECORD	OM-047							
	l. EMPLOYEE ACCOUNTS RECORDS								
	l1. PERSONAL VEHICLE AUTHORITY REQUEST	OM-389							
	l2. REQUEST FOR TRANSPORTATION	597							
	l3. STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	415							
	l4. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316							
	m. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	m1. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808							
	m2. APPLICATION FOR MILITARY SERVICE COMPENSATION	,02808							
	m3. APPLICATION FOR NORMAL RETIREMENT	OM-238							
	m4. AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION	MSD 85							
	m5. CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	MVP21							
	m6. DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011							
	m7. DOCTOR'S CERTIFICATE	RP 027							
	m8. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948							
	m9. EMPLOYEE CERTIFICATE OF DISABILITY	,02864							
	m10. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	m11. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	m12. EMPLOYER'S REPORT OF INDUSTRIAL INJURY	C-3							
	m13. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032							
	m14. EXAMINATION FOR RETURN TO DUTY	2249,02249							

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
m15.	REPORT OF PERSONAL INJURIES	32,00032							
m16.	REQUEST FOR RETIREMENT	OM-588							
m17.	RETURN TO WORK SLIP	,02202							
m18.	SERIAL AUDIOGRAM - CARD	301-135							
n.	EMPLOYEE SUGGESTION PLANS								
n1.	MONTHLY EVALUATION	OM-354							
o.	EMPLOYMENT RECORDS								
o1.	APPLICATION FOR EMPLOYMENT	PDR-1							
o2.	APPOINTMENT REPORT	403							
o3.	CHANGE OF EMERGENCY INFORMATION	,03395							
o4.	CHANGE OF HOME ADDRESS	,00466							
o5.	CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	,00012							
o6.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453							
o7.	EMPLOYEE DATA RECORD	2758,02758							
o8.	EMPLOYEE DATA RECORD	2758,16593							
o9.	EMPLOYEE DATA RECORD	2758							
o10.	EMPLOYEE DATA RECORD	,02758							
o11.	EMPLOYEE DATA RECORD	,16593							
o12.	EMPLOYEE HISTORY CARD	1725,15492							
o13.	EMPLOYEE IDENTIFICATION CARD REPLACEMENT	OM-586							
o14.	EMPLOYEE PERSONNEL JACKET	2759,02759							
o15.	EMPLOYEE PERSONNEL JACKET	2759,16594							
o16.	EMPLOYEE PERSONNEL JACKET	2759							
o17.	EMPLOYEE PERSONNEL JACKET	87-02-759							
o18.	EMPLOYEE PERSONNEL JACKET	,02759							
o19.	EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008							
o20.	EMPLOYEES RECORD	2733							
o21.	EMPLOYEES RECORD	2757A,16592							
o22.	EMPLOYEES RECORD	2757A							
o23.	EMPLOYEES RECORD	2757,02757							
o24.	EMPLOYEES RECORD	2757,16592							
o25.	EMPLOYEES RECORD	2757							
o26.	EMPLOYEES RECORD	725J							
o27.	EMPLOYEES RECORD	87-02-733C							
o28.	EMPLOYEES RECORD	87-02-733							
o29.	EMPLOYEES RECORD	87-02-740							
o30.	EMPLOYEES RECORD	983,14712							
o31.	EMPLOYEES RECORD	,02733							

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

01 00753 FJ

By: (Dep. Head)

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

Date
4-11-91

Rev. No.

Office of (Original) Records
Power Operating and Maintenance
RAYMOND C. BURR
BY: R. M. HARRIS

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	C	O	P	REMARKS
			OFFICE	CENTER	DESTROY						
o32.	EMPLOYEES RECORD	,02757									
o33.	EMPLOYMENT ELIGIBILITY VERIFICATION	I-9									
o34.	INDUSTRIAL RELATIONS ADMINISTRATION - EMPLOYEE REFERRAL	,02221									
o35.	INTERVIEW AND APPOINTMENT NOTICE	403									
o36.	INTERVIEW AND APPOINTMENT NOTICE	,00403									
o37.	INTERVIEW DATA SHEET	3381									
o38.	INTERVIEW FORM	OM-439									
o39.	INTERVIEW SUMMARY	OM-567									
o40.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76									
o41.	NOTICE OF COMMENDATION	GEN. 79									
o42.	PERSONNEL CHANGE SUBSTATION OPERATION	OM-101									
o43.	PERSONNEL DATA	861									
o44.	PERSONNEL JACKET	2759									
o45.	PERSONNEL JACKET	,02759									
o46.	PERSONNEL RECORD	2608									
o47.	PERSONNEL RECORD	OM-711									
o48.	PERSONNEL RECORD SIGN OUT CARD	OM-237									
o49.	PROBATION REPORT	82-271									
o50.	PROBATION REPORT WORKSHEET	OM-429									
o51.	PROBATION REPORT WORKSHEET	PD-061									
o52.	REPORT OF DRIVER'S TEST	76-45									
o53.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360,16183									
o54.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360									
o55.	REQUEST FOR REASSIGNMENT	RP0324									
o56.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24									
o57.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 10B	GEN. 16-B									
o58.	REQUEST TO FILL POSITION	424,00424									
o59.	SUPERVISOR'S REPORT OF INCIDENT	OTC-163									
o60.	TERMINATION OF EMPLOYMENT	723									
o61.	TERMINATION OF EMPLOYMENT	,00723									
o62.	WORK SCHEDULE ASSIGNMENT	2840,16676									
o63.	WORK SCHEDULE ASSIGNMENT	2840									
o64.	WORK SCHEDULE ASSIGNMENT	82-396									
o65.	WORK SCHEDULE ASSIGNMENT	OM-396									
o66.	WORK SCHEDULE ASSIGNMENT	,02840									

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records
RAYMOND C. GORE
Power Operating and Maintenance

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

By: (Dept. Head)

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

Date

4-11-91

Date

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	t	h	i	s	c	o	n	r	REMARKS
			OFFICE	CENTER	DESTROY										
	p. INTRADEPARTMENTAL COMMUNICATIONS														
	p1. INTRA-DEPARTMENTAL	1455,15185													
	p2. INTRA-DEPARTMENTAL	1455													
	p3. INTRA-DEPARTMENTAL	1456,01456													
	p4. INTRA-DEPARTMENTAL	,01455													
	p5. INTRA-DEPARTMENTAL	,01456													
	q. INVOICES/PAYMENTS														
	q1. REQUEST FOR PAYMENT FOR EXCESS MILEAGE	DM-490													
	r. JOB SCHEDULES														
	s. LETTERS														
	t. LICENSES														
	t1. STEAM ENGINEER UNLIMITED LICENSE	M-38													
	u. LOGS/INDICES														
	v. MANAGEMENT REPORTS														
	v1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069													
	w. MANAGEMENT SCHEDULES														
	x. MEETING MINUTES														
	y. MEMORANDA														
	y1. EMPLOYEE TRANSFER MEMORANDUM	82-276													
	y2. MEMORANDUM	1146,14857													
	y3. MEMORANDUM	1146													
	y4. MEMORANDUM	1334,15047													
	y5. MEMORANDUM	1336													
	y6. MEMORANDUM	87-69-078													
	y7. MEMORANDUM	DM-259													
	y8. MEMORANDUM	,01145													
	y9. MEMORANDUM	,01146													
	y10. MEMORANDUM	,01147													
	y11. MEMORANDUM	,01334													
	y12. MEMORANDUM	,01335													
	y13. OFFICE MEMORANDUM	GEN. 53.													
	z. OPERATIONAL REPORTS														
	z1. TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	WEDOC072													
	aa. POSITION DESCRIPTIONS														
	aa1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346													
	aa2. DUTIES DESCRIPTION RECORD	2346													
	aa3. POSITION DESCRIPTION	PDES 3													

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Rev. No.

1

Department of Water and Power

Office of (Original) Record
RAYMOND C. BURE

Power Operations and Maintenance

By: (City Clerk, Rec. Mgt. Off.)
Robert A. Cotton

Date
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	REMARKS
			OFFICE	CENTER	DESTROY				
	ab. PROGRESS PHOTOGRAPHS								
	ac. REQUISITIONS								
	ac1. DISCONNECTING SWITCH ORDER	,01194							
	ac2. REQUISITION FOR TRANSPORTATION	597							
	ad. ROUTING SLIPS								
	ad1. ASSIGNMENT	OM-117							
	ad2. REFERENCE SLIP	185							
	ae. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ae1. TOOL TRANSFER	,01574							
	af. STATUS REPORTS								
	ag. TAX RECORDS								
	ag1. EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE	W-4							
	ah. TELEX/TWX/TELECOPY COMMUNICATIONS								
	ai. TIMEKEEPING RECORDS								
	ai1. ABSENCE FROM DUTY RECORD	2588							
	ai2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	ai3. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	ai4. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819,02819							
	ai5. ATTENDANCE CARD	201-008-031							
	ai6. ATTENDANCE RECORD	3002							
	ai7. CONFIRMATION OF TIME OFF FOR JURY DUTY	3075							
	ai8. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	ai9. EMPLOYEE CHECK IN SHEET	#63							
	ai10. NOTICE OF ABSENCE	,02728							
	ai11. NOTICE OF TRANSFER	2531							
	ai12. NOTICE OF TRANSFER TIME ROLL DATA	,02531							
	ai13. REPORT OF ABSENCE	OM-404							
	ai14. REPORT OF ABSENCE	OM-578							
	ai15. REPORT OF ABSENCE FROM DUTY	OM-373							
	ai16. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	ai17. REQUEST FOR TIME OFF	OM-535							
	ai18. REQUEST FOR TIME OFF	PD-050							
	ai19. REQUEST/REPORT OF ABSENCE	OM-244							
	ai20. REQUEST/REPORT OF ABSENCE	OM-578							
	ai21. SHIFT TRADE AGREEMENT	OM-359							
	ai22. TIME OFF REQUEST	OM-769							
	ai23. TIME ROLL CORRECTION AUTHORITY	2734							

CITY CLERK

Date: FEBRUARY 15, 1990

City of Los Angeles
Form Gen. 60 (10-81)

Sch. No.

Department/Bureau

01 - 0753 FJ

Certified per Sec. 123(e) of L.A. Admin. Code:
By: (City Clerk, Rec. Mgt. Off.)

Page: 023 of 106

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

RAYMOND C BUREAU
BY: T. MAHONEY

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

Date: 2-11-91

Date

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	ai24. VACATION FORM	.01113							
	ai25. VACATION REQUEST	2839							
	ai26. VACATION REQUEST	.02839							
	ai27. VALLEY GENERATING STATION REQUEST FOR TIME OFF	X-108							
	aj. WAGE/SALARY STRUCTURE RECORDS								
	aj1. SALARY ADJUSTMENT	AC124							
	aj2. SALARY ADJUSTMENT	AC125							
19	ENGINEERING STUDIES & REPORTS		6	4	10				
	a. ANNOUNCEMENTS/BULLETINS								
	b. BID RECORDS								
	b1. BIDDING DOCUMENT	1799-B							
	c. BUDGET RECORDS - PROJECTED								
	c1. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC527B							
	d. CONVERSATION RECORDS								
	d1. CALL SLIP	.00148							
	e. DATA SHEETS								
	e1. ENGINEERING DATA SHEET	.01155							
	e2. ENGINEERING DATA SHEET	.03091							
	f. DETAIL PHOTOGRAPHS								
	g. DWP INSPECTION RECORDS								
	h. DWP MAPS								
	i. EMPLOYEE SUGGESTION PLANS								
	i1. SUGGESTION	.02558							
	j. ENGINEERING STUDIES								
	k. FEASIBILITY STUDIES								
	l. INFORMATION SERVICES RECORDS								
	l1. COMPUTER SYSTEMS SERVICE REQUEST	.03279							
	m. INTRADEPARTMENTAL COMMUNICATIONS								
	m1. INTRA-DEPARTMENTAL	1455							
	m2. INTRA-DEPARTMENTAL	.01455							
	n. INVOICES/PAYMENTS								
	n1. INVOICE COLLECTIBLE	.00861							
	n2. JOURNAL VOUCHER	.03103							
	n3. VOUCHER CONTROL FORM	.01218							
	o. JUDGEMENTS								
	p. LEGAL APPLICATIONS								
	q. LETTERS								

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	H	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
	q1. COMMITTEE CORRESPONDENCE	.02865									
	r. LOGS/INDICES										
	s. MANAGEMENT PROCEDURES										
	s1. ADMINISTRATIVE PROCEDURE	OM-155									
	t. MANAGEMENT REPORTS										
	t1. ANNUAL REPORT OF PUBLIC ELECTRIC UTILITIES	OMB-1905-0129									
	t2. MONTHLY POWER PLANT REPORT	OMB-1905-0130									
	t3. POWER LINE CONSTRUCTION DATA	FPC-12-F									
	u. MANAGEMENT SCHEDULES										
	v. MEETING MINUTES										
	w. MEMORANDA										
	w1. MEMORANDUM	1334,15047									
	w2. MEMORANDUM	.01145									
	w3. MEMORANDUM	.01146									
	w4. MEMORANDUM	.01147									
	w5. MEMORANDUM	.01334									
	x. OPERATIONAL REPORTS										
	y. PROCUREMENT/SALES CONTRACTS										
	z. REQUISITIONS										
	z1. DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690									
	z2. REQUISITION FOR MATERIAL/SERVICES	.01660									
	z3. WORK ORDER	.02821									
	z4. WORK ORDER ZIP FORM	.02822									
	aa. ROUTING SLIPS										
	aa1. ASSIGNMENT	OM-117									
	aa2. ASSIGNMENT	OM-938									
	aa3. ROUTING SLIP - RUSH	OM-204									
	aa4. SYSTEM OPERATIONS ASSIGNMENT	OM-569									
	aa5. WORK SLIP	OM-122									
	ab. SPECIFICATIONS										
	ab1. SPECIFICATION	1799									
	ac. STATUS REPORTS										
	ad. TELEX/TWX/TELECOPY COMMUNICATIONS										
	ad1. TELECOPY COVER SHEET	OM-249									
	ae. TEST RECORDS										
	af. TIMEKEEPING RECORDS										
	ag. TRANSMITTALS/ACKNOWLEDGEMENTS										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 753 FJ

Certified per Sec. 17.3(e) of L.A. Admin. Code

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Rev. No.

Department of Water and Power

Office of (Original) Records

Power Operating and Maintenance Agency

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

By: Raymond C. Burr
Date: 4-11-91

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	H	I	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY								
	ag1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384											
	ah. VENDOR MANUALS/CATALOGS												
20	EQUIPMENT BID & RECORD												
	a. BID RECORDS		C+2	--	C+2								RETENTION OF THE STATIONS COPY
	a1. EQUIPMENT BID AND RECORD	.02814											
	a2. LOCAL EQUIPMENT BID	X-204A											
	b. DATA SHEETS												
	c. EDUCATION/TRAINING RECORDS												
	d. LOGS/INDICES												
	e. MEMORANDA												
	e1. MEMORANDUM	.01146											
	f. OPERATIONAL REPORTS												
	f1. FAULTY EQUIPMENT REPORT	.00035											
	f2. MONTHLY INTERCHANGE METER REPORT	.00603											
21	EQUIPMENT MAINTENANCE FILES												
	a. ADDENDA TO SPECIFICATIONS		T	6	T+6								
	a1. ADDENDUM TO SPECIFICATION (VITAL)												
	b. ANNOUNCEMENTS/BULLETINS					V							
	c. BID RECORDS												
	c1. BID	1799,15566											
	c2. BID FOR WORK/REQUEST FOR OPERATOR	OM-103											
	c3. EQUIPMENT BID AND RECORD	.02814											
	c4. SUPPLEMENTAL BID REQUEST	OM-319											
	d. BUDGET RECORDS - ACTUAL												
	e. BUDGET RECORDS - PROJECTED												
	e1. ADVICE OF SHOPS ESTIMATE TO PERFORM WORK ORDERED ON YOUR REQUISITION	76-56											
	e2. AUTHORIZATION FOR EXPENDITURE	2865,16701											
	e3. AUTHORIZATION FOR EXPENDITURE	2911											
	e4. COST ESTIMATE	2347,16373											
	e5. COST ESTIMATE	OM-330											
	e6. COST ESTIMATE	.02544											
	e7. COST ESTIMATE AND REQUISITION FOR SHOP WORK	76-25											
	e8. PRELIMINARY ESTIMATE	2908											
	e9. PRELIMINARY ESTIMATE	OM-320											
	e10. REQUEST FOR CHANGE IN ORIGINAL JOB	76-42											

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V I P	H I S T	C O N T	REMARKS
			OFFICE	CENTER	DESTROY				
	f. CHANGE DOCUMENTS								
	f1. DESIGN ENGINEERS EMERGENCY FIELD CHANGE	DC126							
	f2. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,00815							
	f3. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815							
	f4. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	,00815							
	f5. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES	P-815							
	g. CLAIMS								
	g1. STATEMENT OF ACCIDENT	,00970							
	h. CLERICAL PROCEDURES/INSTRUCTIONS								
	i. CONSTRUCTION PROCEDURES								
	i1. CONSTRUCTION & MAINTENANCE MANUAL (VITAL)					V			
	j. CONVERSATION RECORDS								
	j1. CALL SLIP	148							
	k. CUSTOMER SERVICE RECORDS								
	k1. METER READ SHEET	OM-293							
	k2. METER RECORD	P-753							
	l. DATA SHEETS								
	l1. ENGINEERING DATA SHEET	1155,14866							
	l2. ENGINEERING DATA SHEET	1155							
	l3. ENGINEERING DATA SHEET	,01155							
	l4. FEEDER VOLTAGE REGULATOR	473,14705							
	l5. FEEDER VOLTAGE REGULATOR	973,14705							
	l6. FORM U-2 MANUFACTURERS PARTIAL DATA REPORT (VITAL)					V			
	l7. MAINTENANCE & REPAIR RECORD (VITAL)	76-31				V			
	l8. MAINTENANCE & REPAIR RECORD (VITAL)					V			
	l9. MAINTENANCE RECORD (VITAL)					V			
	l10. TRANSFORMER DATA SHEET	1				V			
	l11. TRANSFORMER DATA SHEET	2							
	l12. TRANSFORMER DATA SHEET	82-246							
	l13. TRANSFORMER STATION DATA	1-1168							
	l14. VENDOR DATA SHEET (VITAL)					V			
	m. DETAIL PHOTOGRAPHS								
	n. DRAWINGS								
	o. DWP ELECTRICAL DRAWINGS								

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23
Rev. No. 1

Department of Water and Power

Office of (Original) Records
Power Operating and Maintenance
RAYMOND C. BUR
By: (City Clerk, Rec. Mgt. Off.)

By: (Dept. Head)

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

Date
4-11-91
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
p.	DWP EQUIPMENT DRAWINGS								
q.	DWP INSPECTION RECORDS								
q1.	MONTHLY FIRE EXTINGUISHER INSPECTION	OVES-04							
r.	DWP LINE DRAWINGS/DIAGRAMS								
s.	DWP MAPS								
t.	DWP OPERATION DRAWINGS/DIAGRAMS								
u.	DWP PIPING DRAWINGS								
v.	DWP PROJECT LAYOUT DRAWINGS								
w.	DWP WIRING DRAWINGS/DIAGRAMS								
x.	EDUCATION/TRAINING RECORDS								
y.	ENGINEERING STUDIES								
y1.	FAULT ANALYSIS REPORT	.02076							
z.	ENVIRONMENTAL REPORTS								
z1.	SPILL AND CLEANUP REPORT	OM-186							
aa.	EXTERNAL INSPECTION RECORDS								
aa1.	FIRE/LIFE SAFETY VIOLATION	F-340-C							
aa2.	OFFICIAL DISPOSAL SITE INSPECTION REPORT	H-978							
ab.	FINANCIAL REPORTS								
ac.	FOREIGN MAPS								
ad.	FUELS ADMINISTRATION RECORDS								
ae.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
ae1.	HAZARDOUS MATERIALS INFORMATION	F-293							
af.	INTERDEPARTMENTAL COMMUNICATIONS								
af1.	INTER DEPARTMENTAL SUB-ORDER	GEN. 34A							
ag.	INTRADPARTMENTAL COMMUNICATIONS								
ag1.	INTRA-DEPARTMENTAL	1455, 15184							
ag2.	INTRA-DEPARTMENTAL	1455							
ag3.	INTRA-DEPARTMENTAL	87-69-074							
ag4.	INTRA-DEPARTMENTAL	.01455							
ag5.	INTRA-DEPARTMENTAL	.01456							
ag6.	INTRA-DEPARTMENTAL	.14694							
ah.	INVOICES/PAYMENTS								
ah1.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405							
ah2.	IPP MATERIAL ISSUING REPORT	IPP M-110							
ah3.	REQUEST FOR MATERIAL CREDIT	.01666							
ai.	JOB FILE DATA								
aj.	JOB SCHEDULES								
ak.	JUDGEMENTS								

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	a1. LEGAL APPLICATIONS								
	an. LETTERS								
	an. LOGS/INDICES								
	an1. IGNITOR RESISTANCE CHART	OM-088							
	an2. INDUCTION FEEDER REGULATOR	973,14705							
	an3. INDUCTION FEEDER REGULATOR	P-973							
	an4. INSTRUMENT INDEX (VITAL)					V			
	an5. KILOWATT-HOUR INTEGRATING METER RECORD	2498,16323							
	an6. LOAD SURVEY MEMO	1979,15752							
	an7. LUBRICATION RECORD CARD	82-171							
	an8. LUBRICATION RECORD CARD	VSP-R#54							
	an9. MAINTENANCE LOG (VITAL)					V			
	an10. PARTS LIST (VITAL)					V			
	an11. STOCK RECORD	2026							
	an12. TOOL CARD	,01413							
	an13. TRANSFORMER CARD	739,14537							
	an14. TRANSFORMER STATION LOG SHEET	82-31							
	an15. TURBINE AND GENERATOR AUXILIARY	OM-538							
	ao. MANAGEMENT PROCEDURES								
	ao1. PROCEDURE (VITAL)					V			
	ap. MANAGEMENT REPORTS								
	aq. MEETING MINUTES								
	ar. MEMORANDA								
	ar1. BILLING MEMORANDUM	880,14631							
	ar2. CORRECTION NOTICE	,00993							
	ar3. ELECTRIC TROUBLE MEMO	OM-035							
	ar4. INSPECTION ENGINEER'S MEMORANDUM	G-19							
	ar5. MEMORANDUM	1145,01145							
	ar6. MEMORANDUM	1146,14858							
	ar7. MEMORANDUM	1146							
	ar8. MEMORANDUM	1334,15046							
	ar9. MEMORANDUM	1334,15047							
	ar10. MEMORANDUM	1335,01335							
	ar11. MEMORANDUM	1336							
	ar12. MEMORANDUM	87-69-078							
	ar13. MEMORANDUM	,01145							
	ar14. MEMORANDUM	,01146							
	ar15. MEMORANDUM	,01147							
	ar16. MEMORANDUM	,01334							

Date: FEBRUARY 15, 1990.

Sch. No. WP-23
Rev. No. 1

Department/Bureau 01 1753 FJ
Department of Water and Power
Office of (Original) Record
Power Operating and Maintenance

Certified per Sec. 12.8(e) of L.A. Admin. Code:
By: (Dept. Head) *Raymond C. Dur...*
By: (City Clerk, Rec. Mgt. Off.) *Raymond C. Dur...*

Page: 029 of 106
Date: 4-11-91
Date

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	H	S	REMARKS
			OFFICE	CENTER	DESTROY				
	ar17. MEMORANDUM	,01335							
	ar18. MEMORANDUM	,14857							
	ar19. SUPPLEMENT FAULTY EQUIPMENT REPORT	OM-483							
	as. NEGATIVES								
	at. OPERATING AND MAINTENANCE SCHEDULES								
	au. OPERATIONAL REPORTS								
	au1. APPARATUS TROUBLE REPORT	82-384							
	au2. APPARATUS TROUBLE REPORT	OM-82-384							
	au3. ARRANGED POWER OUTAGE OR CURTAILMENT	82-263							
	au4. ARRANGED POWER OUTAGE OR CURTAILMENT	OM-289							
	au5. CONSTRUCTION QUALITY VERIFICATION PLAN/REPORT	DC013A							
	au6. ELECTRICAL EQUIPMENT RETROFIL AND RECLASSIFICATION REPORT	03-445							
	au7. EQUIPMENT INVENTORY REPORT	03-448							
	au8. EQUIPMENT INVENTORY REPORT	OM-177							
	au9. EQUIPMENT MAINTENANCE CARD (VITAL)								
	au10. FAULTY EQUIPMENT REPORT	82-65				V			
	au11. FAULTY EQUIPMENT REPORT	OM-409							
	au12. FAULTY EQUIPMENT REPORT	,00035							
	au13. FAULTY EQUIPMENT REPORT	,14401							
	au14. FOREMAN'S DAILY REPORT	,00408							
	au15. LABOR AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC-592							
	au16. MONTHLY SAFETY EQUIPMENT CHECK	911							
	au17. PD&C QUALITY ASSURANCE OFFICE CONTRACT/JOB REPORT	DC237							
	au18. PRIORITY RATING OF FEEDER CIRCUITS	OM-491							
	au19. RELAY OPERATION REPORT	,00947							
	au20. TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6220P2							
	av. OPERATIONS & MAINTENANCE PROCEDURES								
	av1. DISTRIBUTION & TRANSMISSION (VITAL)					V			
	av2. INSTRUCTION BOOK (VITAL)					V			
	av3. INSTRUCTION MANUAL (VITAL)					V			
	av4. MAINTENANCE REFERENCE MANUAL (VITAL)					V			
	av5. PLANT EQUIPMENT FILE MANUAL (VITAL)					V			
	av6. RESTORING INSTRUCTION (VITAL)					V			
	av7. SAFETY MANUAL (VITAL)					V			
	av8. TRAINING MANUAL (VITAL)					V			

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Raymond A. Cotton

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	A	H	I	S	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY									
aw.	PERMITS													
ax.	PROGRESS PHOTOGRAPHS													
ay.	PROPOSALS													
az.	PUBLIC RELATIONS COMMUNICATIONS													
az1.	TOUR INFORMATION REQUEST FOR GUIDED TOUR	82-98												
ba.	PURCHASE ORDERS													
ba1.	PURCHASE ORDER	.00001												
ba2.	PURCHASE ORDER ADJUSTMENT	.87-02-806												
ba3.	SUB-PURCHASE ORDER	.00009												
bb.	RECORD TRANSMITTALS													
bb1.	RECORDS TRANSFER CONTROL	2673,16508												
bc.	REQUISITIONS													
bc1.	BILL OF MATERIAL REQUISITION	DC545												
bc2.	FAULTY EQUIPMENT REPORT AND/OR WORK ORDER	.14401												
bc3.	FOREMAN'S MATERIAL REQUISITION	107,00107												
bc4.	JOB ORDER	.00247												
bc5.	MAINTENANCE JOB ORDER	OM-484												
bc6.	MAINTENANCE JOB ORDER	87-14-000												
bc7.	PRE-APPROVED REQUEST FOR SUPPLIES	2849												
bc8.	REQUEST FOR MAINTENANCE	16000												
bc9.	REQUEST FOR MAINTENANCE	OM-296												
bc10.	REQUEST FOR SERVICES	OM-454												
bc11.	REQUEST FOR SERVICES OR SUPPLIES	1321,01321												
bc12.	REQUEST FOR SERVICES OR SUPPLIES	1321												
bc13.	REQUEST FOR SERVICES OR SUPPLIES	.01321												
bc14.	REQUISITION FOR MATERIAL/SERVICES	.01660												
bc15.	SUBORDINATE WORK ORDER REQUEST	DC690												
bc16.	WORK ORDER STANDARD FORM	.02821												
bc17.	WORK ORDER ZIP FORM	OM-333												
bc18.	WORK ORDER ZIP FORM	.02822												
bd.	ROUTING SLIPS													
bd1.	ROUTING SHEET FOR ANNUAL INSPECTION REPAIR SCHEDULE	SP-7												
be.	SKETCHES													
bf.	SPACE/EQUIPMENT ALLOCATION RECORDS													
bf1.	CIRCUIT BREAKER	972,14704												
bf2.	CIRCUIT BREAKER	972												
bf3.	CIRCUIT BREAKER	P-972												
bf4.	RELAY	2297,16120												

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record
RAYMOND C. GUR
Power Operation and Maintenance

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
	bf5. RELAY	2297									
	bf6. TOOL TRANSFER	.01574									
	bf7. TRANSFORMER	971,14703									
	bf8. TRANSFORMER	971									
	bf9. TRANSFORMER	P-971									
	bf10. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744									
	bg. SPECIFICATIONS										
	bg1. SPECIFICATION	1799,15566									
	bg2. SPECIFICATION (VITAL)						V				
	bg3. UNITS 1, 2, 3 SPECIFICATION (VITAL)						V				
	bh. STANDARDS										
	bi. STATUS REPORTS										
	b11. BI-WEEKLY EQUIPMENT STATUS REPORT	POM 6755									
	b12. CONSTRUCTION BI-WEEKLY REPORT	DC353									
	b13. REPORT OF MOVEMENTS OF SPARE PARTS - HOOVER POWER PLANT (VITAL)	.16000					V				
	bj. TELEX/TWX/TELECOPY COMMUNICATIONS										
	bj1. TELECOMMUNICATION'S COVER SHEET	OM-65									
	bk. TEST RECORDS										
	bk1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592									
	bk2. NONDESTRUCTIVE TEST REPORT	76-120									
	bk3. RELAY TEST RECORD CARDS	945									
	bk4. TESTING LABORATORIES JOB ORDER	2735									
	bk5. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	.01774									
	bl. TIMEKEEPING RECORDS										
	bl1. REPORT OF OVERTIME WORKED	.02831									
	bm. TRANSMITTALS/ACKNOWLEDGEMENTS										
	bm1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384									
	bm2. TRANSFORMER STORE EQUIPMENT TRANSMITTAL	.00910									
	bm3. TRANSMITTAL	94									
	bn. VENDOR MANUALS/CATALOGS										
	bn1. OPERATING INSTRUCTION MANUAL (VITAL)						V				
	bn2. VENDOR CATALOG (VITAL)						V				
	bn3. VENDOR CATALOG/MANUAL (VITAL)						V				
	bn4. VENDOR EQUIPMENT INSTRUCTION MANUAL (VITAL)						V				

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			VITAL	HIST	COPY	REMARKS
			OFFICE	CENTER	DESTROY				
	bn5. VENDOR INSTRUCTION MANUAL (VITAL)					V			
	bn6. VENDOR MANUAL (VITAL)					V			
	bn7. VENDOR/INSTRUCTION MANUAL FOR MAINTENANCE (VITAL)					V			
	bo. WORK PACKAGE RECORDS								
	bo1. CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601							
	bo2. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							
22	FEDERAL GOVERNMENT AGENCY MATTERS		2	8	10				
	a. ENVIRONMENTAL REPORTS								
23	FOREMAN'S REPORTS OF STATION EQUIPMENT CHANGE OR MAINTENANCE		15	--	15				
	a. CHANGE DOCUMENTS								
	a1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,00815							
	a2. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,14578							
	a3. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815							
	b. LOGS/INDICES								
	c. MEMORANDA								
	c1. MEMORANDUM	.01147							
	d. OPERATIONAL REPORTS								
	d1. OWENS VALLEY GENERATION REPORT	06-356							
	e. REQUISITIONS								
	e1. FOREMAN'S ORDER	.00811							
	e2. FOREMAN'S ORDER	.02654							
24	FUEL REPORTS & FILES		2	8	10				
	a. BUDGET RECORDS - ACTUAL								
	b. DATA SHEETS								
	b1. CALOMETER STANDARDIZATION FORM	ORIG #54A							
	b2. CHEMICAL LABORATORY - ANALYTICAL CONTROL DATA SHEET 1	.02407							
	b3. FUEL OIL - LAB REPORT DATA SHEET	ORIG #773, OM 316							
	b4. FUEL OIL READING SHEET	OM-266							
	b5. GAS TURBINE OIL AND COOLING WATER ANALYTICAL DATA SHEET	2842							
	b6. HEAT OF COMBUSTION	ORIG#54							

RECORDS RETENTION SCHEDULE
(Original/Official Records)

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	REMARKS
			OFFICE	CENTER	DESTROY				
b7.	NEUTRALIZATION NUMBER WORK SHEET	ORIG#30							
b8.	SULPHUR BOMB METHOD	ORIG#55							
b9.	TURBINE OIL ANALYTICAL DATA	2842							
c.	DWP INSPECTION RECORDS								
c1.	FUEL OIL RUN AND GAUGING TICKET	.14760							
c2.	FUEL OIL TANK GAUGING	2766,1660							
d.	ENVIRONMENTAL REPORTS								
d1.	STACK MONITORING REPORT	OM-214							
e.	FUELS ADMINISTRATION RECORDS								
e1.	FUEL OIL TRANSFER	2772							
f.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
g.	INVOICES/PAYMENTS								
g1.	DELIVERY RECEIPT	.00817							
g2.	NOTICE OF DELIVERY OR RELEASE	82-367							
g3.	NOTICE OF DELIVERY OR RELEASE	OM-084							
g4.	NOTICE OF FUEL OIL TRANSFER	2765,16600							
g5.	NOTICE OF FUEL OIL TRANSFER	2772							
g6.	REPORT OF FUEL OIL RECEIVED	2771,02771							
g7.	REPORT OF FUEL OIL RECEIVED	.02771							
h.	LEGAL NOTIFICATIONS								
h1.	DECLARATION OF INSPECTION CERTIFICATION	F-306							
i.	LOGS/INDICES								
i1.	DAILY LOG	82-432							
i2.	FACILITY REGISTER	HR962							
i3.	FUEL OIL STORAGE TANK LEVELS	OM-078							
i4.	FUEL OIL TRUCK DELIVERY LOG	X-126							
i5.	MONTH END FUEL OIL INVENTORY	B-33							
i6.	MONTH END SERVICE & DUTY TANK INVENTORY	X-105							
i7.	MONTHLY FUEL OIL INVENTORY	DF-5							
i8.	TANK FARM OIL LEVEL WORKSHEET	X-288							
j.	MANAGEMENT PROCEDURES								
k.	MEMORANDA								
k1.	FUEL OIL MEMORANDUM	OM-120							
k2.	MEMORANDUM	.01145							
k3.	MEMORANDUM	.01334							
k4.	MEMORANDUM	.01335							
l.	OPERATIONAL REPORTS								
l1.	CHEMICAL LABORATORY LAB REPORT OF ANALYSIS	WS-234/205							
l2.	GASOLINE DIESEL FUEL AND OIL REPORT	3064,03064							

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
	13. LABORATORY EQUIPMENT INVENTORY SHEET/GLASSWARE	ORIG#133									
	14. LABORATORY SUPPLY AND CHEMICAL INVENTORY CARD	,02849									
	15. MONTHLY FUEL OIL REPORT	2775,06610									
	m. OPERATIONS & MAINTENANCE PROCEDURES										
	n. POSITION DESCRIPTIONS										
	o. PURCHASE ORDERS										
	p. REQUISITIONS										
	q. ROUTING SLIPS										
	q1. CHAIN OF CUSTODY RECORD	ORIG#146									
	q2. DAILY WORK ASSIGNMENT	ORIG #90									
	r. SPACE/EQUIPMENT ALLOCATION RECORDS										
	s. STATUS REPORTS										
	s1. LOAD/FUEL SUMMARY	OM-441									
	s2. STATEMENT OF TIME AND FACTS	OM-036									
	t. TELEX/TWX/TELECOPY COMMUNICATIONS										
	u. TEST RECORDS										
	u1. FUEL OIL LABORATORY REPORT	82-270									
	u2. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592									
	u3. LABORATORY REPORT	OM-316									
	u4. REPORT OF LABORATORY ANALYSIS	4									
	v. VENDOR MANUALS/CATALOGS										
25	GATE & SECURITY LOGS		2	--	2						
	a. LOGS/INDICES										
	a1. DAILY PARKING LOG	82-121-A									
	a2. DAILY VEHICLE REGISTRATION	OM-205									
26	HAZARDOUS MATERIALS & WASTE REPORTS		5	25	30						
	a. ANNOUNCEMENTS/BULLETINS										
	b. CUSTOMER SERVICE RECORDS										
	c. DATA SHEETS										
	d. DETAIL PHOTOGRAPHS										
	e. DWP EQUIPMENT DRAWINGS										
	f. DWP INSPECTION RECORDS										
	f1. PCB QUARTERLY INSPECTION REPORT	03-443									
	f2. PCB UNIT EXPOSURE RISK WEEKLY INSPECTION REPORT	OM-472									
	f3. RECORD OF WEEKLY TRANSFORMER INSPECTION	OM-473									
	g. DWP MAPS										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 00753 FJ

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

WP-23

Department of Water and Power

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

Date

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Rev. No.

Office of (Original) Record
RAYMOND C. GUR
Power Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	S	C	O	N	R	REMARKS
			OFFICE	CENTER	DESTROY								
h.	EDUCATION/TRAINING RECORDS												
i.	ENVIRONMENTAL REPORTS												
i1.	SPILL AND CLEANUP REPORT	03-449											
i2.	SPILL AND CLEANUP REPORT	0M-186											
j.	EXTERNAL INSPECTION RECORDS												
k.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS												
k1.	BUSINESS PLAN - HAZARDOUS MATERIALS INVENTORY	8P-2											
k2.	CALIFORNIA HAZARDOUS WASTE MANIFEST	,03005											
k3.	HAZARDOUS MATERIALS DISCLOSURE STATEMENT	2D											
k4.	UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A											
k5.	UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022											
k6.	UNIFORM HAZARDOUS WASTE MANIFEST	EPA 8700-22											
k7.	UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039											
k8.	UNIFORM HAZARDOUS WASTE MANIFEST	TWC-0311											
l.	INTRADEPARTMENTAL COMMUNICATIONS												
l1.	INTRA-DEPARTMENTAL	,01455											
m.	INVOICES/PAYMENTS												
n.	LEGAL ORDERS/FILINGS												
o.	LETTERS												
p.	LOGS/INDICES												
p1.	TROUBLE CALL	0M-158											
q.	MANAGEMENT REPORTS												
q1.	FUEL OIL SPILL REPORT	CDO-469-R											
r.	MANAGEMENT SCHEDULES												
s.	MEMORANDA												
s1.	MEMORANDUM	,01145											
s2.	MEMORANDUM	,01146											
s3.	MEMORANDUM	,01147											
s4.	MEMORANDUM	,01334											
t.	OPERATING AND MAINTENANCE SCHEDULES												
u.	OPERATIONAL REPORTS												
u1.	DAILY REPORT	0M-054											
u2.	ELECTRICAL EQUIPMENT RETROFIL AND RECLASSIFICATION REPORT	03-445											
u3.	EQUIPMENT INVENTORY REPORT	03-448											
u4.	EQUIPMENT INVENTORY REPORT	0M-177											
u5.	HAZARDOUS MATERIALS DISCLOSURE STATEMENT	2D											
u6.	MONTHLY TURBINE OR ENGINE FUEL USE REPORT	60D758											

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Raymond C. Burk
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	R	REMARKS
			OFFICE	CENTER	DESTROY					
	u7. VEHICLE TROUBLE REPORT	,00689								
	v. OPERATIONS & MAINTENANCE PROCEDURES									
	v1. HAZARDOUS WORK PROCEDURE	OM-799								
	w. PERMITS									
	x. PROPOSALS									
	y. PURCHASE ORDERS									
	y1. PURCHASE ORDER	,00001								
	y2. PURCHASE ORDER	,00003								
	y3. SUB-PURCHASE ORDER	,00008								
	z. REQUISITIONS									
	aa. ROUTING SLIPS									
	aa1. ASSIGNMENT	OM-117								
	ab. SPACE/EQUIPMENT ALLOCATION RECORDS									
	ab1. NON-PCB EQUIPMENT	OM-743								
	ac. STATUS REPORTS									
	ad. TELEX/TWX/TELECOPY COMMUNICATIONS									
	ae. TEST RECORDS									
	ae1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592								
	ae2. PCB TEST REPORT	OM-550								
	af. TRANSMITTALS/ACKNOWLEDGEMENTS									
	ag. WORK PACKAGE RECORDS									
	ag1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540								
27	HISTORICAL RECORDS		AR	P	--					EARLY FILES OF ORGANIZATION OF ELECTRIC UTILITY FOR CITY OF LOS ANGELES
	a. DATA SHEETS									
	b. DRAWINGS									
	c. EDUCATION/TRAINING RECORDS									
	d. MEETING MINUTES									
	e. OPERATIONS & MAINTENANCE PROCEDURES									
	f. TEST RECORDS									
	g. TIMEKEEPING RECORDS									
	h. VENDOR MANUALS/CATALOGS									

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

WP-23

Department of Water and Power

00753

Certified per Sec. 123(e) of L.A. Admin. Code:

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Rev. No.

Office of (Original) **RAYMOND C. GUR**

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

Date
4-11-91
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	REMARKS
			OFFICE	CENTER	DESTROY					
28	JOB FILES									
	a. AGENDA		T	6	T+6					
	b. ANNOUNCEMENTS/BULLETINS									
	b1. AUTHORIZATION COMPLETION NOTICE	1789,15556								
	b2. AUTHORIZATION COMPLETION NOTICE	,14391								
	c. BID RECORDS									
	d. BUDGET RECORDS - ACTUAL									
	e. BUDGET RECORDS - PROJECTED									
	e1. AUTHORIZATION FOR EXPENDITURE	2911								
	e2. AUTHORIZATION FOR EXPENDITURE - WORK ORDER APPROVAL	PD-053								
	e3. AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC0527B								
	e4. MATERIAL AND LABOR ESTIMATE	0377								
	e5. MATERIAL AND LABOR ESTIMATE	,02450								
	f. CHANGE DOCUMENTS									
	f1. WORK ORDER MISCELLANEOUS CHANGE	,02824								
	g. CLAIMS									
	g1. STATEMENT OF ACCIDENT	,00970								
	h. CUSTOMER SERVICE RECORDS									
	h1. MISCELLANEOUS COMPLAINT ELECTRIC	,00693								
	h2. SERVICE ORDER	PS-242								
	i. DATA SHEETS									
	i1. ENGINEERING DATA SHEET	,01155								
	i2. POLE CONTACT OR REMOVAL DATA SHEET	00 566								
	j. DEPARTMENT REAL ESTATE RECORDS									
	k. DESIGN CALCULATIONS									
	l. DRAWINGS									
	l1. SERVICE PLAN	,02343								
	m. DWP LINE DRAWINGS/DIAGRAMS									
	n. DWP MAPS									
	o. EMPLOYEE BENEFITS/COMPENSATION RECORDS									
	p. FINANCIAL REPORTS									
	q. INTERDEPARTMENTAL COMMUNICATIONS									
	q1. INTER DEPARTMENTAL ORDER	GEN. 34								
	r. INTRADEPARTMENTAL COMMUNICATIONS									
	r1. INTRA-DEPARTMENTAL	,01455								
	s. INVOICES/PAYMENTS									
	s1. AUTHORITY FOR BILLING	364,14271								

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 753 FJ

Certified per Sec. 17.3(e) of L.A. Admin. Code:

Page: 038 of 106

By: (Dep. Head)

Date

WP-23

Department of Water and Power

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Rev. No.

Office of (Original) Record

RAYMOND C. DUR.

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
s2.	AUTHORITY FOR BILLING FOR CONTRIBUTION IN AID OF CONSTRUCTION	66-38,14297									
s3.	AUTHORITY FOR BILLING FOR GUARANTEE OF PERMANENCY	650-151									
s4.	CASH MEMORANDUM RECEIPT	.00982									
s5.	DELIVERY RECEIPT	.00817									
s6.	FOREMAN'S BALANCE SHEET	.00962									
s7.	FOREMAN'S MATERIAL CREDIT	.00039									
s8.	REQUEST FOR MATERIAL CREDIT	.01666									
t.	JOB FILE DATA										
t1.	NOTICE OF FOREIGN JPA WORK PROGRESS	DC171									
t2.	OPERATING ENGINEER'S ORDER	OM-018									
u.	JOB FILES										
v.	LEGAL APPLICATIONS										
w.	LETTERS										
x.	LOGS/INDICES										
x1.	POLE CARD	.01808									
y.	MANAGEMENT PROCEDURES										
z.	MANAGEMENT REPORTS										
aa.	MEETING MINUTES										
ab.	MEMORANDA										
ab1.	MEMORANDUM	1335,01335									
ab2.	MEMORANDUM	.01145									
ab3.	MEMORANDUM	.01146									
ab4.	MEMORANDUM	.01334									
ab5.	MEMORANDUM	.01335									
ab6.	MEMORANDUM NOTICE OF JOINT POLE WORK	48									
ab7.	OVERHEAD DESIGN MEMO	.02348									
ab8.	SERVICE CONFIRMATION MEMO	.02413									
ab9.	WORK ORDER MEMO	.00349									
ac.	OPERATIONAL REPORTS										
ac1.	DAILY REPORT	OM-054									
ac2.	EQUIPMENT INVENTORY REPORT	OM-177									
ac3.	MONTHLY SERVICE REPORT OF EQUIPMENT	.01152									
ad.	OPERATIONS & MAINTENANCE PROCEDURES										
ae.	PERMITS										
af.	PROGRESS PHOTOGRAPHS										
ag.	PUBLIC RELATIONS COMMUNICATIONS										
ah.	PURCHASE ORDERS										

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	ah1. SALES ORDER	.02343							
	ai. REQUISITIONS								
	ai1. AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1							
	ai2. BILL OF LADING REQUISITION	.01199							
	ai3. DISCONNECTING SWITCH ORDER	.01194							
	ai4. FOREMAN'S ORDER	.00811							
	ai5. FOREMAN'S ORDER	.02654							
	ai6. GROUNDING SWITCH ORDER	.01274							
	ai7. JOB ORDER	.00247							
	ai8. MEMO MATERIAL REQUISITION	2102,02102							
	ai9. MEMO MATERIAL REQUISITION	.02102							
	ai10. REQUEST FOR MATERIAL OR SERVICES	.02837							
	ai11. REQUISITION FOR MATERIAL/SERVICES	.01660							
	ai12. STREETLIGHT JOB ORDER	.02180							
	ai13. WORK AGREEMENT	OM-629							
	ai14. WORK ORDER STANDARD FORM	.02821							
	ai15. WORK ORDER ZIP FORM	.02822							
	ai16. WORK SHEET	2106,15881							
	ai17. WRK SHEET	.02106							
	aj. ROUTING SLIPS								
	aj1. JOINT POLE AUTHORIZATION ROUTING SLIP	DC172							
	ak. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ak1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744							
	al. SPECIFICATIONS								
	al1. OVERHEAD CONSTRUCTION SPECIFICATIONS	.00542							
	al2. OVERHEAD CONSTRUCTION SPECIFICATIONS	.14414							
	al3. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	2561-A,16392							
	al4. OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	.02560							
	am. STANDARDS								
	an. STATUS REPORTS								
	an1. AUTHORIZATION PROGRESS REPORT	OM-433							
	an2. WORK ORDER PROGRESS REPORT	OM-433							
	ao. TIMEKEEPING RECORDS								
	ao1. LABOR DISTRIBUTION	.02532							
	ap. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ap1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
29	KEY RECORDS		S+2	--	S+2						
	a. LOGS/INDICES										
	a1. KEY AND LOCK ISSUE AND RECEIPT RECORD	X-73									
	a2. KEY RECORD	VSP-R#40									
	a3. SIGNATURE CARD	OM-151									
30	LICENSES - UTILITY PLANT OPERATION		T+2	T+18	T+20						
31	LICENSES & PERMITS		S+2	T+2	T+2						HOLD IN OFFICE UNTIL SUPERSEDED PLUS 2 YEARS AND SEND TO RECORD CENTER UNTIL FACILITY IS TERMINATED PLUS 2 YEARS.
	a. HAZARDOUS MATERIALS ADMINISTRATION RECORDS										
	b. LETTERS										
	c. LICENSES										
	c1. CERTIFICATE OF RENEWAL OF RADIO STATION LICENSE	FCC-405-A									
	c2. FCC LICENSE	FCC-400									
	c3. FCC LICENSE	FCC-574									
	c4. MICROWAVE RADIO STATION LICENSE	FCC-469									
	c5. RADIO STATION LICENSE	FCC-574-L									
	c6. RADIO STATION LICENSE	FCC-715									
	d. MEMORANDA										
	d1. MEMORANDUM	.01147									
	e. PERMITS										
	f. REQUISITIONS										
	f1. WORK ORDER	.02821									
	g. TEST RECORDS										
	h. TRANSMITTALS/ACKNOWLEDGEMENTS										
32	LITIGATION/HEARING SUPPORT FILES		C+2	8	C+10						
	a. INTERROGATORIES										
	b. MEMORANDA										
	b1. MEMORANDUM	.01334									
	c. REQUISITIONS										
	c1. REQUEST FOR SUPPLIES	1321									
33	MANUALS & PROCEDURES HISTORICAL FILES		AR	P	--						RETENTION OF MANUALS & PROCEDURES SECTION ARCHIVAL COPY ONLY.

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 - 0753 FJ

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

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Record
RAYMOND C. GURR
Power Operating and Maintenance

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

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
34	MANUALS, PROCEDURES & DIRECTIVES		S	2	S+2				ORIGINATING OFFICE COPY. SEE DUPLICATE SCHEDULE FOR OTHER COPIES.
	a. ANNOUNCEMENTS/BULLETINS								
	a1. OPERATING BULLETIN (VITAL)	OM-170				V			
	a2. TELECOMMUNICATION BULLETIN	OM-758							
	b. BUDGET RECORDS - PROJECTED								
	b1. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378							
	c. CLAIMS								
	c1. ACCIDENT ANALYSIS	2747							
	c2. CLAIM FOR DAMAGES	100-1							
	c3. RELEASE	.00504							
	c4. STATEMENT OF ACCIDENT	.00970							
	c5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364							
	d. CLERICAL PROCEDURES/INSTRUCTIONS								
	d1. CLERICAL PROCEDURE (VITAL)	OM-352				V			
	e. DATA SHEETS								
	f. DWP INSPECTION RECORDS								
	f1. WORKSHEET (STORM DAMAGE)	.02106							
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	g1. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808							
	g2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020							
	h. EMPLOYMENT RECORDS								
	h1. CERTIFICATION LIST	PDAS 4							
	i. INTERDEPARTMENTAL COMMUNICATIONS								
	i1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160.							
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	j1. INTRA-DEPARTMENTAL	.01455							
	k. JOB FILE DATA								
	k1. OPERATING ORDER (VITAL)	OM-113				V			
	l. LETTERS								
	m. LICENSES								
	n. LOGS/INDICES								
	n1. CONTROL FORM	OM-545							
	n2. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200							
	n3. VENDOR PARTS LIST (VITAL)					V			
	o. MANAGEMENT PROCEDURES								
	o1. ADMINISTRATIVE PROCEDURE (VITAL)	OM-155				V			
	p. MANAGEMENT REPORTS								

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Richard A. Cotton

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	R	REMARKS
			OFFICE	CENTER	DESTROY						
p1.	CAPABILITY AND ENERGY FORECAST	OM-610									
p2.	WORK ORDER REVIEW	OM-575									
q.	MEMORANDA										
q1.	MEMORANDUM	.01145									
q2.	MEMORANDUM	.01146									
q3.	MEMORANDUM	.01147									
q4.	MEMORANDUM	.01334									
q5.	MEMORANDUM	.01335									
r.	OPERATIONAL REPORTS										
s.	OPERATIONS & MAINTENANCE PROCEDURES										
s1.	EQUIPMENT ASSEMBLY GUIDE (VITAL)						V				
s2.	EQUIPMENT INSTALLATION GUIDE (VITAL)						V				
s3.	INSTRUCTIONS TO LOAD DISPATCHERS (VITAL)						V				
s4.	OPERATOR'S MANUAL (VITAL)						V				
s5.	SYSTEM LOAD DISPATCHING OFFICE	OM-257									
s6.	SYSTEM MAINTENANCE PROCEDURE (VITAL)	OM-596					V				
s7.	SYSTEM OPERATIONS PROCEDURE (VITAL)	OM-113					V				
s8.	SYSTEM OPERATIONS PROCEDURE (VITAL)	OM-170					V				
t.	REQUISITIONS										
t1.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068									
t2.	PHOTOCOPY REQUEST	OM-498									
t3.	REQUEST FOR STATIONERY SUPPLIES	.00903									
u.	ROUTING SLIPS										
u1.	ASSIGNMENT	OM-117									
u2.	ROUTING SLIP	OM-927									
v.	SPACE/EQUIPMENT ALLOCATION RECORDS										
w.	SPECIFICATIONS										
x.	STANDARDS										
y.	STATUS REPORTS										
z.	TEST RECORDS										
aa.	TIMEKEEPING RECORDS										
aa1.	REQUEST FOR TIME OFF	OM-229									
aa2.	REQUEST FOR TIME OFF	OM-535									
aa3.	TIME OFF REQUEST	OM-234									
aa4.	TIME OFF REQUEST	OM-760									
aa5.	VACATION FORM	.01113									
aa6.	VACATION REQUEST	.02839									
ab.	TRANSMITTALS/ACKNOWLEDGEMENTS										
ac.	VENDOR MANUALS/CATALOGS										

Edward A. Cotton

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	H	I	S	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY										
	ac1. VENDOR EQUIPMENT INSTRUCTIONS (VITAL)														
	ac2. VENDOR INSTRUCTION MANUAL (VITAL)														
35	NOTICE OF ENCROACHMENT OR VIOLATION		C+2	--	C+2										
36	OPERATING LOGS & REPORTS														
	a. AGENDA		2	T	2+T										
	b. ANNOUNCEMENTS/BULLETINS														
	c. BID RECORDS														
	c1. BID FOR WORK/REQUEST FOR OPERATOR	OM-103													
	c2. BID FORM AND EQUIPMENT REQUEST	CPP-38													
	c3. EQUIPMENT BID AND RECORD	.02814													
	d. BUDGET RECORDS - ACTUAL														
	e. BUDGET RECORDS - PROJECTED														
	e1. AUTHORIZATION FOR EXPENDITURE	14122,2911													
	e2. COST ESTIMATE	OM-330													
	f. CHANGE DOCUMENTS														
	f1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815													
	g. CUSTOMER SERVICE RECORDS														
	g1. METER READ SHEET	82-127													
	g2. MISCELLANEOUS COMPLAINT ELECTRIC	.00693													
	h. DATA SHEETS														
	h1. BIG PINE - BISHOP LINE DS AND IS OUTAGE	06-10													
	h2. BISHOP - LONG VALLEY LINE DS AND IS OUTAGE	06-12													
	h3. COTTONWOOD - BIG PINE LINE DS AND IS OUTAGE	06-9													
	h4. DAILY CONDENSER OPERATING RECORD	82-6													
	h5. DAILY CONDENSER OPERATING RECORD	OM-263													
	h6. DAILY LOAD CURVES	2267													
	h7. DAILY OPERATING RECORD	.00641													
	h8. DAILY OPERATING RECORD	.01262													
	h9. DAILY OPERATIONAL CHECK BY CRANE OPERATOR	8-1													
	h10. DALY REPORT	OM-054													
	h11. ECC CAPACITY AND LOAD ESTIMATE	CC1001B													
	h12. ENGINEERING DATA SHEET	1155,14866													
	h13. ENGINEERING DATA SHEET	.01155													
	h14. EQUIPMENT ROTATION	ORIG #64													
	h15. HAIWEE - COTTONWOOD LINE DS AND IS OUTAGES	06-8													
	h16. HAYNES GENERATING STATION DATA SHEET	.02841													

*Retired (No records in Division or Storage) Reference: 91 000865 FJ

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	l	o	h	t	c	o	n	i	REMARKS
			OFFICE	CENTER	DESTROY										
	h17. HOURLY GAS READING	OM-486													
	h18. INYO - BISHOP LINE	OG-11													
	h19. LABORATORY ANALYTICAL DATA SHEET	OM-460													
	h20. LABORATORY CONTROL DATA - BOILER WATER UNIT 1 (RS12)	OM-397													
	h21. LABORATORY CONTROL DATA - BOILER WATER UNIT 2 (RS12)	OM-397													
	h22. LABORATORY CONTROL DATA - BOILER WATER UNIT 3 (RS12)	OM-397													
	h23. LABORATORY CONTROL DATA - BOILER WATER UNIT 4 (RS12)	OM-397													
	h24. LABORATORY CONTROL DATA SHEETS SUPERCRITICAL UNITS - UNIT 5	OM-456													
	h25. MONTHLY GENERATION REPORT	OG-35A													
	h26. O.V.E.S. GENERATOR OUTAGE	OG-3													
	h27. OUTAGE RECORD	566													
	h28. OUTAGE RECORD	OM-324													
	h29. OWENS GORGE WEATHER DATA	OG-1													
	h30. OWENS VALLEY ELECTRIC SYSTEM	OG-7													
	h31. PORTABLE DEMINERALIZER CONDUCTIVITY READING SHEET	ORIG #109													
	h32. STATION HOURLY REPORT	OM-965													
	h33. STATION HOURLY REPORT	,00169													
	h34. STEAM PLANT DATA SHEET	16677,2841													
	h35. STORAGE BATTERY REPORT	,00686													
	h36. TURBINE TRIP TEST SCHEDULE DATA SHEET	ORIG #33													
	h37. WATER SERVICE METER READING SHEET	VSP-0 18													
	i. DETAIL PHOTOGRAPHS														
	j. DWP HEAT BALANCE DIAGRAMS														
	k. DWP INSPECTION RECORDS														
	k1. BOILER CLEANING & INSPECTION REPORT	989													
	k2. FUEL OIL RUN AND GAUGING TICKET	,14760													
	k3. INTERIM MEASURES PROGRAM	OM-1190													
	k4. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(A)													
	k5. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(B)													
	k6. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(C)													
	k7. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(D)													
	k8. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(E)													
	k9. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(F)													

Date: FEBRUARY 15, 1990

Sch. No. Department/Bureau 01 000753 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23 Department of Water and Power
Rev. No. Office of (Original) Records WYMOND C. BUR.
Power Operating and Maintenance Office

By: *Edward A. Cotton*
Date: 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	k10. MONTHLY FIRE EXTINGUISHER INSPECTION	0G-33(G)							
	k11. OIL CIRCUIT BREAKER WEEKLY ROUTINE INSPECTION	168							
	l. DWP LINE DRAWINGS/DIAGRAMS								
	m. DWP WIRING DRAWINGS/DIAGRAMS								
	n. EDUCATION/TRAINING RECORDS								
	n1. PERFORMANCE TEST SUMMARY	SP-2							
	o. EMPLOYEE BENEFITS/COMPENSATION RECORDS								
	p. EMPLOYMENT RECORDS								
	q. ENGINEERING STUDIES								
	q1. DAMAGE SURVEY REPORT	OMB 3067-002							
	q2. FAULT ANALYSIS REPORT	,02076							
	r. ENVIRONMENTAL REPORTS								
	r1. STACK MONITORING REPORT	OM-214							
	r2. WEEKLY AIR QUALITY EPISODE RECORD	987							
	s. FEASIBILITY STUDIES								
	t. FINANCIAL REPORTS								
	u. FLOWCHARTS								
	v. HAZARDOUS MATERIALS ADMINISTRATION RECORDS								
	w. INTRADEPARTMENTAL COMMUNICATIONS								
	w1. INTRA-DEPARTMENTAL	1455							
	w2. INTRA-DEPARTMENTAL	,01455							
	w3. INTRA-DEPARTMENTAL	,36824							
	x. INVOICES/PAYMENTS								
	x1. NOTICE OF DELIVERY OR RELEASE	82-367							
	x2. NOTICE OF DELIVERY OR RELEASE	OM-084							
	x3. VOUCHER CONTROL FORM	,01218							
	y. JOB FILE DATA								
	y1. OPERATING ENGINEER'S ORDER	82-268							
	y2. SAFETY SWITCH ORDER FOR CLOSING DISCONNECTS	1273,01273							
	z. LETTERS								
	aa. LOGS/INDICES								
	aa1. BULK POWER - SENIOR DISPATCHER'S LOG	OM-568							
	aa2. BULK POWER DAILY SUMMARY OF OPERATION	LDH #2001							
	aa3. BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005							
	aa4. CHECK OFF SHEET	OM-299							
	aa5. CHECK-IN SHEET	OM-140							
	aa6. CHIEF OPERATOR'S LOG	OM-573							
	aa7. CONTROL OPERATOR LOG	OM-086							
	aa8. DAILY PERSONNEL SHIFT ASSIGNMENT	OM-184							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Edward A. Cotton

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	N	R	REMARKS
			OFFICE	CENTER	DESTROY							
aa9.	DAILY REPORT OF POWER PLANT OPERATION LOG	158										
aa10.	DEMINERALIZER AREA LOG	OM-813										
aa11.	DEMINERALIZER LOG	82-394										
aa12.	FUEL OIL ACTIVITY	OM-714										
aa13.	FUEL OIL TRUCK DELIVERY LOG	X-126										
aa14.	GENERATION - UNIT DAILY REPORT UNIT 3	OM-676										
aa15.	GENERATION - UNIT DAILY REPORT UNITS 1 & 2	OM-675										
aa16.	LOAD DISPATCHER'S CAPABILITY FORM	OM-388										
aa17.	LOAD DISPATCHER'S INADVERTENT INTERCHANGE RECORD	G										
aa18.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS CENTER SECTION	OM-641										
aa19.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS NORTH SECTION	OM-731										
aa20.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS SOUTH SECTION	OM-566										
aa21.	LOAD DISPATCHER'S LOG GENERATION	OM-563-2										
aa22.	LOAD DISPATCHER'S LOG INTERCHANGE	OM-564										
aa23.	LOAD DISPATCHER'S LOG TRANSMISSION	OM-563-1										
aa24.	LOAD DISPATCHING HEADQUARTERS FUEL REPORT	LDH-FR3										
aa25.	MASTER LOG	2672										
aa26.	MASTER LOG	OM-006										
aa27.	MASTER LOG CONTROL ROOM	,02801										
aa28.	MOBILE CRANE DAILY MAINTENANCE LOG	,03300										
aa29.	MONTHLY REPORT OF CIRCUIT BREAKER OPERATIONS	OM-427										
aa30.	OLYMPIC TANK FARM DAILY LOG	OM-040										
aa31.	OPERATOR CALL OUT SHEET	OM-355										
aa32.	OUTSIDE EQUIPMENT LOG	OM-240										
aa33.	OVERSPEED TRIP TEST	291										
aa34.	SENIOR DISPATCHER'S LOG DISTRIBUTION	OM-027										
aa35.	STEP VOLTAGE REGULATOR COUNTERS MONTHLY REPORT	OM-209										
aa36.	SYSTEM EQUIPMENT STATUS AND ETR	OM-655										
aa37.	TRANSFORMER STATION LOG SHEET	82-31										
aa38.	UNIT 1 LOG	OM-074										
aa39.	UNIT 2 LOG	OM-075										
aa40.	UNIT 3 LOG	OM-240										
aa41.	UNIT 4 LOG	OM-297										
aa42.	UNIT 4 LOG SHEET	OM-086										
aa43.	UNIT 5 LOG	OM-458										
aa44.	UNIT LOG	OM-058										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0753 FJ

Certified per Sec. 123(e) of L.A. Admin. Code:

Page: 047 of 106

WP-23

Department of Water and Power

By: (Dept. Head)

Date

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Rev. No.

Office of (Original) Records

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

Date

Raymond C. Cure
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	U	P	REMARKS
			OFFICE	CENTER	DESTROY						
	aa45. UNIT LOG	.03005									
	aa46. UNIT LOG	.03008									
	aa47. VEHICLE TROUBLE LOG	.00689									
	aa48. WATER TREATMENT AREA LOG	OM-191									
	aa49. WEEKLY EMBANKMENT SURVEILLANCE DRINKWATER DAM	OM-156									
	ab. MANAGEMENT PROCEDURES										
	ac. MANAGEMENT REPORTS										
	ac1. LOADS AND RESOURCES FOR MAJOR CALIFORNIAL ELECTRIC SYSTEM	NF-9									
	ac2. MONTHLY REPORT ON DRINKWATER WEIRS	OM-001									
	ac3. WATER SERVICE RATES	VSP-D 18A									
	ad. MANAGEMENT SCHEDULES										
	ae. MEETING MINUTES										
	af. MEMORANDA										
	af1. CORRECTION NOTICE	.00993									
	af2. FUEL OIL MEMORANDUM	OM-120									
	af3. MEMORANDUM	1146, 14857									
	af4. MEMORANDUM	1334, 15047									
	af5. MEMORANDUM	87-69-078									
	af6. MEMORANDUM	.01145									
	af7. MEMORANDUM	.01146									
	af8. MEMORANDUM	.01147									
	af9. MEMORANDUM	.01334									
	af10. MEMORANDUM	.36825									
	ag. OPERATING AND MAINTENANCE SCHEDULES										
	ah. OPERATIONAL REPORTS										
	ah1. APPARATUS TROUBLE REPORT	82-384									
	ah2. CABLE REPORT LOAD DISPATCHER'S OFFICE	OM-253									
	ah3. CASTAIC PROJECT DAILY GENERATION SCHEDULE	LDH-3006									
	ah4. CONTROL ROOM OPERATING REPORT	OM-329									
	ah5. CONTROL ROOM OPERATING REPORT	.02347									
	ah6. DAILY OPERATING RECORD RECEIVING STATION TRANSFORMERS	.02603									
	ah7. DAILY OPERATING RECORD TRANSMISSION AND INTERCHANGE LINES AND CABLES	.02731									
	ah8. DAILY OPERATING REPORT AND WORK SHEET	OM-050									
	ah9. DAILY OPERATING REPORT PERSONNEL	OM-306									
	ah10. DAILY OPERATING REPORT SUMMARY	301-36									
	ah11. DAILY REPORT	82-150									

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	D	R	REMARKS
			OFFICE	CENTER	DESTROY							
ah12.	DAILY REPORT OF GENERATOR AND CONDENSER OPERATION	OM-665										
ah13.	DAILY REPORT OF GENERATOR AND CONDENSER OPERATION	.02354										
ah14.	DAILY REPORT OF POWER SYSTEM OPERATION	14-067										
ah15.	DAILY REPORT TO ECC	OM-625										
ah16.	EXPERIMENTAL TROUBLE REPORT	OM-409										
ah17.	LOAD DISPATCHER'S HEADQUARTERS FUEL REPORT	LDH-FR3										
ah18.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - CEL SYR HVDC	LDH #2006										
ah19.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - CEL-SYL-HVDC	LDH #2006										
ah20.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - CORONADO	LDH #2009										
ah21.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - INT-ADL-HVDC	LDH #2012										
ah22.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - INTERMOUNTAIN	LDH #2011										
ah23.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - MOHAVE	LDH #2003										
ah24.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - NAVAHO	LDH #2002										
ah25.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - NAVAJO	LDH #2002										
ah26.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - PALO VERDES	LDH #2010										
ah27.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - PALO VERDE	LDH #2010										
ah28.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS	LDH #2001										
ah29.	LOAD DISPATCHING HEADQUARTERS BULK POWER RECAP	LDH #2004										
ah30.	LOAD DISPATCHING HEADQUARTERS BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005										
ah31.	LOAD DISPATCHING HEADQUARTERS BULK POWER SUMMARY OF OPERATIONS	LDH #2001										
ah32.	LOAD DISPATCHING HEADQUARTERS DISTRIBUTION SUMMARY OF INTERRUPTIONS	LDH #2008										
ah33.	LOAD DISPATCHING HEADQUARTERS DISTRIBUTION SUMMARY OF OPERATIONS	LDH #2007										

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	ah34. LOAD FORECAST	OM-699							
	ah35. MONTHLY INTERCHANGE METER REPORT	603.14458							
	ah36. MONTHLY INTERCHANGE METER REPORT	.00603							
	ah37. MONTHLY REPORT OF BANK AUTOMATIC TOP CHANGER OPERATION	OM-801							
	ah38. MONTHLY TURBINE OR ENGINE FUEL USE REPORT	600758							
	ah39. O.V.E.S. MONTHLY GENERATION REPORT	06-35B							
	ah40. O.V.E.S. MONTHLY REPORT	06-6							
	ah41. OWENS VALLEY ELECTRIC SYSTEM TROUBLE CALL REPORT	06-13							
	ah42. PRELIMINARY EVENT REPORT	OM-821							
	ah43. RELAY OPERATION REPORT	947							
	ah44. RELAY OPERATION REPORT	.00947							
	ah45. STATION ELECTRICAL DESIGN SECTION	94							
	ai. OPERATIONS & MAINTENANCE PROCEDURES								
	aj. PERMITS								
	ak. PUBLIC RELATIONS COMMUNICATIONS								
	al. PURCHASE ORDERS								
	a11. PURCHASE ORDER	.00001							
	a12. PURCHASE ORDER	.00002							
	a13. PURCHASE ORDER	.00003							
	am. REQUISITIONS								
	am1. DISCONNECTING SWITCH ORDER	82-356							
	am2. DISCONNECTING SWITCH ORDER	.01194							
	am3. EQUIPMENT TRANSFER	1217,14930							
	am4. EQUIPMENT TRANSFER	.01217							
	am5. EQUIPMENT TRANSFER CHECK-OFF SHEET	ORIG #102							
	am6. GROUNDING SWITCH ORDER	.01274							
	am7. LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735							
	am8. MAINTENANCE JOB ORDER	87-14-000							
	am9. REQUEST FOR MATERIAL OR SERVICES	2837							
	am10. REQUEST FOR MATERIAL OR SERVICES	.02837							
	am11. REQUEST FOR SUPPLIES	1321,15033							
	am12. REQUEST FOR SUPPLIES	.01321							
	am13. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211							
	an. ROUTING SLIPS								
	ao. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ao1. INVENTORY SHEET	ORIG 7B							
	ap. STATUS REPORTS								
	ap1. DAILY STATUS REPORT	CPP-37 OM-706							

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	h	C	O	REMARKS
			OFFICE	CENTER	DESTROY					
	aq. SURVEYS/QUESTIONNAIRES									
	ar. TEST RECORDS									
	ar1. CHLORINATION REPORT	OM-305								
	ar2. DAILY LAB REPORT	OM-128								
	ar3. DEMINERALIZER & COOLING SYSTEMS WORKSHEET	OM-090								
	ar4. DEMINERALIZER & COOLING SYSTEMS WORKSHEET	OM-428								
	ar5. FUEL OIL LABORATORY REPORT	82-270								
	ar6. INTERNAL CHEMICAL TREATMENT CONTROL	OM-056								
	ar7. RELAY CARRIER TEST READING	82-20								
	ar8. RELAY TEST REPORT	OM-080								
	ar9. TESTING LABORATORIES AUTOMATIC OSCILLOGRAPH OPERATION REPORT	,02076								
	ar10. TESTING LABORATORIES JOB ORDER	2735								
	ar11. TESTING LABORATORIES JOB ORDER	,02735								
	ar12. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	1774,15541								
	ar13. TESTING LABORATORY	,01774								
	ar14. WEEKLY TURBINE TEST	288								
	as. TIMEKEEPING RECORDS									
	as1. DAILY TIME REPORT	,02816								
	as2. DAILY TIME REPORT SUBSTATION OPERATION	OM-146								
	as3. NOTICE OF ABSENCE	,02728								
	at. TRIP REPORTS									
	at1. TRIP REPORT	,01145								
	au. VENDOR MANUALS/CATALOGS									
37	OPERATIONS AUDITS - CLERICAL		C+2	3	C+5					
38	OSHA FILES		5	5	10					
	a. CLAIMS									
	a1. ACCIDENT ANALYSIS	2747								
	a2. ACCIDENT ANALYSIS	,02747								
	a3. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741								
	a4. STATEMENT OF ACCIDENT	,00970								
	a5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187								
	a6. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364								
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS									
	b1. COMPENSATION ORDER	167								

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	N	C	O	P	R	REMARKS
			OFFICE	CENTER	DESTROY								
	b2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020											
	b3. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032											
	b4. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020											
	b5. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032											
	b6. REPORT OF PERSONAL INJURIES	32											
	b7. STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020,00032											
	c. LOGS/INDICES												
	c1. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200											
	c2. PUBLIC AGENCY LOG OF OCCUPATIONAL INJURIES AND ILLNESS	OSHA 100A											
	d. MANAGEMENT REPORTS												
	d1. ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200											
	d2. SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 102											
	e. MEMORANDA												
	e1. MEMORANDUM	,01145											
	e2. MEMORANDUM	,01335											
	f. OPERATIONAL REPORTS												
	f1. DRIVER'S TROUBLE REPORT	689,00689											
39	OUTSIDE ORGANIZATIONS, ASSOCIATIONS & COMMITTEES												
	a. AGENDA		AR	2	AR+2								
	b. ANNOUNCEMENTS/BULLETINS												
	c. CONFERENCE/SEMINAR ARRANGEMENTS												
	d. DATA SHEETS												
	e. EMPLOYEE ACCOUNTS RECORDS												
	e1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045											
	e2. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT	,02316											
	f. ENVIRONMENTAL REPORTS												
	g. INTERDEPARTMENTAL COMMUNICATIONS												
	h. INTRADEPARTMENTAL COMMUNICATIONS												
	h1. INTRA-DEPARTMENTAL	1455											

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Robert A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	h2. INTRA-DEPARTMENTAL	.01455							
	h3. INTRA-DEPARTMENTAL	.01456							
	i. INVOICES/PAYMENTS								
	i1. STATEMENT OF SETTLEMENT	.02122							
	j. LETTERS								
	k. MANAGEMENT PROCEDURES								
	l. MANAGEMENT REPORTS								
	l1. SUMMARY REPORT WORK LOAD MANHOUR DISTRIBUTION AND POTENTIAL	OM-028							
	m. MEETING MINUTES								
	n. MEMORANDA								
	n1. MEMORANDUM	1146							
	n2. MEMORANDUM	87-69-078BX							
	n3. MEMORANDUM	.01145							
	n4. MEMORANDUM	.01146							
	n5. MEMORANDUM	.01147							
	n6. MEMORANDUM	.01335							
	o. PUBLIC RELATIONS COMMUNICATIONS								
	p. ROUTING SLIPS								
	p1. REFERENCE SLIP	185							
	q. STATUS REPORTS								
	r. SURVEYS/QUESTIONNAIRES								
	s. TELEX/TWX/TELECOPY COMMUNICATIONS								
	t. WAGE/SALARY STRUCTURE RECORDS								
40	OUTSIDE ORGANIZATIONS, ASSOCIATIONS AND COMMITTEES - WESTERN SYSTEMS COO		5	20	25				
41	PERSONNEL ADMINISTRATIVE FILES		2	8	10				
	a. AFFIRMATIVE ACTION/EEO RECORDS								
	a1. DISCRIMINATION COMPLAINT INITIATION	EE0-001							
	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. AGENDA								
	c. ANNOUNCEMENTS/BULLETINS								
	d. BID RECORDS								
	d1. BID NOTICE	.03214							

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 753 FJ

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

Page: 053 of 106

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record
Power Operating and Maintenance
BY O. J. MANN

By: (Dept. Head)

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	H	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY							
d2.	POSITIONS OPEN FOR BID	OM-102										
e.	CHANGE DOCUMENTS											
e1.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES	815										
e2.	WORK SCHEDULE CHANGE RECORD	82-209										
e3.	WORK SCHEDULE CHANGE RECORD	82-247										
e4.	WORK SCHEDULE CHANGE RECORD	OM-499										
f.	CLAIMS											
f1.	ACCIDENT ANALYSIS	2747										
f2.	ACCIDENT ANALYSIS	.02747										
g.	CONVERSATION RECORDS											
h.	DATA SHEETS											
h1.	ENGINEERING DATA SHEET	.01155										
i.	DEPARTMENT AWARDS RECORDS											
j.	DWP INSPECTION RECORDS											
k.	DWP LINE DRAWINGS/DIAGRAMS											
l.	EDUCATION/TRAINING RECORDS											
m.	EMPLOYEE ACCOUNTS RECORDS											
m1.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045										
m2.	PERSONAL VEHICLE AUTHORITY REQUEST	OM-389										
m3.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	415										
m4.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	.00418										
m5.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316										
n.	EMPLOYEE BENEFITS/COMPENSATION RECORDS											
n1.	DIAGNOSIS SLIP	MS 122										
n2.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864										
n3.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020										
n4.	EXAMINATION FOR RETURN TO DUTY	.02249										
n5.	REPORT OF PERSONAL INJURIES	32,14031										
n6.	RETURN TO WORK SLIP	.02202										
o.	EMPLOYMENT RECORDS											
o1.	APPLICATION FOR EMPLOYMENT	PDR-1										
o2.	CERTIFICATION LIST	PDAS 4										
o3.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453										

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 1 753 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Record

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	R	REMARKS
			OFFICE	CENTER	DESTROY					
x1.	SUPERVISOR'S REPORT OF ELIGIBILITY	R&A 70								
y.	MANAGEMENT SCHEDULES									
z.	MEETING ATTENDANCE RECORDS									
aa.	MEETING MINUTES									
ab.	MEMORANDA									
ab1.	EMPLOYEE TRANSFER MEMORANDUM	82-276								
ab2.	MEMORANDUM	1334,15047								
ab3.	MEMORANDUM	1334								
ab4.	MEMORANDUM	1336								
ab5.	MEMORANDUM	87-69-078								
ab6.	MEMORANDUM	.01145								
ab7.	MEMORANDUM	.01146								
ab8.	MEMORANDUM	.01147								
ab9.	MEMORANDUM	.01334								
ab10.	MEMORANDUM	.01335								
ab11.	MEMORANDUM	.01336								
ab12.	MEMORANDUM	.38825								
ac.	OPERATING AND MAINTENANCE SCHEDULES									
ad.	OPERATIONAL REPORTS									
ad1.	OPERATOR REPORT OF SERVICE INTERRUPTION AND/OR EQUIPMENT DAMAGE	OTC 144								
ad2.	OPERATOR REPORT OF SERVICE INTERRUPTION AND/OR EQUIPMENT DAMAGE	OTC 163								
ae.	POSITION DESCRIPTIONS									
ae1.	AUTHORIZATION TO PREPARE FORM 2346	OM-112								
ae2.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346								
ae3.	DDR CONTROL CARD	.02760								
ae4.	POSITION DESCRIPTION	PDES 3								
ae5.	SPECIALIST POSITION JUSTIFICATION	PE001								
af.	PROGRESS PHOTOGRAPHS									
ag.	PUBLIC RELATIONS COMMUNICATIONS									
ah.	REQUISITIONS									
ah1.	EQUIPMENT TRANSFER	1217								
ah2.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068								
ah3.	REQUEST FOR MATERIAL AND/OR SERVICES	SP-R#5								
ah4.	REQUEST FOR SUPPLIES	1321								
ah5.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211								
ai.	ROUTING SLIPS									
ai1.	ASSIGNMENT	OM-117								

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Raymond C. Cotton

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	ai2. REFERENCE SLIP	185							
	aj. SPACE/EQUIPMENT ALLOCATION RECORDS								
	ak. STATUS REPORTS								
	al. SURVEYS/QUESTIONNAIRES								
	am. TELEX/TWX/TELECOPY COMMUNICATIONS								
	am1. TELECOPY COVER SHEET	0M-65							
	an. TIMEKEEPING RECORDS								
	an1. ABSENCE FROM DUTY RECORD	2588							
	an2. ABSENCE FROM DUTY RECORD	,02588							
	an3. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	an4. APPLICATION FOR OVERTIME OFF WITH PAY	2549							
	an5. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	an6. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819							
	an7. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	an8. REPORT OF ABSENCE FROM DUTY	0M-399							
	an9. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	an10. REQUEST FOR TIME OFF	0M-535							
	an11. VACATION FORM	,01113							
	ao. TRANSMITTALS/ACKNOWLEDGEMENTS								
	ao1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	ap. WAGE/SALARY STRUCTURE RECORDS								
	ap1. PAY CHECK ROLL	23,00023							
	ap2. PAY CHECK ROLL	,00023							
42	PHOTOGRAPHIC FILES		AR	2	AR+2				
	a. MICROFILM/SLIDES								
	b. NEGATIVES								
	c. PROGRESS PHOTOGRAPHS								
43	POWER OPERATIONS & FACILITIES MATTERS		AR	2	AR+2				
	a. AGENDA								
	b. BID RECORDS								
	c. BUDGET RECORDS - ACTUAL								
	d. BUDGET RECORDS - PROJECTED								
	e. CHANGE DOCUMENTS								
	f. CONSTRUCTION CONTRACTS								

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	M	D	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY								
g.	CONSULTING CONTRACTS												
h.	CONTRACT ADMINISTRATION RECORDS												
i.	CONTRACT AMENDMENTS												
j.	DATA SHEETS												
	j1. ENGINEERING DATA SHEET	.01155											
k.	DESIGN CRITERIA RECORDS												
l.	DETAIL PHOTOGRAPHS												
m.	ENGINEERING PROCEDURES												
n.	ENGINEERING STUDIES												
o.	ENVIRONMENTAL REPORTS												
p.	EXTERNAL INSPECTION RECORDS												
q.	FEASIBILITY STUDIES												
r.	FINANCIAL REPORTS												
s.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS												
t.	INTRADPARTMENTAL COMMUNICATIONS												
	t1. INTRA-DEPARTMENTAL	.01455											
u.	INVOICES/PAYMENTS												
v.	JUDGEMENTS												
w.	LEGAL NOTIFICATIONS												
x.	LETTERS												
	x1. COMMITTEE CORRESPONDENCE	.02865											
y.	LITIGATION RECORDS												
z.	LOGS/INDICES												
aa.	MANAGEMENT PROCEDURES												
ab.	MANAGEMENT REPORTS												
ac.	MANAGEMENT SCHEDULES												
ad.	MEETING MINUTE ITEMS												
ae.	MEETING MINUTES												
af.	MEMORANDA												
	af1. MEMORANDUM	1146											
	af2. MEMORANDUM	.01145											
	af3. MEMORANDUM	.01146											
	af4. MEMORANDUM	.01147											
	af5. MEMORANDUM	.01334											
ag.	OPERATING AND MAINTENANCE SCHEDULES												
ah.	OPERATIONAL REPORTS												
	ah1. EQUIPMENT INVENTORY REPORT	OM-177											

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

WP-23

Department of Water and Power

By: *Edward A. Cotton*

Date

4-11-91

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

Rev. No.

Office of (Original) Record RAYMOND C. FUR
 BY D. I. STANHOPE
 Power Operating and Maintenance

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	D	REMARKS
			OFFICE	CENTER	DESTROY							
	ai. OPERATIONS & MAINTENANCE PROCEDURES											
	aj. PARTICIPANT CONTRACTS											
	ak. PERMITS											
	ak1. ANNUAL BILLING PERMIT TO OPERATE	700112										
	al. PERSONNEL CONTRACTS											
	am. PROCUREMENT/SALES CONTRACTS											
	an. PROPOSALS											
	ao. PUBLIC RELATIONS COMMUNICATIONS											
	ap. PURCHASE ORDERS											
	ap1. PURCHASE ORDER	,00001										
	aq. ROUTING SLIPS											
	aq1. ASSIGNMENT	OM-117										
	ar. STATUS REPORTS											
	as. SURVEYS/QUESTIONNAIRES											
	at. TECHNICAL REPORTS											
	au. TEST RECORDS											
	av. TIMEKEEPING RECORDS											
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS											
	aw1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384										
	aw2. TRANSMITTAL	CAO 649D										
	ax. TURNOVER PACKAGE RECORDS											
44	PRINTS, DRAWINGS, DIAGRAMS & MAPS		S+2	--	S+2							
	a. DATA SHEETS											
	b. DRAWINGS											
	c. DWP CONSTRUCTION DRAWINGS											
	d. DWP ELECTRICAL DRAWINGS											
	e. DWP EQUIPMENT DRAWINGS											
	e1. CIRCUIT DIAGRAM (VITAL)	OM-276										
	e2. EQUIPMENT DRAWING (VITAL)											
	e3. MICROWAVE CHANNEL ASSIGNMENT (VITAL)											
	f. DWP FABRICATION DRAWINGS											
	g. DWP FLOW DIAGRAMS											
	h. DWP LINE DRAWINGS/DIAGRAMS											
	i. DWP MAPS											
	j. DWP OPERATION DRAWINGS/DIAGRAMS											
	j1. SCHEMATIC DRAWING (VITAL)											
	k. DWP PIPING DRAWINGS											

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y L P	N I S	C O T	REMARKS
			OFFICE	CENTER	DESTROY				
l.	DWP PROJECT LAYOUT DRAWINGS								
11.	BLOCK & LEVEL DRAWING (VITAL)					V			
m.	DWP SPACE ALLOCATION DRAWINGS								
n.	DWP STRUCTURAL STEEL DETAIL DRAWINGS								
o.	DWP WIRING DRAWINGS/DIAGRAMS								
o1.	WIRING DRAWING (VITAL)					V			
p.	FOREIGN CONSTRUCTION DRAWINGS								
q.	FOREIGN ELECTRICAL DRAWINGS								
r.	FOREIGN EQUIPMENT DRAWINGS								
s.	FOREIGN MECHANICAL DRAWINGS								
t.	FOREIGN STANDARD PLANS CITY OF LOS ANGELES								
u.	INTRADPARTMENTAL COMMUNICATIONS								
u1.	INTRA-DEPARTMENTAL	1455							
u2.	INTRA-DEPARTMENTAL	.01455							
v.	JOB SCHEDULES								
w.	LETTERS								
x.	LOGS/INDICES								
y.	MANAGEMENT PROCEDURES								
z.	MANAGEMENT REPORTS								
z1.	POWER SYSTEM STATEMENT	FPC-12							
aa.	MEMORANDA								
aa1.	MEMORANDUM	.01145							
aa2.	MEMORANDUM	.01146							
aa3.	MEMORANDUM	.01147							
ab.	OPERATING AND MAINTENANCE SCHEDULES								
ac.	OPERATIONS & MAINTENANCE PROCEDURES								
ad.	REQUISITIONS								
ad1.	REQUEST FOR PRINTS	DC-267							
ae.	SKETCHES								
af.	SPACE/EQUIPMENT ALLOCATION RECORDS								
ag.	TURNOVER PACKAGE RECORDS								
45	PRIVATE & PUBLICLY-OWNED UTILITIES		AR	2	AR+2				

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Raymond C. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
46	RECORDS MANAGEMENT FILES		S	2	S+2				
	a. MANAGEMENT REPORTS								
	b. RECORDS RETENTION AUTHORIZATIONS								
	b1. RECORDS RETENTION AUTHORIZATION	.02317							
	c. RETENTION SCHEDULES								
	c1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61							
	c2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60							
47	REQUISITIONS FOR PURCHASE - NON-DWP (INTERMOUNTAIN POWER FACILITY)		C+5	--	C+5				
48	ROSTERS & SCHEDULES		S+2	--	S+2				
	a. CHANGE DOCUMENTS								
	b. EMPLOYMENT RECORDS								
	b1. WORK SCHEDULE ASSIGNMENT	DM-396							
	c. JOB SCHEDULES								
	d. LOGS/INDICES								
	e. MEMORANDA								
	e1. MEMORANDUM	X-109							
	e2. MEMORANDUM	.01334							
	e3. MEMORANDUM	.01335							
	f. OPERATING AND MAINTENANCE SCHEDULES								
	g. TIMEKEEPING RECORDS								
	g1. REQUEST FOR TEMPORARY SHIFT CHANGE	2811,16647							
	h. WAGE/SALARY STRUCTURE RECORDS								
	h1. PAY CHECK ROLL	.00023							
49	SAFETY FILES		AR	10	AR+10				
	a. AGENDA								
	b. ANNOUNCEMENTS/BULLETINS								
	c. CLAIMS								
	c1. ACCIDENT ANALYSIS	.02747							
	c2. ACCIDENT/INCIDENT PRELIMINARY REPORT	DM-741							
	c3. STATEMENT OF ACCIDENT	.00970							
	c4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364							
	d. CLERICAL PROCEDURES/INSTRUCTIONS								
	d1. CLERICAL PROCEDURE	DM-352							
	e. CONTRACT ADMINISTRATION RECORDS								
	f. CONVERSATION RECORDS								

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	H	I	S	T	REMARKS
			OFFICE	CENTER	DESTROY							
g.	CUSTOMER SERVICE RECORDS											
h.	DATA SHEETS											
h1.	DAILY OPERATIONAL CHECK BY CRANE OPERATOR	ORIG112										
h2.	FIRE EXTINGUISHER REPORT	APP-6										
i.	DEPARTMENT AWARDS RECORDS											
j.	DWP EQUIPMENT DRAWINGS											
k.	DWP INSPECTION RECORDS											
k1.	230 KV & 440V BREAKER	S-115										
k2.	AIR FILTERS MONTHLY INSPECTION REPORT	ORIG-68										
k3.	DISTILLATE TANK AREA ANNUAL FIRE PROTECTION EQUIPMENT, ANNUAL TEST DATA SHEET	S-120-1										
k4.	DISTILLATE TANK AREA, FIRE PROTECTION EQUIPMENT MONTHLY INSPECTION SHEET	S-121										
k5.	ELEVATOR STAIRCASE (CLEANING & LIGHTING)	S-110-21										
k6.	EMERGENCY LIGHT	S-112										
k7.	FIRE BLANKET	ORIG68-A										
k8.	FIRE HOSE REEL STATION INSPECTION SHEET	S-118										
k9.	FIRE PUMP TEST	S-104										
k10.	GAS TURBINES CO2 FIRE PROTECTION EQUIPMENT MONTHLY INSPECTION SHEET	S-123-1										
k11.	GRINDER INSPECTION SHEET	ORIG-128										
k12.	JOB SITE INSPECTIONS	ORIG 92A										
k13.	JOB SITE INSPECTIONS	ORIG 92C										
k14.	JOB SITE INSPECTIONS	ORIG 92F										
k15.	JOB SITE INSPECTIONS	ORIG 92										
k16.	LABORATORY FACE SHIELD MONTHLY INSPECTION	ORIG118										
k17.	LABORATORY FIRST AID KIT MONTHLY INSPECTION	S-106										
k18.	LABORATORY MONTHLY SAFETY INSPECTION	ORIG 117										
k19.	MAIN ACB ARC BLAST RESERVOIR & COMPRESSOR	S-119										
k20.	MONTHLY CHLORINE CYLINDER'S EMERGENCY REPAIR KIT INSPECTION	S-107										
k21.	OIL SPILL PREVENTION INSPECTION	S-117-25										
k22.	PERIMETER FENCE & YARD INSPECTION	S-103										
k23.	QUARTERLY INSPECTION REPORT CARDOX FIRE PROTECTION SYSTEM	S-125										
k24.	RELIEF CREW DUTIES (DAILY)	S-108-13										
k25.	RELIEF CREW DUTIES (MONTHLY)	S-109-21										
k26.	RELIEF CREW DUTIES (MONTHLY)	S-116										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 753 FJ

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record
Power Operating and Maintenance

Certified per Sec. 112.3(e) of LA Admin Code

By: *Edward A. Cotton*

Page: 062 of 106

Date: 4-11-91

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	R	REMARKS
			OFFICE	CENTER	DESTROY					
	k27. RELIEF CREW DUTIES (MONTHLY) MAIN TRANSFORMER BANK	S-202								
	k28. RESCUE BREATHING EQUIPMENT INSPECTION	S-105								
	k29. SAFETY EYEWASH & SHOWER, MONTHLY INSPECTION	ORIG. #95								
	k30. SAFETY INSPECTION	CPP-45								
	k31. STAIRWELL (CLEANING & LIGHTING)	S-111-21								
	k32. STATION BATTERY ROOMS SAFETY EQUIPMENT CHECK	S-102								
	k33. UNDERGROUND STORAGE TANKS ABANDONED-IN-PLACE INSPECTION CHECKLIST	ORIG-170A								
	k34. UNIT SERVICE TRANSFORMER BANK (RECLAMP, CLEAN, & INSPECT)	S-114								
	l. DWP LINE DRAWINGS/DIAGRAMS									
	m. EDUCATION/TRAINING RECORDS									
	n. EMPLOYEE BENEFITS/COMPENSATION RECORDS									
	n1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020								
	n2. INJURY SUMMARY	MS 309								
	o. EMPLOYMENT RECORDS									
	p. ENGINEERING STUDIES									
	p1. FAULT ANALYSIS REPORT	.02076								
	q. ENVIRONMENTAL REPORTS									
	r. EXTERNAL INSPECTION RECORDS									
	s. HAZARDOUS MATERIALS ADMINISTRATION RECORDS									
	s1. UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A								
	t. INTRADEPARTMENTAL COMMUNICATIONS									
	t1. INTRA-DEPARTMENTAL	.01455								
	u. INVOICES/PAYMENTS									
	v. JOB FILE DATA									
	w. LEGAL APPLICATIONS									
	x. LEGAL ORDERS/FILINGS									
	y. LETTERS									
	z. LOGS/INDICES									
	z1. ACCIDENT PREVENTION TAG MONTHLY INVENTORY ORDER SHEET	S-101								
	z2. DAILY MAINTENANCE LOG	76-183								
	z3. LOG OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200								
	aa. MANAGEMENT PROCEDURES									
	aa1. ADMINISTRATIVE PROCEDURE	OM-155								

Date: FEBRUARY 15, 1990.

Sch. No.

Department/Bureau 01 0753 FJ

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

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date 4-11-91

Rev. No.

Office of Operations & BUREAU

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

Date

Power Operations and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	O	P	REMARKS
			OFFICE	CENTER	DESTROY								
ab.	MANAGEMENT REPORTS												
ac.	MANAGEMENT SCHEDULES												
ad.	MEETING ATTENDANCE RECORDS												
ad1.	ATTENDANCE SHEET - TRANSMISSION	OM-816											
ae.	MEETING MINUTES												
af.	MEMORANDA												
af1.	MEMORANDUM	87-69-078BX											
af2.	MEMORANDUM	OM-259											
af3.	MEMORANDUM	OVES-02											
af4.	MEMORANDUM	.01145											
af5.	MEMORANDUM	.01146											
af6.	MEMORANDUM	.01147											
af7.	MEMORANDUM	.01334											
af8.	MEMORANDUM	.01335											
af9.	SERVICE CONFIRMATION MEMO	.02413											
ag.	OPERATING AND MAINTENANCE SCHEDULES												
ah.	OPERATIONAL REPORTS												
ah1.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3,03191											
ah2.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695											
ai.	OPERATIONS & MAINTENANCE PROCEDURES												
ai1.	HAZARDOUS MATERIALS & WASTE PROCEDURE	OM-764											
aj.	POSITION DESCRIPTIONS												
ak.	PROGRESS PHOTOGRAPHS												
al.	PROPOSALS												
am.	PUBLIC RELATIONS COMMUNICATIONS												
an.	REQUISITIONS												
an1.	REPROGRAPHICS CENTER	M5452											
an2.	REQUEST FOR SERVICES OR SUPPLIES	.01321											
an3.	REQUEST FOR STATIONERY SUPPLIES	.00903											
an4.	REQUEST FOR SUPPLIES	.01321											
an5.	REQUISITION FOR MATERIAL/SERVICES	.01660											
an6.	REQUISITION FOR STATIONERY SUPPLIES	.00903											
ao.	ROUTING SLIPS												
ao1.	ASSIGNMENT	OM-117											
ao2.	SYSTEM MAINTENANCE ASSIGNMENT	OM-700											
ap.	STANDARDS												
aq.	SURVEYS/QUESTIONNAIRES												
ar.	TELEX/TWX/TELECOPY COMMUNICATIONS												
as.	TEST RECORDS												

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Robert A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
	as1. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	,01774									
	at. TIMEKEEPING RECORDS										
	at1. ATTENDANCE ROSTER	OM-579									
	au. TRANSMITTALS/ACKNOWLEDGEMENTS										
	av. WORK PACKAGE RECORDS										
	av1. SAFETY SUGGESTION	ORIG113A									
50	STATION INFORMATION FILES		S	2	S+2						
	a. AGENDA										
	b. ANNOUNCEMENTS/BULLETINS										
	b1. MEETING ANNOUNCEMENT	DC519									
	c. BID RECORDS										
	c1. BID	1799-									
	c2. BID FOR WORK/REQUEST FOR OPERATOR	OM-103									
	d. BUDGET RECORDS - PROJECTED										
	d1. AUTHORIZATION FOR EXPENDITURE	1611									
	d2. AUTHORIZATION FOR EXPENDITURE	2911									
	d3. COST CODE ESTIMATE	,02908									
	d4. COST ESTIMATE	2544									
	d5. COST ESTIMATE	2547									
	d6. COST ESTIMATE	82-330									
	d7. COST ESTIMATE	,02544									
	d8. COST ESTIMATE	,03038									
	d9. PRELIMINARY ESTIMATE	82-320									
	d10. PRELIMINARY ESTIMATE	OM-320									
	d11. REQUEST FOR CHANGE IN ORIGINAL JOB	76-42									
	d12. SUPPLEMENTARY INFORMATION SUPPORTING AUTHORIZATION FOR EXPENDITURE	,02650									
	e. CHANGE DOCUMENTS										
	e1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	,00815									
	e2. WORK SCHEDULE CHANGE RECORD	82-209									
	e3. WORK SCHEDULE CHANGE RECORD	82-247									
	f. CLAIMS										
	f1. ACCIDENT ANALYSIS	,02747									
	f2. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741									
	f3. STATEMENT OF ACCIDENT	970									
	f4. STATEMENT OF ACCIDENT	,00970									

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Rev. No. 1

Department of Water and Power
Office of (Original) Records
RAYMOND C. BURK
Power Operating and Maintenance

By: (City Clerk)

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

Date

Date

Raymond A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	S	C	R	REMARKS
			OFFICE	CENTER	DESTROY						
	f5. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364									
	g. CLERICAL PROCEDURES/INSTRUCTIONS										
	h. DATA SHEETS										
	h1. ENGINEERING DATA SHEET	.03091									
	h2. STATION HOURLY REPORT	OM-965									
	i. DEPARTMENT REAL ESTATE RECORDS										
	j. DRAWINGS										
	k. DWP FLOW DIAGRAMS										
	l. DWP INSPECTION RECORDS										
	l1. INSPECTION REPORT	72-0050									
	m. DWP LINE DRAWINGS/DIAGRAMS										
	n. DWP MAPS										
	o. DWP OPERATION DRAWINGS/DIAGRAMS										
	p. DWP PROJECT LAYOUT DRAWINGS										
	q. DWP WIRING DRAWINGS/DIAGRAMS										
	r. EMPLOYEE ACCOUNTS RECORDS										
	r1. PERSONAL VEHICLE AUTHORITY REQUEST	OM-389									
	s. EMPLOYEE BENEFITS/COMPENSATION RECORDS										
	s1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020									
	t. EMPLOYEE SUGGESTION PLANS										
	u. ENGINEERING STUDIES										
	u1. FAULT ANALYSIS REPORT	.02076									
	v. ENVIRONMENTAL REPORTS										
	w. INFORMATION SERVICES RECORDS										
	x. INTERDEPARTMENTAL COMMUNICATIONS										
	x1. INTER-DEPARTMENTAL	.38824									
	x2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160									
	y. INTRADEPARTMENTAL COMMUNICATIONS										
	y1. INTRA-DEPARTMENTAL	87-69-074									
	y2. INTRA-DEPARTMENTAL	.01455									
	y3. INTRA-DEPARTMENTAL	.01456									
	z. INVOICES/PAYMENTS										
	z1. DELIVERY RECEIPT	.00817									
	z2. FOREMAN'S MATERIAL CREDIT	39									
	z3. NOTICE OF CHANGE IN ORIGINAL ESTIMATE	76-42									
	z4. RECEIPT FOR CONSIGNED GOODS RETURNED	1617									
	z5. REPORT OF MATERIAL RECEIVED	361									
	aa. JOB FILE DATA										

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY							
	aa1. ENGINEER'S INSTRUCTION SHEET	.03143										
	aa2. OPERATING ENGINEER'S ORDER	82-268										
	aa3. OPERATING ENGINEER'S ORDER	0M-018										
	aa4. OPERATING ORDER	0M-113										
	ab. JOB SCHEDULES											
	ab1. JOB SEQUENCE SCHEDULE	DC027										
	ac. LEGAL NOTIFICATIONS											
	ac1. CITATION	CAL/OSHA										
	ad. LETTERS											
	ae. LOGS/INDICES											
	af. MANAGEMENT PROCEDURES											
	ag. MANAGEMENT REPORTS											
	ah. MANAGEMENT SCHEDULES											
	ai. MEETING MINUTES											
	aj. MEMORANDA											
	aj1. CORRECTION NOTICE	993										
	aj2. MEMORANDUM	1146										
	aj3. MEMORANDUM	1147										
	aj4. MEMORANDUM	1334										
	aj5. MEMORANDUM	1335										
	aj6. MEMORANDUM	1336										
	aj7. MEMORANDUM	87-69-078BX										
	aj8. MEMORANDUM	87-69-078										
	aj9. MEMORANDUM	.01145										
	aj10. MEMORANDUM	.01146										
	aj11. MEMORANDUM	.01147										
	aj12. MEMORANDUM	.01334										
	aj13. MEMORANDUM	.01335										
	aj14. MEMORANDUM	.38825										
	aj15. MESSENGER MEMO	.01287										
	ak. OPERATING AND MAINTENANCE SCHEDULES											
	a1. OPERATIONAL REPORTS											
	a11. APPARATUS TROUBLE REPORT	5-667										
	a12. APPARATUS TROUBLE REPORT	82-384										
	a13. AUTOMATIC OSCILLOGRAPH OPERATION REPORT	.02076										
	a14. DAILY OPERATING RECORD RECEIVING STATION TRANSFORMERS	.02603										
	a15. EXPERIMENTAL TROUBLE REPORT	0M-409										
	a16. FAULTY EQUIPMENT REPORT	.00035										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

Page: 067 of 106

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: *Edward A. Cotton*

Date: 4-11-91

Rev. No.

Office of (Original) Records **RAYMOND C. GURNEY**

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

Date

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	a17. RELAY OPERATION REPORT	.00947							
	a18. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3							
	am. OPERATIONS & MAINTENANCE PROCEDURES								
	an. PERMITS								
	an1. ENCROACHMENT PERMIT	P-202							
	ao. PROGRESS PHOTOGRAPHS								
	ap. PUBLIC RELATIONS COMMUNICATIONS								
	aq. PURCHASE ORDERS								
	aq1. PURCHASE ORDER	.00001							
	aq2. PURCHASE ORDER	.00003							
	aq3. SUB-PURCHASE ORDER	.00008							
	ar. REQUISITIONS								
	ar1. BILL OF MATERIAL REQUISITION	2661							
	ar2. DISCONNECTING SWITCH ORDER	.01194							
	ar3. EQUIPMENT TRANSFER	1217							
	ar4. LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735							
	ar5. MAINTENANCE JOB ORDER	87-14-000							
	ar6. MAINTENANCE, REPAIR AND SHOP SECTION	76-56							
	ar7. REQUEST FOR MAINTENANCE	OM-296							
	ar8. REQUEST FOR SERVICES OR SUPPLIES	1321							
	ar9. REQUISITION FOR MATERIAL/SERVICES	.01660							
	ar10. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2211							
	ar11. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211							
	ar12. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672							
	ar13. WORK ORDER	.02822							
	as. ROUTING SLIPS								
	as1. REFERENCE SLIP	185							
	at. SPECIFICATIONS								
	at1. SPECIFICATION	1799							
	au. TEST RECORDS								
	au1. LABORATORY AND TECHNICAL SERVICES SUPPLEMENTARY REPORT	DC608							
	av. TIMEKEEPING RECORDS								
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS								
	aw1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
	aw2. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

Page: 068 of 106

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

MP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Records
RAYMOND C. BUREAU
Power Operating Division

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

Date

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY								
	aw3. TRANSMITTAL	94/DC157											
	aw4. TRANSMITTAL	94											
	aw5. TRANSMITTAL	.00028											
	aw6. TRANSMITTAL SLIP	3014											
	ax. VENDOR MANUALS/CATALOGS												
	ay. WORK PACKAGE RECORDS												
	ay1. CONSTRUCTION WORK PACKAGE MATERIAL PROCUREMENT CHECKLIST	DC575											
	ay2. CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764											
	ay3. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540											
51	SUBJECT & CORRESPONDENCE FILES												
	a. ADDENDA TO SPECIFICATIONS		AR	2	AR+2								
	b. AFFIRMATIVE ACTION/EEO RECORDS												
	b1. DISCRIMINATION COMPLAINT APPEAL	EEO-003											
	b2. DISCRIMINATION COMPLAINT RESPONSE	EEO-002											
	b3. EMPLOYEE'S REQUEST FOR APPEAL OF GRIEVANCE	P&E GP-03											
	b4. GRIEVANCE APPEAL	LR-003											
	b5. GRIEVANCE INITIATION	LR-001											
	b6. GRIEVANCE RESPONSE	LR-002											
	b7. INITIAL FORMAL PRESENTATION OF GRIEVANCE	GP-01											
	b8. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77											
	b9. NOTICE OF TERMINATION OR SUSPENSION	FA3											
	c. AGENDA												
	d. AGENDA ITEMS												
	e. ANNOUNCEMENTS/BULLETINS												
	e1. CIVIL SERVICE JOB ANNOUNCEMENT	PDR 10											
	e2. CIVIL SERVICE JOB ANNOUNCEMENT	PDR 20											
	e3. DAILY WEATHER BULLETIN	1531											
	e4. EPISODE ANNOUNCEMENT	OM-1203											
	e5. EPISODE TERMINATION MESSAGE	OM-252											
	e6. HOUSING VACANCY ANNOUNCEMENT	OM-807											
	e7. MEETING ANNOUNCEMENT	DC519											
	e8. OPERATING BULLETIN	OM-170											
	f. BID RECORDS												
	f1. BID FOR WORK/REQUEST FOR OPERATOR	OM-103											
	f2. BID NOTICE	.03214											

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 00753 FJ

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

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: (City Clerk)

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

Date

Date

Edward A. Cotton
4-11-91

Rev. No.

Office of (Original) Records
RAYMOND C. CURR
Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
f3.	BIDDING DOCUMENT	1799-B							
f4.	POSITIONS OPEN FOR BID	OM-102							
f5.	POWER STATION BID	82-51							
f6.	POWER STATION POSITION BID	82-51							
f7.	POWER STATION POSITION BID	OM-057							
f8.	REQUEST FOR BID	.01027							
f9.	SPECIAL INSTRUCTIONS & INFORMATION SHEET	.03030							
f10.	STANDARD BID SHEET	82-386							
f11.	STANDARD BID SHEET	OM-463							
g.	BUDGET RECORDS - ACTUAL								
g1.	EXPENDITURE DETAIL	.03193							
h.	BUDGET RECORDS - PROJECTED								
h1.	AUTHORIZATION FOR EXPENDITURE	1611,15345							
h2.	AUTHORIZATION FOR EXPENDITURE	1611							
h3.	AUTHORIZATION FOR EXPENDITURE	1612,01612							
h4.	AUTHORIZATION FOR EXPENDITURE	1612							
h5.	AUTHORIZATION FOR EXPENDITURE	2911,02911							
h6.	AUTHORIZATION FOR EXPENDITURE	2911							
h7.	AUTHORIZATION FOR EXPENDITURE	.01612							
h8.	COST ESTIMATE	2544							
h9.	COST ESTIMATE	2547,16373							
h10.	COST ESTIMATE	2547							
h11.	COST ESTIMATE	OM-330							
h12.	COST ESTIMATE	.02544							
h13.	CREDIT ESTIMATE	.02912							
h14.	ENGINEER'S DETAILED ESTIMATE	1041							
h15.	ENGINEER'S ESTIMATE AND AUTHORIZATION	1040							
h16.	ESTIMATE WORKSHEET	76-37							
h17.	MATERIAL AND LABOR ESTIMATE	376,00376							
h18.	MATERIAL AND LABOR ESTIMATE	376,14284							
h19.	MATERIAL AND LABOR ESTIMATE	376							
h20.	PRELIMINARY ESTIMATE	1548							
h21.	PRELIMINARY ESTIMATE	2908							
h22.	PRELIMINARY ESTIMATE	82-320							
h23.	PRELIMINARY ESTIMATE	OM-320							
h24.	PRELIMINARY ESTIMATE	.15280							
h25.	REQUEST FOR CHANGE IN ORIGINAL JOB	76-42							
h26.	STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378							
1.	CHANGE DOCUMENTS								

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0 753 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power
Office of (Original) Records
Power Operating and Maintenance

By: (Dept. Head)

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

Date

Robert A. Cotton 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	REMARKS
			OFFICE	CENTER	DESTROY				
p1.	AMENDMENT TO AGREEMENTS ASEA	,03384							
q.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS								
r.	CONVERSATION RECORDS								
r1.	CALL SLIP	146							
r2.	CALL SLIP	148							
r3.	CALL SLIP	,00148							
r4.	CALL SLIP	,00198							
r5.	RECORD OF CONVERSATION	DC772A							
s.	CUSTOMER SERVICE RECORDS								
s1.	APPLICATION FOR POWER	1013							
s2.	APPLICATION FOR POWER SERVICE	145							
s3.	METER AND SERVICE ORDER ELECTRIC	2143,15939							
s4.	SERVICE ORDER	1120							
s5.	SERVICE ORDER	,02343							
t.	DATA SHEETS								
t1.	DAILY OPERATING RECORD	,00641							
t2.	DAILY OPERATING RECORD	,01342							
t3.	ENGINEERING DATA SHEET	,01155							
t4.	ENGINEERING DATA SHEET	,03091							
t5.	FEEDER MAXIMUM AMPERE DEMAND	DC-358							
t6.	LOS ANGELES AQUEDUCT HYDROGRAPHIC PATROL	14							
t7.	MONTHLY ODOHETER READING	76-21							
t8.	RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS	E-15							
t9.	STATION HOURLY REPORT	OM-965							
t10.	VITAL RECORDS INFORMATION SHEET	GEN. 66							
u.	DEPARTMENT AWARDS RECORDS								
u1.	SAFETY INCENTIVE PROGRAM SUPERVISOR'S REPORT OF ELIGIBILITY	R&A-70							
v.	DEPARTMENT REAL ESTATE RECORDS								
v1.	NOTICE OF ENCROACHMENT OR OTHER VIOLATION	82-434							
w.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS								
x.	DESIGN CALCULATIONS								
x1.	CALCULATION SHEET	1155							
y.	DESIGN CRITERIA RECORDS								
y1.	DESIGN CRITERIA	DC784A							
z.	DESIGN REPORTS								
aa.	DESTRUCTION RECORDS								
aa1.	AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48							
aa2.	OBSOLETE RECORDS RECOMMENDED FOR DESTRUCTION	3140							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	O	N	R	REMARKS
			OFFICE	CENTER	DESTROY								
aa3.	RECORDS RECOMMENDED FOR DESTRUCTION	3129,03129											
aa4.	RECORDS RECOMMENDED FOR DESTRUCTION	3129											
aa5.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	48-625											
ab.	DETAIL PHOTOGRAPHS												
ab1.	STILL PHOTOGRAPHY RIDER	MPC-1M											
ac.	DRAWINGS												
ac1.	POWER SYSTEM DIAGRAM	OES-LCM67											
ad.	DWP CONSTRUCTION DRAWINGS												
ae.	DWP ELECTRICAL DRAWINGS												
af.	DWP EQUIPMENT DRAWINGS												
ag.	DWP FLOW DIAGRAMS												
ah.	DWP INSPECTION RECORDS												
ah1.	BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380											
ah2.	INVESTIGATION OF INJURY, EQUIPMENT DAMAGE AND/OR SERVICE INTERRUPTION	OTC-164											
ah3.	OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	14380											
ah4.	PCB QUARTERLY INSPECTION REPORT	03-443											
ah5.	SAFETY INSPECTION	CPP-45											
ah6.	SAFETY INSPECTION	OVES-01											
ah7.	SUBSTATION OPERATION SUPERINTENDENT'S SAFETY INSPECTION	OM-802											
ah8.	SUPERVISOR'S MONTHLY TOOL INSPECTION REPORT	82-300											
ai.	DWP LINE DRAWINGS/DIAGRAMS												
aj.	DWP MAPS												
ak.	DWP OPERATION DRAWINGS/DIAGRAMS												
al.	DWP PIPING DRAWINGS												
am.	DWP PROJECT LAYOUT DRAWINGS												
an.	DWP SPACE ALLOCATION DRAWINGS												
ao.	DWP STRUCTURAL STEEL DETAIL DRAWINGS												
ap.	DWP WIRING DRAWINGS/DIAGRAMS												
aq.	EDUCATION/TRAINING RECORDS												
aq1.	NUS MAINTENANCE TRAINING PROGRESS RECORD	OM-585											
aq2.	SUBSTATION OPERATIONS TRAINING APPRENTICESHIP FIELD REPORT	AFR(T06)											
aq3.	TUITION REIMBURSEMENT APPLICATION	HR269											
ar.	EMPLOYEE ACCOUNTS RECORDS												

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0753 FJ

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

Page: 073 of 106

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: (Dept. Clerk)

Date: 4-11-91

Rev. No.

Office of (Original) Record

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

Date

PAYROLL AND MAINTENANCE
BY D. J. MAHONEY

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	P	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
ar1.	AUTHORITY FOR PAYROLL DEDUCTION TO BE USED FOR WELFARE ACCOUNTS	16000									
ar2.	AUTHORITY TO OBTAIN TRANSPORTATION	,00280									
ar3.	EMPLOYEES ENTITLED TO SUBSISTENCE	OM-394									
ar4.	GASOLINE CREDIT CARD REQUIREMENTS	OM-693									
ar5.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	45									
ar6.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045									
ar7.	MILEAGE REIMBURSEMENT	OM-872									
ar8.	MILEAGE STATEMENT	,00626									
ar9.	PERSONAL AUTOMOBILE AUTHORITY	,02586									
ar10.	PERSONAL AUTOMOBILE AUTHORITY REQUEST	82-389									
ar11.	PERSONAL EXPENSE ACCOUNT	OM-181									
ar12.	PERSONAL VEHICLE AUTHORITY REQUEST	OM-389									
ar13.	PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085									
ar14.	REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261									
ar15.	REPLACEMENT ID CARD LETTER	OM-586									
ar16.	REQUEST FOR MILEAGE AUTHORITY	R&D 59									
ar17.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	,00415									
ar18.	TAKE HOME VEHICLE WORKSHEET	OM-590									
ar19.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316									
as.	EMPLOYEE BENEFITS/COMPENSATION RECORDS										
as1.	APPLICATION FOR MILITARY SERVICE COMPENSATION	2808									
as2.	APPLICATION FOR NORMAL RETIREMENT	OM-238									
as3.	DOCTOR'S FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5021									
as4.	DOCTOR'S RETURN TO WORK	,02202									
as5.	DOCTORS FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	12-3390									
as6.	DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948									
as7.	EMPLOYEE CERTIFICATE OF DISABILITY	,02864									
as8.	EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032									
as9.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020									
as10.	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 = Superseded

T = Termination

Richard A. Cotton
 4-11-91

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	M	D	REMARKS
			OFFICE	CENTER	DESTROY					
as11.	EMPLOYER'S REPORT OF INDUSTRIAL INJURY	C-3								
as12.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020								
as13.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032								
as14.	EXAMINATION FOR RETURN TO DUTY	2249								
as15.	REPORT OF PERSONAL INJURIES	32,00032								
as16.	REPORT OF PERSONAL INJURIES	32,14031								
as17.	REPORT OF PERSONAL INJURIES	32								
as18.	REPORT OF PERSONAL INJURIES	.00032								
as19.	REQUEST FOR ADDITIONAL GARAGE SPACE	APP-49								
as20.	REQUEST FOR RETIREMENT	OM-588								
as21.	RETIREMENT, DISABILITY AND DEATH BENEFIT INSURANCE PLAN	.14730								
as22.	RETURN TO WORK LETTER	HR 948								
as23.	RETURN TO WORK SLIP	.01844								
as24.	STATE EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032								
as25.	STATE OF CALIFORNIA EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032								
as26.	WORKER'S COMPENSATION MEMORANDUM ON PERSONAL INJURY	.01335								
at.	EMPLOYEE HOME PURCHASE PROGRAM RECORDS									
at1.	HOUSING BID	OM-732								
au.	EMPLOYEE SUGGESTION PLANS									
au1.	RECEIVING & DISTRIBUTING STATIONS EMPLOYEE SAFETY RECOMMENDATIONS	82-99								
au2.	SUGGESTION	1R272								
au3.	SUGGESTION	.02558								
au4.	SUGGESTION EVALUATION REPORT	1R035								
av.	EMPLOYMENT RECORDS									
av1.	APPLICATION FOR EMPLOYMENT	PDR-1								
av2.	AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	.00469								
av3.	AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS	.00469								
av4.	CERTIFICATION LIST	PDAS 4								

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 000 253 FJ

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

Page: 075 of 106

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Records
RAYMOND C. BURR
Power Operating and Maintenance

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

Date

Robert A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	R	REMARKS
			OFFICE	CENTER	DESTROY						
av5.	CHANGE OF EMERGENCY INFORMATION	.03395									
av6.	EMPLOYEE DATA RECORD	2758									
av7.	EMPLOYEE DECLINATION OF TRANSPORTATION	RA-2886									
av8.	EMPLOYEE IDENTIFICATION CARD REPLACEMENT	OM-586									
av9.	EMPLOYEE PARKING APPLICATION	76-103									
av10.	EMPLOYEES RECORD	.02757									
av11.	EMPLOYMENT ELIGIBILITY VERIFICATION	1-9									
av12.	IDENTIFICATION CARD REQUEST FOR REPLACEMENT	OM-586									
av13.	INTERVIEW AND APPOINTMENT NOTICE	403									
av14.	INTERVIEW DATA SHEET	3381									
av15.	INTERVIEW FORM	OM-439									
av16.	NAME CHANGE	OM-346									
av17.	NOTICE OF COMMENDATION	GEN. 79									
av18.	NOTICE OF SAFETY INFRACTION	CPP-59									
av19.	NOTICE OF SAFETY INFRACTION	OVES-03									
av20.	PERSONNEL BID INFORMATION	0599									
av21.	PERSONNEL CHANGE SUBSTATION OPERATION	OM-101									
av22.	PERSONNEL INFORMATION FOR NEW EMPLOYEE	OM-1202									
av23.	PROBATION REPORT WORKSHEET	PD-061									
av24.	RECEIVING & DISTRIBUTING STATION SECTION OPERATING PERSONNEL CHANGE	28									
av25.	REPORT OF DRIVER'S TEST	76-45									
av26.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360,16183									
av27.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360									
av28.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360									
av29.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.16183									
av30.	REQUEST FOR CERTIFICATION	PDAS 15									
av31.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B									
av32.	REQUEST TO FILL POSITION	424									
av33.	REQUEST TO FILL POSITION	.00424									
av34.	TERMINATION OF EMPLOYMENT	.00723									
aw.	ENGINEERING STUDIES										
aw1.	AVAILABILITY/RELIABILITY IMPROVEMENT PROGRAM COMPONENT ANALYSIS	OM-1019									

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
	aw2. FAULT ANALYSIS REPORT	.02076									
	ax. ENVIRONMENTAL REPORTS										
	ax1. ANNUAL NOTICE - GROUND WATER EXTRACTION	SWRB-505; SWRB-5052									
	ax2. DISASTER DAMAGE	OM-378									
	ax3. EPISODE PREDICTION	OM-1192									
	ax4. EPISODE PREDICTION	OM-1203									
	ax5. EPISODE TERMINATION	OM-1051									
	ax6. SPILL AND CLEANUP REPORT	03-442									
	ax7. SPILL AND CLEANUP REPORT	03-449									
	ax8. SPILL AND CLEANUP REPORT	OM-186									
	ay. EXTERNAL INSPECTION RECORDS										
	ay1. FIRE/LIFE SAFETY VIOLATION	F-340-C									
	az. FEASIBILITY STUDIES										
	ba. FINANCIAL REPORTS										
	ba1. COST REPORT	1322,15034									
	ba2. DETAIL OF ADJUSTMENT VOUCHER CHARGES	A-13,516.2									
	ba3. GAS RATIONING PLAN	OM-962									
	ba4. MONTHLY REPORT OF REVENUES AND COLLECTIONS	A-13									
	bb. FLOWCHARTS										
	bc. FOREIGN MAPS										
	bd. FUELS ADMINISTRATION RECORDS										
	bd1. FUEL OIL TRANSFER	2772									
	be. HAZARDOUS MATERIALS ADMINISTRATION RECORDS										
	be1. CERTIFICATE OF DISCLOSURE OF HAZARDOUS SUBSTANCES	2002-H									
	be2. UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A									
	be3. UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039									
	bf. INFORMATION SERVICES RECORDS										
	bg. INTERDEPARTMENTAL COMMUNICATIONS										
	bg1. INTER DEPARTMENTAL ORDER	GEN. 34									
	bg2. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160									
	bh. INTERROGATORIES										
	bi. INTRADEPARTMENTAL COMMUNICATIONS										
	bi1. INTRA-DEPARTMENTAL	1455,15185									
	bi2. INTRA-DEPARTMENTAL	1455									
	bi3. INTRA-DEPARTMENTAL	1456,01456									
	bi4. INTRA-DEPARTMENTAL	1456									
	bi5. INTRA-DEPARTMENTAL	87-69-074									
	bi6. INTRA-DEPARTMENTAL	OM-259									

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0 753 FJ

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

Page: 077 of 106

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Record RAYMOND C. FUR

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

Date

Power Operating and Maintenance

Raymond A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
bi7.	INTRA-DEPARTMENTAL	,01455							
bi8.	INTRA-DEPARTMENTAL	,01456							
bi9.	INTRA-DEPARTMENTAL	,38824							
bi10.	INTRA-DEPARTMENTAL	,69074							
bj.	INVOICES/PAYMENTS								
bj1.	ACCOUNTS PAYABLE VOUCHER	AC286							
bj2.	ASSIGNMENT TELECOMMUNICATION SECTION FORM	OM-583							
bj3.	AUTHORITY FOR BILLING	,00364							
bj4.	AUTHORITY FOR BILLING FOR CONTRIBUTION IN AID OF CONSTRUCTION	66-38							
bj5.	AUTHORITY FOR BILLING FOR GUARANTEE OF PERMANENCY	GSD-66-151							
bj6.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405,00405							
bj7.	CASH ADVANCE	OM-414							
bj8.	CASH MEMORANDUM RECEIPT	,00982							
bj9.	CASH TRANSACTION	,01287							
bj10.	DELIVERY RECEIPT	,00817							
bj11.	DEPARTMENT TRANSFER	1409,15130							
bj12.	DEPARTMENT TRANSFER	,01409							
bj13.	FOREMAN'S MATERIAL CREDIT	39							
bj14.	INTERFUND BILLING WATER REVENUE FUND	,03105							
bj15.	INVOICE	PS-11-82, 76-1-555							
bj16.	INVOICE - POWER REVENUE FUND	,00168							
bj17.	INVOICE COLLECTIBLE	,00861							
bj18.	JOURNAL VOUCHER	,03103							
bj19.	JOURNAL VOUCHER	,19349							
bj20.	JOURNAL VOUCHER SUPPLEMENT	,01407							
bj21.	PETTY CASH VOUCHER	,00724							
bj22.	RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT	,02439							
bj23.	REPORT OF FUEL OIL RECEIVED	2771							
bj24.	REPORT OF GOODS RETURNED	,00400							
bj25.	REPORT OF MATERIAL RECEIVED	361,14268							
bj26.	REPORT OF MATERIAL RECEIVED	361							
bj27.	REPORT OF MATERIAL RECEIVED	,00361							
bj28.	REQUEST FOR PAYMENT	,03078							
bj29.	STATEMENT OF SETTLEMENT	,02122							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Edward A. Cotton

4-11-91

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	bj30. STORES RECEIVING COPY	.00003							
	bj31. SUB VOUCHER	.00046							
	bj32. TOOLS OR SUPPLIES RECEIVED	OM-453							
	bj33. VOUCHER CONTROL FORM	.01218							
	bk. JOB FILE DATA								
	bk1. OPERATING ENGINEER'S ORDER	82-268							
	bk2. OPERATING ENGINEERING ORDER	449							
	bk3. OPERATING ORDER	OM-113							
	bk4. SUMMARY OF DRAWING	DC005							
	b1. JOB SCHEDULES								
	b11. JOB SEQUENCE SCHEDULE	DC027							
	bm. JUDGEMENTS								
	bn. LEGAL APPLICATIONS								
	bo. LEGAL NOTIFICATIONS								
	bo1. CERTIFICATE OF OCCUPANCY	B-956							
	bo2. CITATION	CAL/OSHA							
	bo3. NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS	CP-2061							
	bo4. PARKING CITATION	76-105							
	bp. LEGAL ORDERS/FILINGS								
	bq. LETTERS								
	bq1. COMMITTEE CORRESPONDENCE	2865							
	bq2. COMMITTEE CORRESPONDENCE	.02865							
	bq3. COMMITTEE CORRESPONDENCE	.02867							
	br. LICENSES								
	bs. LITIGATION RECORDS								
	bs1. APCD HEARING ON SCATTERGOOD 3	1043-3; 1043-4							
	bt. LOGS/INDICES								
	bt1. AERIAL BOOM AND LADDER TRUCKS DAILY MAINTENANCE LOG	OM-474							
	bt2. BI-WEEKLY OVERTIME LOG ELECTRICAL STATION MAINTENANCE	OM-529							
	bt3. BUILDING REGISTER	.00105							
	bt4. BULK POWER - SENIOR DISPATCHER'S LOG	OM-568							
	bt5. BULK POWER - SENIOR DISPATCHER'S LOG	.02433							
	bt6. CONFIDENTIAL WORK SHEET PRIORITY RATINGS OF FEEDER CIRCUITS	R&D 37							
	bt7. CONTROL FORM	OM-545							
	bt8. DAILY OPERATING RECORD DISTRIBUTING STATION TRANSFORMER	.02602							

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

Certified per Sec. 12.3(g) of L.A. Adm. Code:

Page: 079 of 106

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No. 1

Office of (Original) ~~Water and Power~~
BY D. J. [Signature]

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

Date

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY									
	bt9. DAILY OPERATING RECORD FEEDER	.00642												
	bt10. DRIVER'S DAILY LOG	MCS-59												
	bt11. FORCED OUTAGE & LOAD LIMIT LOG	LDH 2013												
	bt12. INDICATORS CLEARANCES & OK'S TO	OM-392												
	bt13. INDIVIDUAL MONTHLY TOOL CHECK MEMORANDUM	.01147												
	bt14. KEY CARD	.01413												
	bt15. KEY ISSUE AUTHORIZATION	301-118												
	bt16. LOAD DISPATCHER'S LOG	OM-731												
	bt17. LOAD DISPATCHER'S LOG	.02432												
	bt18. LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS SOUTH SECTION	OM-566												
	bt19. LOAD DISPATCHER'S LOG GENERATION	OM-563-2												
	bt20. LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200												
	bt21. PERSONNEL ROSTER	OM-202												
	bt22. PROPERTY INVENTORY LISTING - ADJUSTMENT SHEET	157												
	bt23. PUBLIC AGENCY LOG OF OCCUPATIONAL INJURIES AND ILLNESS	OSHA 100A												
	bt24. RECORDS CENTER STORAGE SPACE	MS884												
	bt25. SENIOR DISPATCHER'S LOG DISTRIBUTION	OM-027												
	bt26. SIGNATURE CARD	OM-151												
	bt27. STATION OPEN HOUSE ATTENDANCE COUNT LOG	3												
	bt28. TASK LIST	R&A 01												
	bt29. TROUBLE CALL	OM-158												
	bt30. WORK ORDER LOG	OM-381												
	bu. MANAGEMENT PROCEDURES													
	bu1. ADMINISTRATIVE PROCEDURE	OM-155												
	bu2. EMERGENCY RESPONSE PROCEDURE	OM-775												
	bu3. TELECOMMUNICATION PROCEDURE	OM-552												
	bu4. WHAT TO DO IN CASE OF ACCIDENT	76-44												
	bv. MANAGEMENT REPORTS													
	bv1. ANNUAL ELECTRIC GENERATOR REPORT	EIA-860												
	bv2. ANNUAL ELECTRIC POWER SYSTEM REPORT	EIA-714												
	bv3. ANNUAL PROJECTION OF SYSTEM CHANGES	EIA-119A												
	bv4. ANNUAL REPORT OF PUBLIC ELECTRIC UTILITIES	EIA-412												
	bv5. ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200												
	bv6. DWP NAVAJO GENERATION PLAN	OM-914												
	bv7. EQ MASTER LISTING	AT 984 0P1												

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Raymond C. Fur
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	R	REMARKS
			OFFICE	CENTER	DESTROY					
bv8.	LOS ANGELES CITY PERSONNEL DEPARTMENT CERTIFICATION	PDAS 4								
bv9.	MONTHLY POWER PLANT REPORT	OMB-1905-0130								
bv10.	MONTHLY SUMMARY OF SYSTEM FAULTS 34.5 KV & ABOVE	DC 488								
bv11.	QUALITY ASSURANCE REPORT	DC237								
bv12.	SECURITY REPORT	HR963								
bv13.	SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 102								
bv14.	TECHNICAL GROUP LABORATORY AND INSTRUMENT REPAIR	100-C								
bv15.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069								
bv16.	TRANSMISSION LINES HELICOPTER PATROL REPORT	82-76								
bw.	MANAGEMENT SCHEDULES									
bw1.	VACATION SCHEDULE	.02294								
bx.	MEDICAL SCHEDULES									
bx1.	MED VAN SCHEDULING FORM	MV2								
by.	MEETING ATTENDANCE RECORDS									
bz.	MEETING MINUTE ITEMS									
ca.	MEETING MINUTES									
ca1.	REPORT OF MEETING	OM-259								
cb.	MEMORANDA									
cb1.	CORRECTION NOTICE	.00993								
cb2.	ENGINEERING MEMO	82-122								
cb3.	MEMORANDUM	1146,01146								
cb4.	MEMORANDUM	1146,14857								
cb5.	MEMORANDUM	1146,14858								
cb6.	MEMORANDUM	1146								
cb7.	MEMORANDUM	1147,01147								
cb8.	MEMORANDUM	1147								
cb9.	MEMORANDUM	1334,01334								
cb10.	MEMORANDUM	1334,15047								
cb11.	MEMORANDUM	1334,15048								
cb12.	MEMORANDUM	1334								
cb13.	MEMORANDUM	1335,01335								
cb14.	MEMORANDUM	1335								
cb15.	MEMORANDUM	1336,01336								
cb16.	MEMORANDUM	1336								
cb17.	MEMORANDUM	82-5005								
cb18.	MEMORANDUM	87-69-073								
cb19.	MEMORANDUM	87-69-076								

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau **01 753 FJ**

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

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power.

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Records **RAYMOND C. BUR**

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

Date

Richard A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY							
	cb20. MEMORANDUM	87-69-078BX										
	cb21. MEMORANDUM	87-69-078										
	cb22. MEMORANDUM	OM-259										
	cb23. MEMORANDUM	.01145										
	cb24. MEMORANDUM	.01146										
	cb25. MEMORANDUM	.01147										
	cb26. MEMORANDUM	.01334										
	cb27. MEMORANDUM	.01335										
	cb28. MEMORANDUM	.01336										
	cb29. MEMORANDUM	.14860										
	cb30. MEMORANDUM	.36825										
	cb31. MEMORANDUM	.38825										
	cb32. OFFICE MEMORANDUM	140										
	cb33. QUALITY ASSURANCE OFFICE MEMORANDUM	DC237										
	cb34. TEST & START-UP WORK PACKAGE TRANSMITTAL	DC 868										
	MEMORANDUM											
	cb35. WORK MEMO	OM-254										
	cc. OPERATING AND MAINTENANCE SCHEDULES											
	cc1. GENERATING STATION WORK SCHEDULE	100-A										
	cc2. OUTAGE SCHEDULE	.82109										
	cd. OPERATIONAL REPORTS											
	cd1. APPARATUS TROUBLE REPORT	5-667										
	cd2. APPARATUS TROUBLE REPORT	82-384										
	cd3. ATTAINED FIRST-STAGE EPISODE	OM-1054										
	cd4. AUTOMATIC OSCILLOGRAPH OPERATION REPORT	2076,15851										
	cd5. BACTERIOLOGICAL SUMMARY	WS-248										
	cd6. BULK POWER RECAP	2004										
	cd7. CASTAIC WATER - PYRAMID TO ELDERBERRY	82-379										
	cd8. CONSTRUCTION QUALITY VERIFICATION REPORT	DC013										
	cd9. DAILY OPERATING LOADS & RESOURCES	MF-9										
	cd10. DAILY OPERATING RECORD RECEIVING STATION	.02603										
	TRANSFORMERS											
	cd11. DAILY OPERATING RECORD TRANSMISSION AND	.02731										
	INTERCHANGE LINES AND CABLES											
	cd12. DAILY REPORT	82-150										
	cd13. DAILY REPORT OF POWER SYSTEM OPERATION	1391										
	cd14. DISPATCHER'S RELAY OPERATION REPORT	948										
	cd15. DRIVER'S TROUBLE REPORT	689,00689										
	cd16. DRIVER'S TROUBLE REPORT	689										

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
 (Original/Official Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Records
 RAYMOND C. FOR
 Power Operating and Maintenance

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

Date

Richard A. Cotton
 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
cd17.	DRIVER'S TROUBLE REPORT	.00689							
cd18.	EIA REPORTS STEAM ELECTRIC PLANT OPERATION & DESIGN REPORT	EIA-767							
cd19.	ELECTRIC TROUBLE SUMMARY DISTRIBUTION SYSTEM	OM-543							
cd20.	EQUIPMENT INVENTORY REPORT	03-448							
cd21.	EQUIPMENT INVENTORY REPORT	OM-177							
cd22.	EXPERIMENTAL TROUBLE REPORT	OM-409							
cd23.	FOREMAN'S DAILY REPORT	.00408							
cd24.	HELICOPTER PATROL REPORT	82-76							
cd25.	HELICOPTER PATROL REPORT	OM-475							
cd26.	LOAD DISPATCHER'S OFFICE DAILY SUMMARY & OPERATIONS	82-187							
cd27.	LOAD DISPATCHER'S OFFICE DAILY SUMMARY OF OPERATION	82-187							
cd28.	LOAD DISPATCHING HEADQUARTERS BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005							
cd29.	LOAD DISPATCHING HEADQUARTERS DISTRIBUTION SUMMARY OF INTERRUPTIONS	LDH #2008							
cd30.	LOST OR STOLEN TOOLS REPORT	OM-937							
cd31.	MONTHLY BULK PETROLEUM WHARFAGE AND STATISTICAL REPORT	ORMHM-611B							
cd32.	MONTHLY INTERCHANGE METER REPORT	.00603							
cd33.	MONTHLY MILEAGE STATEMENT	OM-085							
cd34.	MONTHLY REPORT ON STEP REGULATOR OPERATION	82-135							
cd35.	OPERATOR REPORT OF SERVICE INTERRUPTION AND/OR EQUIPMENT DAMAGE	OTC 163							
cd36.	OWENS VALLEY ELECTRIC SYSTEM MONTHLY GENERATION REPORT	0G-35A							
cd37.	P&C DIVISION QUALITY ASSURANCE OFFICE REPORT	DC237							
cd38.	POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3							
cd39.	POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	.03191							
cd40.	PRELIMINARY EVENT REPORT	OM-821							
cd41.	PRIORITY RATING OF FEEDER CIRCUITS DURING EMERGENCIES	R&D FORM 37							
cd42.	RELAY OPERATION REPORT	.00947							
cd43.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3, 03191							
cd44.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3							

Date: FEBRUARY 15, 1990

Sch. No. Department/Bureau 01 0 753 FJ

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

Page: 083 of 106

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23 Department of Water and Power
Rev. No. Office of (Original) Records
1 RAYMOND C. BUR.
Power Operating and Maintenance

By: (Dept. Head) *Raymond C. Cotton*
By: (City Clerk, Rec. Mgt. Off.)
Date 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
	cd45. REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695							
	cd46. STATEMENT OF SHOT INSULATORS & CONDUCTORS	TRAN 0001							
	cd47. STATION ELECTRICAL DESIGN SECTION	94							
	cd48. STRUCTURE MOVE REPORT	OM-032							
	cd49. SUBSTATION OPERATIONS PRELIMINARY EVENT REPORT	OM-821							
	cd50. TRANSMISSION LINE INCIDENT OR UNUSUAL EVENT FORM	OM-770							
	cd51. TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6220P2							
	cd52. VEHICLE TROUBLE REPORT	.00689							
	ce. OPERATIONS & MAINTENANCE PROCEDURES								
	ce1. DAILY INSTRUCTION & INFORMATION	.02813							
	ce2. HAZARDOUS WORK PROCEDURE	OM-798							
	ce3. POWER DRAFTING MANUAL	7.5.03							
	ce4. SYSTEM MAINTENANCE PROCEDURE	OM-596							
	cf. PARTICIPANT CONTRACTS								
	cg. PERMITS								
	cg1. APPLICATION FOR STATION AUTHORIZATION IN THE PRIVATE OPERATIONAL FIXED MICROWAVE RADIO SERVICE	OMB-3060-004							
	cg2. APPLICATION/PERMIT FOR PERMIT TO OPEN MANHOLE COVER	3.655							
	cg3. COMMUNICATION SITE REQUEST	2860-1							
	cg4. CONDITIONS FOR FILMING ON VALLEY GENERATING STATION PROPERTY	X-137							
	cg5. FILMING PERMIT SCHEDULE "A"	MPC-1A							
	cg6. PARADE PERMIT APPLICATION	02.57.0							
	cg7. PERMIT	76P238A							
	cg8. PERMIT ORDER	.00028							
	cg9. PERMIT TO REMOVE EQUIPMENT	.02807							
	cg10. POLE CONTACT CHANGE OR REMOVAL APPLICATION AND PERMIT	566							
	cg11. UTILITIES ENCROACHMENT PERMIT	DMO-M-P-302							
	ch. PERSONNEL CONTRACTS								
	ci. POSITION DESCRIPTIONS								
	ci1. AUTHORIZATION TO PREPARE FORM 2346	82-53							
	ci2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346							
	ci3. DUTIES DESCRIPTION RECORD	MS 131							
	ci4. POSITION DESCRIPTION	POES 3							
	cj. PROCUREMENT/SALES CONTRACTS								

Date: FEBRUARY 15, 1990

Sch. No. Department/Bureau 01 0 753 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code: Page: 084 of 106

WP-23 Department of Water and Power

By: (Dept. Head) *[Signature]* Date 4-11-91

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Rev. No. 1 Office of (Original) Record
RAYMOND C. BUR.
Power Operating and Maintenance

By: (City Clerk, Rec. Mgt. Off.) *[Signature]* Date 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	c	REMARKS
			OFFICE	CENTER	DESTROY				
ck.	PROFESSIONAL DEVELOPMENT RECORDS								
cl.	PROGRESS PHOTOGRAPHS								
cm.	PROPOSALS								
cm1.	PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353							
cn.	PUBLIC RELATIONS COMMUNICATIONS								
co.	PURCHASE ORDERS								
co1.	PURCHASE ORDER	1A							
co2.	PURCHASE ORDER	1B							
co3.	PURCHASE ORDER	3							
co4.	PURCHASE ORDER	.00001							
co5.	PURCHASE ORDER	.00002							
co6.	PURCHASE ORDER	.00003							
co7.	PURCHASE ORDER ADJUSTMENT	.87-02-806							
co8.	RECORD OF MATERIAL RECEIVED	361							
co9.	SUB-PURCHASE ORDER	.00008							
co10.	SUB-PURCHASE ORDER	.00009							
cp.	RECORD TRANSMITTALS								
cp1.	RECORDS TRANSFER CONTROL	2673,16508							
cp2.	RECORDS TRANSFER CONTROL	.02673							
cq.	RECORDS RETENTION AUTHORIZATIONS								
cq1.	RECORDS RETENTION AUTHORIZATION	.02317							
cr.	REQUISITIONS								
cr1.	BILL OF MATERIAL	1901							
cr2.	COMMUNICATION ENGINEERING ORDER	7839							
cr3.	COPY REQUEST	MS-452							
cr4.	DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690							
cr5.	EQUIPMENT TRANSFER	1217,01217							
cr6.	EQUIPMENT TRANSFER	1217,14930							
cr7.	EQUIPMENT TRANSFER	1217							
cr8.	EQUIPMENT TRANSFER	.00049							
cr9.	EQUIPMENT TRANSFER	.01217							
cr10.	FOREMAN'S MATERIAL REQUISITION	107							
cr11.	FOREMAN'S MATERIAL REQUISITION	.00106							
cr12.	FOREMAN'S ORDER	2723							
cr13.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068							
cr14.	INFORMATION SERVICES SUPPORT REQUEST	.03279							
cr15.	JOB ORDER	.00247							

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Richard A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	i	c	o	n	t	REMARKS
			OFFICE	CENTER	DESTROY								
cr16.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735											
cr17.	MAINTENANCE JOB ORDER	87-14-000											
cr18.	MAINTENANCE REQUEST	OM-525											
cr19.	MEMO MATERIAL REQUISITION	2102											
cr20.	OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025											
cr21.	PHOTOGRAPHIC REQUEST	.03247											
cr22.	PRE-APPROVED REQUEST FOR SUPPLIES	2849											
cr23.	PRINTING REQUISITION	.03068											
cr24.	REPRODUCTION SERVICE	.3056											
cr25.	REPROGRAPHICS CENTER	MS452											
cr26.	REQUEST FOR ASSIGNMENT OF SEALING TOOL	OM-091											
cr27.	REQUEST FOR DRAFTING WORK	14271											
cr28.	REQUEST FOR MAINTENANCE	16000											
cr29.	REQUEST FOR MAINTENANCE	OM-296											
cr30.	REQUEST FOR PRINTS	DC-267											
cr31.	REQUEST FOR PURCHASE OF ADDITIONAL FLEET EQUIPMENT	.02415											
cr32.	REQUEST FOR PURCHASE TO REPLACE FLEET EQUIPMENT	.02414											
cr33.	REQUEST FOR SERVICES OR SUPPLIES	1321											
cr34.	REQUEST FOR SERVICES OR SUPPLIES	.01321											
cr35.	REQUEST FOR STATIONERY SUPPLIES	.00903											
cr36.	REQUEST FOR SUPPLIES	1321,01321											
cr37.	REQUEST FOR SUPPLIES	1321											
cr38.	REQUEST FOR SUPPLIES	.01321											
cr39.	REQUEST FOR TRANSPORTATION AND CONSTRUCTION EQUIPMENT ADDITIONAL UNITS	.02415											
cr40.	REQUISITION FOR MATERIAL/SERVICES	.01658											
cr41.	REQUISITION FOR MATERIAL/SERVICES	.01660											
cr42.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2211											
cr43.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2395											
cr44.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392											
cr45.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392											
cr46.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211											
cr47.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672											
cr48.	REQUISITION FOR STATIONERY SUPPLIES	.00903											
cr49.	REQUISITION FOR TRANSPORTATION	.00597											
cr50.	SUBORDINATE WORK ORDER REQUEST	DC690											
cr51.	TELEPHONE CREDIT CARD REQUEST	OM-521											
cr52.	TRANSPORTATION ORDER	1089											

Raymond C. Fur

Date 4-11-91

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	H	I	S	C	O	P	REMARKS
			OFFICE	CENTER	DESTROY									
	cr53. TRANSPORTATION ORDER	.01089												
	cr54. WORK ORDER	OM-599												
	cr55. WORK ORDER	.02822												
	cr56. WORK ORDER	.03218												
	cr57. WORK ORDER STANDARD FORM	.02821												
	cr58. WORK ORDER ZIP FORM	.02822												
	cs. RETENTION SCHEDULES													
	cs1. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60												
	ct. ROUTING SLIPS													
	ct1. ASSIGNMENT	OM-117												
	ct2. ASSIGNMENT FORM - COMMUNICATION SECTION	OM-583												
	ct3. REFERENCE SLIP	185,00185												
	ct4. REFERENCE SLIP	185,14142												
	ct5. REFERENCE SLIP	185												
	ct6. REPRODUCTION AND DISTRIBUTION LIST	DC764												
	ct7. SYSTEM OPERATIONS ASSIGNMENT	OM-569												
	cu. SKETCHES													
	cv. SPACE/EQUIPMENT ALLOCATION RECORDS													
	cv1. JUSTIFICATION FOR NONSTANDARD OFFICE SPACE	PE 003												
	cv2. T&C EQUIPMENT ASSIGNMENT FORM	.00690												
	cv3. TOOL TRANSFER	.01574												
	cv4. TRANSPORTATION AND CONSTRUCTION EQUIPMENT ASSIGNMENT FORM	.00690												
	cw. SPECIFICATIONS													
	cw1. CLASS SPECIFICATION	PDES 8												
	cw2. OVERHEAD CONSTRUCTION SPECIFICATIONS	542-B												
	cw3. SPECIFICATION	1799												
	cw4. SPECIFICATION	.01799												
	cw5. SYSTEM/STRUCTURE DESIGN SPECIFICATION CONTINUATION SHEET	DC800B												
	cw6. SYSTEM/STRUCTURE DESIGN SPECIFICATION	DC800A												
	cx. STANDARDS													
	cy. STATUS REPORTS													
	cy1. BI-WEEKLY EQUIPMENT STATUS REPORT	POM 6755												
	cy2. LIMITED DUTY STATUS REPORT	X-284A												
	cy3. ORGANIZATIONAL PROGRESS CHART	OM-709												
	cy4. POWER SWITCHBOARD OPERATOR BASIC EVALUATION AND CHECK-OFF RECORD	R&D FORM 56												

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0753 FJ

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

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

By: (Dept. Head)

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

Date

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	cy5. WORK ORDER SUMMARY	RC602DP1							
	cz. SURVEYS/QUESTIONNAIRES								
	da. TAX RECORDS								
	db. TELEX/TWX/TELECOPY COMMUNICATIONS								
	db1. TELECOPY COVER SHEET	OM-65							
	db2. TELECOPY COVER SHEET	OM-66							
	db3. TELEGRAM	1209-J							
	db4. TELEGRAM	1210-J							
	db5. TELEGRAM	1245							
	db6. TELEGRAM	1813							
	dc. TEST RECORDS								
	dc1. BATTERY EMERGENCY LOAD TEST	82-320							
	dc2. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592							
	dc3. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC618							
	dc4. LABORATORY DAILY TIME REPORT - VGS	X-56-A							
	dc5. SPECIAL TEST & INVESTIGATION REPORT	1774,01774							
	dc6. SPECIAL TEST & INVESTIGATION REPORT	1774							
	dc7. TESTING LABORATORIES AUTOMATIC OSCILLOGRAPH OPERATION REPORT	2076							
	dc8. TESTING LABORATORIES JOB ORDER	2735							
	dc9. TESTING LABORATORIES JOB ORDER	,02735							
	dc10. TESTING LABORATORIES MATERIAL TEST REPORT	1320							
	dc11. WATT-HOUR METER TEST	230							
	dd. TIMEKEEPING RECORDS								
	dd1. ABSENCE FROM DUTY RECORD	2588							
	dd2. ABSENTEEISM/ATTENDANCE IMPROVEMENT PROGRAM	OM-565							
	dd3. ADVANCE NOTICE TO DWP HEALTH PLANS OFFICE OF EMPLOYEE'S TERMINATION OF EMPLOYMENT	HR966							
	dd4. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485							
	dd5. APPLICATION FOR OVERTIME OFF WITH PAY	,02549							
	dd6. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819							
	dd7. ATTENDANCE AUTHORITY	,02329							
	dd8. CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075							
	dd9. DAILY TIME REPORT SUBSTATION OPERATION	OM-146							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	M	D	C	R	REMARKS
			OFFICE	CENTER	DESTROY						
	dd10. NOTICE OF ABSENCE	,02728									
	dd11. NOTICE OF OVERTIME DENIED	OM-784									
	dd12. NOTICE OF TRANSFER TIME ROLL DATA	,02531									
	dd13. OPERATOR'S DAILY TIME REPORT	,02269									
	dd14. OPERATOR'S DAILY TIME REPORT	,02270									
	dd15. OVERTIME RECORD	OM-326									
	dd16. REPORT OF ABSENCE FROM DUTY	OM-373									
	dd17. REPORT OF OVERTIME WORKED	,02831									
	dd18. REQUEST FOR ADJUSTMENT TO WORKING HOURS FOR PARTICIPATION IN A CAR OR VAN POOL	OM-827									
	dd19. REQUEST FOR LEAVE OF ABSENCE	GEN. 38									
	dd20. REQUEST FOR TIME OFF	OM-535									
	dd21. TERMINATION RIDER	2222									
	dd22. TIME OFF REQUEST	OM-769									
	dd23. TIME ROLL CORRECTION AUTHORITY	2734									
	dd24. VACATION FORM	,01113									
	dd25. VACATION REQUEST	,02839									
	de. TRANSMITTALS/ACKNOWLEDGEMENTS										
	de1. BID TRANSMITTAL	2280									
	de2. BID TRANSMITTAL	,02280									
	de3. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384									
	de4. NOTICE TO REPAIR	OM-068									
	de5. PURCHASING BID TRANSMITTAL	,02280									
	de6. TRANSMITTAL	28									
	de7. TRANSMITTAL	94									
	de8. TRANSMITTAL	,00028									
	df. TRIP REPORTS										
	df1. TRUCK DRIVER'S TRIP REPORT	,02260									
	dg. TURNOVER PACKAGE RECORDS										
	dg1. PD&C TURNOVER PACKAGE COVER SHEET	DC870									
	dh. VENDOR MANUALS/CATALOGS										
	dh1. HOUSING BID	OM-732									
	dh2. HOUSING POINTS RECORD	OM-100									
	di. VIDEOTAPES										
	dj. WAGE/SALARY STRUCTURE RECORDS										
	dj1. PAY CHECK ROLL	23,00023									
	dj2. PAY CHECK ROLL	,00023									
	dk. WORK PACKAGE RECORDS										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0753 F J

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

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

Office of (Original) Record

Power Operating and Maintenance

By: (Dep. Clerk)

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	I	C	O	P	REMARKS
			OFFICE	CENTER	DESTROY							
	dk1. CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764										
	dk2. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540										
	dk3. SUMMARY OF DOCUMENTS	DC601										
52	TELECOMMUNICATIONS EQUIPMENT INSTALLATION FILES											
	a. CUSTOMER SERVICE RECORDS		C+2	--	C+2							
	b. DATA SHEETS											
	b1. ENGINEERING DATA SHEET	.03091										
	c. INFORMATION SERVICES RECORDS											
	d. INTRADEPARTMENTAL COMMUNICATIONS											
	d1. INTRA-DEPARTMENTAL	.01455										
	e. INVOICES/PAYMENTS											
	f. LOGS/INDICES											
	g. MEMORANDA											
	g1. MEMORANDUM	.01145										
	g2. MEMORANDUM	.01147										
	g3. MEMORANDUM	.01334										
	h. REQUISITIONS											
	i. ROUTING SLIPS											
	i1. ASSIGNMENT FORM	.01853										
53	TELECOMMUNICATIONS LOGS											
	a. LOGS/INDICES		2	--	2							
	a1. COMMUNICATIONS LOG	OM-628										
54	TELEPHONE CALL RECORDS											
	a. INVOICES/PAYMENTS		1	1	2							
	a1. LONG DISTANCE TICKET	.02848										
	b. LOGS/INDICES											
	c. MANAGEMENT REPORTS											
	d. MEMORANDA											
	d1. MEMORANDUM	OM-160										
	d2. MEMORANDUM	.01145										
	e. OPERATIONAL REPORTS											

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	C	R	REMARKS
			OFFICE	CENTER	DESTROY						
55	TIMEKEEPING FILES		1	4	5						
	a. AFFIRMATIVE ACTION/EEO RECORDS										
	a1. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77									
	b. DATA SHEETS										
	b1. DAILY RECORD - TAG LOG	OM-183									
	b2. DAILY RECORD TRANSMISSION REPORT	,02115									
	c. EDUCATION/TRAINING RECORDS										
	d. EMPLOYEE ACCOUNTS RECORDS										
	d1. STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	,00415									
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS										
	e1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016									
	e2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864									
	e3. EXAMINATION FOR RETURN TO DUTY	,02249									
	e4. RETURN TO WORK SLIP	,01844									
	e5. RETURN TO WORK SLIP	,02202									
	f. EMPLOYMENT RECORDS										
	f1. EMPLOYEE DATA RECORD	2758									
	f2. EMPLOYEE PERSONNEL JACKET	87-02-759									
	f3. EMPLOYEES RECORD	,02757									
	f4. INTERVIEW DATA SHEET	3381									
	f5. NOTICE OF COMMENDATION	GEN. 79									
	f6. REQUEST FOR CERTIFICATION	PDAS 15									
	f7. TERMINATION OF EMPLOYMENT	723									
	f8. TERMINATION OF EMPLOYMENT	,00723									
	f9. WORK SCHEDULE ASSIGNMENT	2840,16676									
	g. HAZARDOUS MATERIALS ADMINISTRATION RECORDS										
	h. LETTERS										
	i. LOGS/INDICES										
	i1. DAILY ACTIVITY LOG	PM-219									
	i2. DAILY LOG	82-432									
	j. MANAGEMENT REPORTS										
	k. MEMORANDA										
	k1. MEMORANDUM	,01145									
	k2. MEMORANDUM	,01147									
	k3. MEMORANDUM	,01334									
	l. OPERATIONAL REPORTS										

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Records
RAYMOND C. TORRES
Power Operating and Maintenance

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

Date

Raymond A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	c	r	REMARKS
			OFFICE	CENTER	DESTROY					
11.	DAILY REPORT	OM-054								
12.	TRANSMISSION TROUBLE & STREETLIGHT SECTION DAILY RECORD TRANSMISSION REPORT	.02115								
13.	TRANSPORTATION AND EQUIPMENT RECORD	82-133								
m.	POSITION DESCRIPTIONS									
m1.	AUTHORIZATION TO PREPARE FORM 2346	82-53								
m2.	AUTHORIZATION TO PREPARE FORM 2346	OM-112								
m3.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346								
n.	SPACE/EQUIPMENT ALLOCATION RECORDS									
o.	TIMEKEEPING RECORDS									
o1.	ABSENCE FROM DUTY RECORD	2588								
o2.	ABSENCE FROM DUTY RECORD	.02588								
o3.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485								
o4.	APPLICATION FOR OVERTIME OFF WITH PAY	.02549								
o5.	AUTHORIZATION AND/OR ACCOUNT	TRN 6881								
o6.	CONFIRMATION OF OVERTIME	OG-22								
o7.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075,03075								
o8.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075								
o9.	DAILY JOB TIME SHEET	OM-407								
o10.	DAILY JOB/TIME SHEET VALVE MAINTENANCE	OM-730								
o11.	DAILY TIME REPORT	82-138								
o12.	DAILY TIME REPORT	OM-374								
o13.	DAILY TIME REPORT OPERATING TRAINING CENTER	OM-375								
o14.	DAILY TIME REPORT RECEIVING AND DISTRIBUTING STATION SECTION	.02816								
o15.	DAILY TIME REPORT SUBSTATION OPERATION	OM-146								
o16.	EMPLOYEES DAILY TIME CHECK	82-323								
o17.	EMPLOYEES DAILY TIME CHECK	OM-729								
o18.	GORGE OPERATORS TIME SHEET	OG-22								
o19.	LABOR DISTRIBUTION D.V.	87-02-545								
o20.	NOTICE OF ABSENCE	.02728								
o21.	NOTICE OF OVERTIME REFUSAL	OM-518								
o22.	NOTICE OF TRANSFER TIME ROLL DATA	.02531								
o23.	OPERATOR'S DAILY TIME REPORT	.02269								
o24.	REASON FOR ABSENCE	.02728								
o25.	REPORT OF ABSENCE FROM DUTY	87-373								
o26.	REPORT OF ABSENCE FROM DUTY	OM-373								
o27.	REPORT OF ABSENCE FROM DUTY	OM-399								

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

By: (Dept. Head) *John S. Cotton*
By: (City Clerk, Rec. Mgr. Off.) *Cotton*
Date: 2-11-91

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	M	D	REMARKS
			OFFICE	CENTER	DESTROY				
	o28. REPORT OF OVERTIME WORKED	.02831							
	o29. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
	o30. REQUEST FOR TEMPORARY SHIFT CHANGE	.02811							
	o31. REQUEST FOR TIME OFF	OM-234							
	o32. REQUEST FOR TIME OFF	OM-535							
	o33. REQUEST FOR TIME OFF	OM-769							
	o34. REQUEST FOR TIME OFF	OM-785							
	o35. REQUEST FOR TIME OFF	OM-814							
	o36. REQUEST FOR TIME OFF	R&D 63							
	o37. REQUEST/REPORT OF ABSENCE	OM-578							
	o38. SHIFT TRADE AGREEMENT	OM-078							
	o39. SHIFT TRADE AGREEMENT	OM-359							
	o40. SUPERVISOR'S DAILY TIME REPORT	OM-783							
	o41. SUPERVISOR'S DAILY TIME SHEET	OM-437							
	o42. TIME OFF REQUEST	OM-234							
	o43. TIME OFF REQUEST	OM-769							
	o44. TIME ROLL CORRECTION AUTHORITY	2734							
	o45. TIME ROLL CORRECTION AUTHORITY	87-02-734							
	o46. VACATION FORM	.01113							
	o47. VACATION REQUEST	.02839							
	o48. WORK HOUR CHANGE MEMO	X-109							
	p. WAGE/SALARY STRUCTURE RECORDS								
	p1. PAY CHECK ROLL	.00023							
	p2. SALARY ADJUSTMENT	AC124							
56	TOOL AND WAREHOUSE RECORDS		3	--	3				
	a. BID RECORDS								
	a1. STANDARD BID SHEET	82-386							
	b. EMPLOYMENT RECORDS								
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	d. INVOICES/PAYMENTS								
	d1. TOOLS OR SUPPLIES RECEIVED	OM-453							
	e. LOGS/INDICES								
	e1. SIGN-OUT CARD	.01413							
	e2. TOOL ISSUE LOG	X-152							
	f. MEMORANDA								
	f1. MEMORANDUM	.01145							
	f2. MEMORANDUM	.01147							

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

Page: 093 of 106

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Office of (Original) Records
RAYMOND G. TORRES

By: (City Clerk/Rec. Mgr. Off.)

Date
4-11-91

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	N	R	REMARKS
			OFFICE	CENTER	DESTROY							
	f3. MEMORANDUM	.01334										
	g. OPERATIONAL REPORTS											
	g1. LOST TOOL STATEMENT	VSP-D #42										
	h. POSITION DESCRIPTIONS											
	h1. POSITION DESCRIPTION	PDES 3										
	i. PURCHASE ORDERS											
	j. REQUISITIONS											
	j1. EQUIPMENT TRANSFER	.01217										
	j2. JOB ORDER	.00247										
	j3. OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025										
	k. SPACE/EQUIPMENT ALLOCATION RECORDS											
	k1. TOOL TRANSFER	.01574										
	l. SPECIFICATIONS											
57	TOOL/MATERIAL CONTROL RECORDS		S+2	--	S+2							
	a. FINANCIAL REPORTS											
	b. INVOICES/PAYMENTS											
	b1. MATERIAL ISSUED	14412										
	b2. TOOLS OR SUPPLIES RECEIVED	OM-453										
	c. LOGS/INDICES											
	d. MANAGEMENT REPORTS											
	e. MEMORANDA											
	e1. MEMORANDUM	.01145										
	e2. MEMORANDUM	.01334										
	f. OPERATIONAL REPORTS											
	f1. LOST OR STOLEN TOOLS REPORT	OM-937										
	g. PURCHASE ORDERS											
	g1. REPORT OF MATERIAL USED	.02111										
	h. REQUISITIONS											
	h1. REQUISITION FOR MATERIAL/SERVICES	.01660										
	i. SPACE/EQUIPMENT ALLOCATION RECORDS											
	j. STATUS REPORTS											
	k. TIMEKEEPING RECORDS											

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE (Original/Official Records)

WP-23 Rev. No. Department of Water and Power Office of (Original) Record RAYMOND C. TOR Power Operating and Maintenance

By: (Dept. Head) *John A. Cotton*
By: (City Clerk/Rec. Mgt. Off.)

Date: 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	H	S	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY								
58	TRAINING RECORDS		AR	50	AR+50								
	a. AFFIRMATIVE ACTION/EEO RECORDS												
	a1. GRIEVANCE RESPONSE	LR-002											
	b. AGENDA												
	c. ANNOUNCEMENTS/BULLETINS												
	d. BID RECORDS												
	d1. BID FORM AND EQUIPMENT REQUEST	OM-774											
	d2. BID REQUEST FOR CHANGE OF WORK LOCATION	OM-768											
	d3. EQUIPMENT BID AND RECORD	2814,02814											
	e. CHANGE DOCUMENTS												
	e1. PERMISSION TO CHANGE WORKING LOCATION AND SHIFT OF ELECTRIC STATION OPERATOR TRAINEE	OTC86											
	f. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS												
	g. CONVERSATION RECORDS												
	g1. CALL SLIP	,00148											
	h. DATA SHEETS												
	h1. ENGINEERING DATA SHEET	,01155											
	i. DEPARTMENT AWARDS RECORDS												
	j. DESTRUCTION RECORDS												
	j1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48											
	k. DRAWINGS												
	l. DWP INSPECTION RECORDS												
	m. DWP OPERATION DRAWINGS/DIAGRAMS												
	n. EDUCATION/TRAINING RECORDS												
	n1. GENERATING STATION ASSISTANT MAINTENANCE TRAINING STANDARDS AND PROGRESS RECORD	OM-048											
	n2. GENERATING STATION ASSISTANT OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-046											
	n3. GENERATING STATION INSTRUMENTATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	OM-511											
	n4. GENERATING STATION INSTRUMENTATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	OM-516											
	n5. GENERATING STATION MAINTENANCE, MAINTENANCE MECHANIC AND ASSISTANT MECHANIC, TRAINING STANDARDS AND PROGRESS RECORD	OM-049											
	n6. GENERATING STATION OPERATOR OPERATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	82-428-B											

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	P	C	O	D	REMARKS
			OFFICE	CENTER	DESTROY							
n7.	GENERATING STATION OPERATOR OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-047										
n8.	GSA OPERATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	82-4288										
n9.	MAINTENANCE TRAINING PROGRESS RECORD	OM-440										
n10.	NUS MAINTENANCE TRAINING PROGRESS RECORD	OM-585										
n11.	NUS VIDEO TAPE INSTRUMENT TRAINING PROGRESS RECORD	OM-585										
n12.	OPERATOR PERFORMANCE PROFICIENCY SHEET	CPP-T13-1										
n13.	OPERATOR PERFORMANCE PROFICIENCY SHEET	CPP-T57										
n14.	OPERATOR PERFORMANCE PROFICIENCY SHEET	CPP-T59										
n15.	OPERATOR QUIZ	X-68										
n16.	PERFORMANCE TEST INSTRUMENTS AND CONTROLS	OM-598										
n17.	PERFORMANCE TEST MAINTENANCE PERSONNEL	OM-004										
n18.	PROGRESS EXAM RESULTS	X-66										
n19.	REQUEST AND RECORD OF EMPLOYEE RESPIRATOR TRAINING AND FIT TEST	X-2928										
n20.	STATEMENT OF UNDERSTANDING	OTC86										
n21.	STEAM PLANT TRAINEE EVALUATION AND TRAINING RECORD	X-34										
n22.	SUPERVISORS EVALUATION - GENERATION STATION ASSISTANT	82-428-D										
n23.	TAG LOCATION WORKSHEET	APP-33										
n24.	TRAINING COMPLETED ON SHIFT	OM-212										
o.	EMPLOYEE BENEFITS/COMPENSATION RECORDS											
o1.	CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	MVP21										
o2.	EXAMINATION FOR RETURN TO DUTY	,02249										
p.	EMPLOYMENT RECORDS											
p1.	EMPLOYEE DATA RECORD	2758,16593										
p2.	EMPLOYEE DATA RECORD	,02758										
p3.	INTERVIEW AND APPOINTMENT NOTICE	403,00403										
p4.	INTERVIEW DATA SHEET	3381										
p5.	INTERVIEW DATA SHEET	861										
p6.	NOTICE OF COMMENDATION	GEN. 79										
p7.	PROBATION REPORT	82-271										
p8.	WORK SCHEDULE ASSIGNMENT	2814,02840										
p9.	WORK SCHEDULE ASSIGNMENT	OM-396										
p10.	WORK SCHEDULE ASSIGNMENT	,02340										

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 00-153 FJ

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

Page: 096 of 106

WP-23

Department of Water and Power

By: (Dept. Head)

Date

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

Date

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

Rev. No.

Office of (Original) Record
Power Operating and Maintenance

Richard A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	b	C	REMARKS
			OFFICE	CENTER	DESTROY				
	p11. WORK SCHEDULE ASSIGNMENT	.02840							
	q. INTRADEPARTMENTAL COMMUNICATIONS								
	q1. INTRA-DEPARTMENTAL	.01455							
	r. INVOICES/PAYMENTS								
	r1. RECEIPT FOR NOMEX SWITCHING COST	OTC89							
	s. JOB FILE DATA								
	t. LETTERS								
	u. LICENSES								
	v. LOGS/INDICES								
	v1. LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS CENTER SECTION	.02431							
	v2. LOAD DISPATCHER'S LOG INTERCHANGE	.03180							
	v3. WATT-HOUR METER READINGS	OM-576							
	w. MANAGEMENT REPORTS								
	x. MANAGEMENT SCHEDULES								
	y. MEETING ATTENDANCE RECORDS								
	y1. ATTENDANCE SHEET - TRANSMISSION	OM-816							
	z. MEETING MINUTES								
	aa. MEMORANDA								
	aa1. CORRECTION NOTICE	.00993							
	aa2. MEMORANDUM	1146,14857							
	aa3. MEMORANDUM	1334							
	aa4. MEMORANDUM	OM-259							
	aa5. MEMORANDUM	.01145							
	aa6. MEMORANDUM	.01146							
	aa7. MEMORANDUM	.01147							
	aa8. MEMORANDUM	.01334							
	aa9. MEMORANDUM	.01335							
	ab. OPERATING AND MAINTENANCE SCHEDULES								
	ac. OPERATIONAL REPORTS								
	ad. OPERATIONS & MAINTENANCE PROCEDURES								
	ae. PARTICIPANT CONTRACTS								
	ae1. TRAINEE AGREEMENT	OAS-152							
	af. POSITION DESCRIPTIONS								
	af1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346							
	ag. PUBLIC RELATIONS COMMUNICATIONS								
	ah. PURCHASE ORDERS								
	ah1. PURCHASE ORDER	.00001							
	ai. RECORD TRANSMITTALS								

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau: 1 0 53 FJ

Department of Water and Power

WP-23

Rev. No.

Office of (Original) Record: Raymond C. ...

Power Operating and Maintenance

Certified per Sec. 12.5(e) of L.A. Admin. Code:

By: (Dept. Head)

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

Date

Date

Raymond C. Cotton
4-11-91

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	C	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY							
	ai1. RECORDS TRANSFER CONTROL	.02673										
	aj. REQUISITIONS											
	aj1. INFORMATION SERVICES SUPPORT REQUEST	.03279										
	aj2. REQUISITION FOR MATERIAL/SERVICES	.01660										
	aj3. WORK ORDER	.02821										
	aj4. WORK ORDER	.02822										
	ak. ROUTING SLIPS											
	ak1. ASSIGNMENT											
	al. STATUS REPORTS	OM-117										
	am. SURVEYS/QUESTIONNAIRES											
	an. TIMEKEEPING RECORDS											
	an1. ABSENCE FROM DUTY RECORD	.02588										
	an2. ATTENDANCE ROSTER	OM-579										
	an3. EMPLOYEE CHECK IN SHEET	#63										
	an4. REQUEST/REPORT OF ABSENCE	OM-578										
	an5. VACATION REQUEST	.02839										
	ao. TRANSMITTALS/ACKNOWLEDGEMENTS											
	ap. VENDOR MANUALS/CATALOGS											
	aq. VIDEOTAPES											
59	TRANSMISSION MANUALS											
	a. OPERATIONS & MAINTENANCE PROCEDURES		T+2	--	T+2							
60	TRANSMISSION PATROL RECORDS											
	a. DATA SHEETS		3	--	3							
	b. DEPARTMENT AWARDS RECORDS											
	c. DWP EQUIPMENT DRAWINGS											
	d. EDUCATION/TRAINING RECORDS											
	e. MANAGEMENT REPORTS											
	f. MEMORANDA											
	g. OPERATIONAL REPORTS											
	g1. HELICOPTER PATROL REPORT	82-76										
	h. OPERATIONS & MAINTENANCE PROCEDURES											
	i. TURNOVER PACKAGE RECORDS											

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	C	REMARKS
			OFFICE	CENTER	DESTROY				
61	TROUBLE REPORTS		2	8	10				
	a. CUSTOMER SERVICE RECORDS								
	a1. MISCELLANEOUS COMPLAINT ELECTRIC	,00698							
	b. DATA SHEETS								
	b1. OUTAGE RECORD	OM-324							
	c. LOGS/INDICES								
	c1. ELECTRICAL STATION MAINTENANCE TROUBLE CALL	82-158							
	d. MEMORANDA								
	d1. MEMORANDUM	,01146							
	d2. MEMORANDUM	,01334							
	e. OPERATIONAL REPORTS								
	e1. APPARATUS TROUBLE REPORT	5-667							
	e2. APPARATUS TROUBLE REPORT	82-384							
	e3. TROUBLE CALL REPORT	OG-13							
	e4. VEHICLE TROUBLE REPORT	,00689							
	f. TIMEKEEPING RECORDS								
	f1. REQUEST FOR LEAVE OF ABSENCE	GEN. 38							
62	VEHICLE AUTHORIZATIONS		S+2	--	S+2				
	a. EMPLOYEE ACCOUNTS RECORDS								
	a1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280							
	a2. PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085							
	a3. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261							
	b. EMPLOYMENT RECORDS								
	b1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	,00469							
	c. INTERDEPARTMENTAL COMMUNICATIONS								
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	1455							
	e. MEMORANDA								
	e1. MEMORANDUM	,01145							
	e2. MEMORANDUM	,01147							
	f. ROUTING SLIPS								
	f1. ASSIGNMENT	OM-117							
	g. TRANSMITTALS/ACKNOWLEDGEMENTS								

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0 753 FJ

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

WP-23

Department of Water and Power

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

Date: 4-11-91

Rev. No.

Office of (Original) Record
RAYMOND C. BARR
Power Operating and Maintenance

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	g1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384							
63	WORK ORDERS		C+2	--	C+2				
	a. ANNOUNCEMENTS/BULLETINS								
	a1. AUTHORIZATION COMPLETION NOTICE	.14391							
	b. BID RECORDS								
	b1. BID FOR WORK/REQUEST FOR OPERATOR	OM-103							
	c. BUDGET RECORDS - ACTUAL								
	c1. GENERAL LEDGER SHEET	.03368							
	d. BUDGET RECORDS - PROJECTED								
	d1. AUTHORIZATION FOR EXPENDITURE	1611							
	d2. AUTHORIZATION FOR EXPENDITURE	2911							
	d3. COST CODE ESTIMATE	.02908							
	d4. COST ESTIMATE	OM-330							
	d5. COST ESTIMATE	.02544							
	d6. CREDIT ESTIMATE	.02912							
	d7. PRELIMINARY ESTIMATE	2908							
	d8. PRELIMINARY ESTIMATE	OM-320							
	d9. REQUEST FOR CHANGE IN ORIGINAL JOB	76-42							
	e. CHANGE DOCUMENTS								
	e1. MULTIPLE WORK ORDER CHANGE	.02827							
	e2. WORK ORDER MISCELLANEOUS CHANGE	.02824							
	e3. WORK ORDER SENSITIVE DATA CHANGE	OMS-352							
	e4. WORK ORDER TITLE/DESCRIPTION CHANGE	.02823							
	f. CONVERSATION RECORDS								
	f1. CALL SLIP	.00148							
	g. DATA SHEETS								
	g1. ENGINEERING DATA SHEET	.01155							
	g2. ENGINEERING DATA SHEET	.03091							
	h. INFORMATION SERVICES RECORDS								
	h1. CODE SHEET	.03024							
	i. INTERDEPARTMENTAL COMMUNICATIONS								
	i1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
	j. INTRADEPARTMENTAL COMMUNICATIONS								
	j1. INTRA-DEPARTMENTAL	.01455							
	j2. INTRA-DEPARTMENTAL	.14694							
	k. INVOICES/PAYMENTS								
	k1. COURTESY NOTIFICATION - WORK ORDER	OM-471							

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

WP-23

Department of Water and Power

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

Date

Rev. No. 1

Office of (Original) Record

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

Date

Power Operating and Maintenance

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY							
k2.	DELIVERY RECEIPT	,00817										
k3.	REQUEST FOR PAYMENT	,03078										
k4.	VOUCHER CONTROL FORM	,01218										
1.	JOB FILE DATA											
11.	OPERATING ENGINEER'S ORDER	449										
12.	OPERATING ENGINEER'S ORDER	82-268										
13.	OPERATING ENGINEER'S ORDER	OM-018										
m.	JOB FILES											
m1.	REQUEST FOR OPERATOR	32										
n.	LETTERS											
o.	LOGS/INDICES											
o1.	PERMANENT WORK ORDER CARD	20-882										
o2.	TRANSFORMER TAG	,00573										
o3.	WORK ORDER LOG	OM-691										
p.	MANAGEMENT REPORTS											
p1.	CONSTRUCTION QUALITY CONTROL PLAN	DC012										
q.	MEMORANDA											
q1.	CORRECTION NOTICE	993										
q2.	CORRECTION NOTICE	,00993										
q3.	MEMORANDUM	,01145										
q4.	MEMORANDUM	,01146										
q5.	MEMORANDUM	,01147										
q6.	MEMORANDUM	,01334										
q7.	MEMORANDUM	,01335										
q8.	MEMORANDUM	,01336										
q9.	MEMORANDUM NOTICE OF JOINT POLE WORK	48										
r.	OPERATIONAL REPORTS											
r1.	DAILY REPORT	OM-054										
s.	PROGRESS PHOTOGRAPHS											
t.	PROPOSALS											
u.	PURCHASE ORDERS											
u1.	PURCHASE ORDER	,00001										
u2.	PURCHASE ORDER	,00003										
u3.	PURCHASE ORDER ADJUSTMENT	,87-02-806										
u4.	SUB-PURCHASE ORDER	,00008										
u5.	SUB-PURCHASE ORDER	,00009										
v.	REQUISITIONS											
v1.	AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1M										
v2.	AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1										

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

RECORDS RETENTION SCHEDULE
(Original/Official Records)

By: *Edward A. Cotton*
Date: *4-11-91*

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
v3.	DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690							
v4.	MEMO MATERIAL REQUISITION	2102,02102							
v5.	REQUEST FOR MATERIAL OR SERVICES	2837							
v6.	REQUEST FOR SERVICES OR SUPPLIES	1321							
v7.	REQUEST FOR SUPPLIES	,01321							
v8.	REQUISITION	2233,16053							
v9.	REQUISITION FOR MATERIAL/SERVICES	,01660							
v10.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
v11.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,14672							
v12.	REQUISITION FOR TRANSPORTATION	,00597							
v13.	WORK ORDER STANDARD FORM	,02821							
v14.	WORK ORDER ZIP FORM	OM-333							
v15.	WORK ORDER ZIP FORM	,02822							
v16.	WORK SHEET	,02106							
w.	SPACE/EQUIPMENT ALLOCATION RECORDS								
w1.	TOOL TRANSFER	,01574							
x.	SPECIFICATIONS								
x1.	OVERHEAD CONSTRUCTION SPECIFICATIONS	,00542							
x2.	OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	,02560							
y.	STATUS REPORTS								
y1.	CONTRACT/JOB REPORT	DC237							
y2.	STATUS OF REQUEST FOR SUPPLIES	831							
y3.	WORK ORDER PROGRESS REPORT	OM-433							
z.	TEST RECORDS								
z1.	TESTING LABORATORIES JOB ORDER	2735							
z2.	TESTING LABORATORIES JOB ORDER	,02735							
aa.	TIMEKEEPING RECORDS								
ab.	TRANSMITTALS/ACKNOWLEDGEMENTS								
ab1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
ac.	WORK PACKAGE RECORDS								
ac1.	CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601							
ac2.	CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540							

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	R	REMARKS
			OFFICE	CENTER	DESTROY					
64	OPERATING PROCEDURES DEVELOPMENT FILES		AR	P	--					
	a. AFFIRMATIVE ACTION/EEO RECORDS									
	a1. NOTICE TO CORRECT DEFICIENCIES	GEN. 78								
	b. AGENDA									
	c. ANNOUNCEMENTS/BULLETINS									
	c1. OPERATING BULLETIN	OM-170								
	d. BID RECORDS									
	d1. BID & EQUIPMENT REQUEST	CPP-38								
	d2. BIDDING DOCUMENT	1799-B								
	d3. LOG OF BIDS RECEIVED	PU-005								
	e. CLAIMS									
	e1. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741								
	f. CONTRACT AMENDMENTS									
	g. DATA SHEETS									
	g1. ENGINEERING DATA SHEET	,01155								
	g2. ENGINEERING DATA SHEET	,03091								
	h. DESIGN CRITERIA RECORDS									
	i. DETAIL PHOTOGRAPHS									
	j. DWP EQUIPMENT DRAWINGS									
	k. DWP FLOW DIAGRAMS									
	l. DWP INSPECTION RECORDS									
	l1. OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	,14380								
	m. DWP MAPS									
	n. DWP OPERATION DRAWINGS/DIAGRAMS									
	o. EDUCATION/TRAINING RECORDS									
	p. EMPLOYEE ACCOUNTS RECORDS									
	p1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280								
	p2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045								
	p3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316								
	q. EMPLOYMENT RECORDS									
	r. FINANCIAL REPORTS									
	s. FOREIGN MAPS									
	t. INTERDEPARTMENTAL COMMUNICATIONS									
	t1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160								
	u. INTRADEPARTMENTAL COMMUNICATIONS									
	u1. INTRA-DEPARTMENTAL	,01455								
	v. INVOICES/PAYMENTS									
	v1. REPORT OF GOODS RETURNED	,00400								

RECORDS RETENTION SCHEDULE
(Original/Official Records)

Rev. No. 1

Department of Water and Power

Office of (Original) Record

By: (Dept. Head)

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	P	S	T	REMARKS
			OFFICE	CENTER	DESTROY						
v2.	VOUCHER CONTROL FORM	.01218									
w.	JOB FILE DATA										
w1.	OPERATING ORDER	OM-113									
x.	LEGAL NOTIFICATIONS										
y.	LETTERS										
z.	LOGS/INDICES										
z1.	BULK POWER - SENIOR DISPATCHER'S LOG	OM-568									
z2.	LOAD DISPATCHER'S LOG	OM-563									
z3.	LOAD DISPATCHER'S LOG INTERCHANGE	OM-564									
aa.	MANAGEMENT PROCEDURES										
aa1.	ADMINISTRATIVE PROCEDURE	OM-155									
aa2.	STEAM GENERATION ADMINISTRATIVE GUIDE	OM-751									
ab.	MANAGEMENT REPORTS										
ab1.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069									
ac.	MEETING MINUTE ITEMS										
ad.	MEETING MINUTES										
ae.	MEMORANDA										
ae1.	MEMORANDUM	1146									
ae2.	MEMORANDUM	.01145									
ae3.	MEMORANDUM	.01146									
ae4.	MEMORANDUM	.01147									
ae5.	MEMORANDUM	.01334									
ae6.	MEMORANDUM	.01335									
af.	OPERATIONAL REPORTS										
af1.	EEC CAPACITY & LOAD ESTIMATE	CC1001B									
af2.	LOAD DISPATCHER'S HEADQUARTERS BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005									
af3.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695									
ag.	OPERATIONS & MAINTENANCE PROCEDURES										
ag1.	INSTRUCTIONS TO LOAD DISPATCHERS	OM-257									
ag2.	SYSTEM MAINTENANCE PROCEDURE	OM-596									
ag3.	SYSTEM OPERATIONS PROCEDURE	OM-113									
ag4.	SYSTEM OPERATIONS PROCEDURE	OM-170									
ah.	PARTICIPANT CONTRACTS										
ai.	PERMITS										
ai1.	PERMIT TO REMOVE EQUIPMENT	.02807									
aj.	PROCUREMENT/SALES CONTRACTS										
ak.	PROFESSIONAL DEVELOPMENT RECORDS										

Edward A. Cotton

**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	P	H	S	C	R	REMARKS
			OFFICE	CENTER	DESTROY							
	a1. PUBLIC RELATIONS COMMUNICATIONS											
	am. PURCHASE ORDERS											
	am1. PURCHASE ORDER	.00001										
	am2. SUB-PURCHASE ORDER	.00009										
	an. REQUISITIONS											
	an1. BILL OF MATERIAL REQUISITION	DC545										
	an2. INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE REQUEST	.03247										
	an3. INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068										
	an4. INFORMATION SERVICES SUPPORT REQUEST	.03279										
	an5. LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735										
	an6. REPROGRAPHICS CENTER	MS452										
	an7. REQUISITION FOR MATERIAL/SERVICES	.01660										
	an8. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211										
	an9. REQUISITION FOR STATIONERY SUPPLIES	.00903										
	an10. WORK ORDER STANDARD FORM	.02821										
	an11. WORK ORDER ZIP FORM	.02822										
	ao. ROUTING SLIPS											
	ao1. ASSIGNMENT	OM-117										
	ap. SPACE/EQUIPMENT ALLOCATION RECORDS											
	aq. SPECIFICATIONS											
	ar. STANDARDS											
	as. SURVEYS/QUESTIONNAIRES											
	at. TELEX/TWX/TELECOPY COMMUNICATIONS											
	at1. TELECOPY COVER SHEET	OM-65										
	au. TEST RECORDS											
	au1. TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	.01774										
	av. TIMEKEEPING RECORDS											
	av1. ATTENDANCE AUTHORITY	.02329										
	av2. EMPLOYEES DAILY TIME CHECK	82-323										
	av3. WORK CARD	OM-763										
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS											
	aw1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384										
	aw2. GENERAL TRANSMITTAL	.01110										
	aw3. PURCHASING BID TRANSMITTAL	.02280										
	ax. VENDOR MANUALS/CATALOGS											

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

9 0754 FJ

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

Page: 01 of 34

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power AI 000754 FJ

By: Dept. Head

Date

Rev. No.

Division: Raymond C. Buston 3-26-91
Power Operating and Maintenance

By: (City Clerk, Rec. Mgr. or)

Date

4-11-91

2/9/17

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
1	ACCIDENT & INJURY REPORTS		2	3	5		HUMAN RESOURCES
	a. CLAIMS						
	a1. ACCIDENT ANALYSIS	.02747					
	a2. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741					
	a3. DRIVER'S PRELIMINARY ACCIDENT REPORT	GS 152					
	a4. DRIVER'S PRELIMINARY ACCIDENT REPORT	OM-466					
	a5. STATEMENT OF ACCIDENT	410					
	a6. STATEMENT OF ACCIDENT	970					
	a7. STATEMENT OF ACCIDENT	.00970					
	a8. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187					
	a9. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364					
	a10. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364					
	a11. STATEMENT OF ACCIDENT PHOTOGRAPH	970					
	b. DATA SHEETS						
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
	c2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032					
	c3. EMPLOYER'S REPORT OF INDUSTRIAL INJURY	C-3					
	c4. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032					
	d. ENVIRONMENTAL REPORTS						
	d1. STACK MONITORING REPORT	SC002-77-R1					
	e. LETTERS						
	f. MANAGEMENT REPORTS						
	g. MEMORANDA						
	g1. MEMORANDUM	1334,15047					
	g2. MEMORANDUM	.01145					
	g3. MEMORANDUM	.01334					
	g4. MEMORANDUM	.01335					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Robert A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	h. OPERATIONAL REPORTS						
	h1. DRIVER'S TROUBLE REPORT	689,00689					
	h2. FOREMAN'S DAILY REPORT	,00408					
	h3. VEHICLE TROUBLE REPORT	,00689					
	i. PROGRESS PHOTOGRAPHS						
2	ACCOUNTING RECORDS		1	--	1		ACCOUNTING
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. BID RECORDS						
	c. BUDGET RECORDS - ACTUAL						
	d. BUDGET RECORDS - PROJECTED						
	d1. POWER REVENUE FUND AUTHORIZATION SHEET	15469					
	e. CHANGE DOCUMENTS						
	f. CONSULTING CONTRACTS						
	g. CUSTOMER SERVICE RECORDS						
	g1. ELECTRIC ORDER	,01178					
	g2. WATER ORDER	1177,01177					
	h. DATA SHEETS						
	h1. ENGINEERING DATA SHEET	,01155					
	i. DWP LINE DRAWINGS/DIAGRAMS						
	j. EMPLOYEE ACCOUNTS RECORDS						
	j1. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	j2. MILEAGE REIMBURSEMENT	OM-822					
	j3. STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	,00418					
	k. FINANCIAL REPORTS						
	k1. MONTHLY REPORT OF CASH ADVANCE	82-181					
	l. INTRADEPARTMENTAL COMMUNICATIONS						
	l1. INTRA-DEPARTMENTAL	,01455					
	m. INVOICES/PAYMENTS						
	m1. BILL FOR COLLECTION	P1-1040					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

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

RECORDS RETENTION SCHEDULE
(Duplicate Records)

MP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No. 1

Division ORIGINAL SIGNED

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

4-11-91

Power Operations and Maintenance
RAYMOND C. BURT

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
m2.	CASH ADVANCE/EXPENSE SETTLEMENT SLIP	OM-414					
m3.	CASH MEMORANDUM RECEIPT	,00982					
m4.	CASH TRANSACTION	,01287					
m5.	DEPARTMENT TRANSFER	1409					
m6.	DEPARTMENT TRANSFER POWER REVENUE FUND	03104					
m7.	DEPARTMENT TRANSFER POWER REVENUE FUND	,03103					
m8.	INVOICE	DWR 1020-A					
m9.	INVOICE COLLECTIBLE	,00861					
m10.	JOURNAL VOUCHER	,03103					
m11.	LONG DISTANCE TICKET	,02848					
m12.	PETTY CASH VOUCHER	,00724					
m13.	REPORT OF MATERIAL RECEIVED	,00361					
m14.	REQUEST FOR PAYMENT	,03078					
m15.	REQUEST FOR PAYMENT FOR EXCESS MILEAGE	OM-490					
m16.	VOUCHER CONTROL FORM	,01218					
n.	JUDGEMENTS						
o.	LETTERS						
o1.	COMMITTEE CORRESPONDENCE	,02865					
p.	LOGS/INDICES						
p1.	TELEPHONE EQUIPMENT CARD	OM-172					
q.	MANAGEMENT REPORTS						
r.	MANAGEMENT SCHEDULES						
s.	MEETING MINUTES						
t.	MEMORANDA						
t1.	MEMORANDUM	,01145					
t2.	MEMORANDUM	,01146					
t3.	MEMORANDUM	,01147					
t4.	MEMORANDUM	,01334					
u.	OPERATIONAL REPORTS						
u1.	WORK OUTSIDE OF SCHEDULED HOURS OR WORK FOR CUSTOMER'S CONVENIENCE	OM-383					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Raymond C. Burt
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	v. OPERATIONS & MAINTENANCE PROCEDURES						
	w. PARTICIPANT CONTRACTS						
	x. REQUISITIONS						
	x1. FOREMAN'S MATERIAL REQUISITION	.00106					
	x2. OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025					
	x3. REQUISITION FOR MATERIAL/SERVICES	.01660					
	x4. WORK ORDER	.02821					
	x5. WORK ORDER ZIP FORM	.02822					
	y. TIMEKEEPING RECORDS						
	y1. TIME ROLL ATTENDANCE RECORD	2482					
	z. TRANSMITTALS/ACKNOWLEDGEMENTS						
	z1. AUDIT TRANSMITTAL	.01111					
	z2. BOARD OF WATER AND POWER COMMISSIONERS	.03384					
	aa. WAGE/SALARY STRUCTURE RECORDS						
3	BUDGET FILES		AR	--	AR		ACCOUNTING AND BUDGET SECTION OF POWER OPERATING & MAINTENANCE.
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	b1. CAPITAL EXPENDITURE PROGRAM	OM-1058					
	c. DRAWINGS						
	d. EDUCATION/TRAINING RECORDS						
	e. EMPLOYMENT RECORDS						
	f. FINANCIAL REPORTS						
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	.01455					
	h. INVOICES/PAYMENTS						
	i. JOB FILE DATA						
	j. MANAGEMENT REPORTS						
	k. MANAGEMENT SCHEDULES						
	l. MEMORANDA						

NOTES:

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

WP-23

Department of Water and Power

Rev. No. 1

Division ORIGINAL SIGNED
 RAYMOND C. BURT
 Power Operating and Maintenance
 BY: R. J. MARONE

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	11. MEMORANDUM	.01145					
	12. MEMORANDUM	.01146					
	13. MEMORANDUM	.01147					
	m. OPERATIONS & MAINTENANCE PROCEDURES						
	n. POSITION DESCRIPTIONS						
	o. REQUISITIONS						
	p. SPACE/EQUIPMENT ALLOCATION RECORDS						
	q. STATUS REPORTS						
	r. TIMEKEEPING RECORDS						
4	CLEARANCE SLIPS		2	--	2		POWER OPERATING & MAINTENANCE ENERGY CONTROL CENTER (DISPATCHER LOGS)
5	COMPUTER PROGRAM DOCUMENTATION		S	--	S		POWER OPERATING & MAINTENANCE ENGINEERING REPORTS & STUDIES.
6	CORRESPONDENCE		AR	--	AR		ORIGINATING OFFICE
	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. AGENDA						
	c. ANNOUNCEMENTS/BULLETINS						
	d. CHANGE DOCUMENTS						
	d1. WORK SCHEDULE CHANGE RECORD	82-247					
	e. DATA SHEETS						
	e1. ENGINEERING DATA SHEET	.01155					
	f. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	f1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR948					
	g. EMPLOYMENT RECORDS						
	g1. INTERVIEW DATA SHEET	3381					
	g2. WORK SCHEDULE ASSIGNMENT	OM-396					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

By: (City Head)

Date

Rev. No. 1

Division ORIGINAL SIGNED
RAYMOND C. BURT
Power Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	h. EXTERNAL INSPECTION RECORDS						
	i. LEGAL ORDERS/FILINGS						
	j. MANAGEMENT REPORTS						
	k. MEETING MINUTES						
	k1. REPORT OF MEETING	OM-259					
	l. MEMORANDA						
	l1. MEMORANDUM	.01145					
	l2. MEMORANDUM	.01147					
	l3. MEMORANDUM	.01334					
	m. OPERATIONAL REPORTS						
	m1. FAULTY EQUIPMENT REPORT	.00035					
	n. PERMITS						
	o. REQUISITIONS						
	o1. JOB ORDER	.00247					
	p. STANDARDS						
	q. TELEX/TWX/TELECOPY COMMUNICATIONS						
	r. TEST RECORDS						
	r1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592					
	s. TIMEKEEPING RECORDS						
	s1. ABSENCE FROM DUTY RECORD	2588					
	s2. REQUEST FOR TIME OFF	X-120					
	s3. REQUEST/REPORT OF ABSENCE	OM-578					
7	DISASTER CLAIMS		2	--	2		POWER OPERATING & MAINTENANCE RESEARCH & AUDIT UNIT.
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	b1. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378					
	c. DATA SHEETS						
	c1. DAILY RECORD TRANSMISSION REPORT	OM-183					
	d. ENGINEERING STUDIES						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No. WP-23

Department/Bureau 01 754 FJ

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

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

Rev. No. 1

Department of Water and Power
 Division RAYMOND C. BURTON
 Power Operations and Maintenance

By: (Dept. Head)

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

Date 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	d1. DAMAGE SURVEY REPORT	OMB 3067-0027					
	e. MEMORANDA						
	e1. MEMORANDUM	.01145					
	e2. MEMORANDUM	.01334					
	f. TIMEKEEPING RECORDS						
	f1. OPERATOR'S DAILY TIME REPORT	.02269					
8	EMPLOYEE TRAVEL & EXPENSE RECORDS						
	a. ANNOUNCEMENTS/BULLETINS		2	--	2		ACCOUNTING
	b. CLERICAL PROCEDURES/INSTRUCTIONS						
	b1. CLERICAL PROCEDURE	OM-352					
	c. EMPLOYEE ACCOUNTS RECORDS						
	c1. AUTHORITY TO OBTAIN TRANSPORTATION	.00280					
	c2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045					
	c3. MILEAGE REIMBURSEMENT	OM-822					
	c4. PERSONAL AUTOMOBILE AUTHORITY	.02586					
	c5. PERSONAL AUTOMOBILE AUTHORITY REQUEST	OM-389					
	c6. PERSONAL EXPENSE ACCOUNT	82-181					
	c7. PERSONAL EXPENSE ACCOUNT	OM-181					
	c8. PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085					
	c9. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261					
	c10. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316					
	d. EMPLOYEE SUGGESTION PLANS						
	e. FINANCIAL REPORTS						
	e1. MONTHLY REPORT OF CASH ADVANCE	82-181					
	e2. REPORT OF CASH AUDIT	.01700					
	f. INTRADEPARTMENTAL COMMUNICATIONS						
	f1. INTRA-DEPARTMENTAL	.01455					
	g. INVOICES/PAYMENTS						

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	g1. REQUEST TO MAKE PETTY CASH PURCHASE	X141					
	g2. STATEMENT OF SETTLEMENT	.02122					
	g3. STATEMENT OF SETTLEMENT	.15901					
	g4. SUB VOUCHER	.00046					
	h. LOGS/INDICES						
	i. MANAGEMENT REPORTS						
	i1. AUDIT OF REVOLVING FUND	.00992					
	j. MEETING ATTENDANCE RECORDS						
	k. MEMORANDA						
	k1. MEMORANDUM	.01145					
	k2. MEMORANDUM	.01147					
	k3. MEMORANDUM	.01334					
	l. OPERATIONAL REPORTS						
	l1. MILEAGE REPORT	OM-085					
	l2. MONTHLY MILEAGE STATEMENT	OM-085					
	m. PUBLIC RELATIONS COMMUNICATIONS						
	n. PURCHASE ORDERS						
	n1. PURCHASE ORDER	.00003					
	n2. PURCHASE ORDER ADJUSTMENT	.87-02-806					
	o. REQUISITIONS						
	p. STATUS REPORTS						
	q. TIMEKEEPING RECORDS						
	q1. ATTENDANCE AUTHORITY	.02329					
9	INTER- & INTRA- DEPARTMENTAL BULLETINS, ANNUALS, & PROCEDURES		AR	--	AR		ORIGINATING OFFICE
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	b. ANNOUNCEMENTS/BULLETINS						
	b1. COMPETITIVE PROMOTION	PDR 20					
	b2. JOB BULLETIN	PDR 10					
	b3. THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION	PDR-20					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

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

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No.

Division ORIGINAL SIGNATURE
 RAYMOND C. BURT
 Power Operating and Maintenance

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

4-11-91
 Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	b4. WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES	PDR 7					
	b5. WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS	PDR 8					
	c. BUDGET RECORDS - ACTUAL						
	d. CLERICAL PROCEDURES/INSTRUCTIONS						
	e. DATA SHEETS						
	f. DESTRUCTION RECORDS						
	f1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48					
	g. DWP ELECTRICAL DRAWINGS						
	h. EDUCATION/TRAINING RECORDS						
	i. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	i1. REQUEST FOR RETIREMENT	OM-588					
	j. EMPLOYMENT RECORDS						
	j1. NAME CHANGE	OM-346					
	j2. REPORT OF APPOINTMENT	,02-762					
	j3. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	,02360					
	j4. TERMINATION OF EMPLOYMENT	,00723					
	k. ENGINEERING PROCEDURES						
	l. ENGINEERING STUDIES						
	l1. AVAILABILITY/RELIABILITY IMPROVEMENT PROGRAM COMPONENT ANALYSIS	OM-1019					
	m. ENVIRONMENTAL REPORTS						
	n. INTERDEPARTMENTAL COMMUNICATIONS						
	n1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	o. INTRADEPARTMENTAL COMMUNICATIONS						
	o1. INTRA-DEPARTMENTAL	87-69-074					
	o2. INTRA-DEPARTMENTAL	,01455					
	o3. INTRA-DEPARTMENTAL	,01456					
	p. JOB FILE DATA						
	q. JUDGEMENTS						

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Richard A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
r.	LEGAL ORDERS/FILINGS						
s.	LETTERS						
t.	MANAGEMENT PROCEDURES						
u1.	ADMINISTRATIVE PROCEDURE	OM-155					
u.	MEETING MINUTES						
v.	MEMORANDA						
v1.	MEMORANDUM	1146					
v2.	MEMORANDUM	1334					
v3.	MEMORANDUM	,01145					
v4.	MEMORANDUM	,01146					
v5.	MEMORANDUM	,01147					
v6.	MEMORANDUM	,01334					
v7.	MEMORANDUM	,01335					
v8.	OFFICE MEMORANDUM	GEN. 53					
w.	OPERATIONAL REPORTS						
x.	OPERATIONS & MAINTENANCE PROCEDURES						
x1.	HAZARDOUS MATERIALS & WASTE PROCEDURE	OM-764					
y.	POSITION DESCRIPTIONS						
y1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
z.	PUBLIC RELATIONS COMMUNICATIONS						
aa.	RECORD TRANSMITTALS						
aa1.	RECORDS TRANSFER CONTROL	,02673					
ab.	RETENTION SCHEDULES						
ac.	ROUTING SLIPS						
ad.	SPECIFICATIONS						
ad1.	CLASS SPECIFICATION	PDES 8					
ae.	STANDARDS						
af.	TELEX/TWX/TELECOPY COMMUNICATIONS						
af1.	TELECOPY COVER SHEET	OM-652					
ag.	TRANSMITTALS/ACKNOWLEDGEMENTS						
ah.	VENDOR MANUALS/CATALOGS						

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
10	JOB ESTIMATES						
	a. BUDGET RECORDS - PROJECTED		3	--	3		ORIGINATING OFFICE
	a1. PRELIMINARY ESTIMATE	1548					
	a2. PRELIMINARY ESTIMATE	82-320					
	a3. PRELIMINARY ESTIMATE	OM-320					
	b. MEMORANDA						
	b1. MEMORANDUM	1146					
	b2. MEMORANDUM	.01334					
	b3. MEMORANDUM	.01335					
	c. TRANSMITTALS/ACKNOWLEDGEMENTS						
11	JOB ORDERS						
	a. ANNOUNCEMENTS/BULLETINS		C+1	--	C+1		OFFICE PERFORMING SERVICE
	b. CONVERSATION RECORDS						
	c. DATA SHEETS						
	c1. ENGINEERING DATA SHEET	.01155					
	d. DWP EQUIPMENT DRAWINGS						
	d1. CIRCUIT DIAGRAM	OM-276					
	e. DWP WIRING DRAWINGS/DIAGRAMS						
	f. INFORMATION SERVICES RECORDS						
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	.01455					
	h. INVOICES/PAYMENTS						
	i. JOB FILE DATA						
	i1. JOB PERSONNEL LIST	DC002					
	j. LETTERS						
	k. LOGS/INDICES						
	k1. TROUBLE CALL	82-158					
	l. MEMORANDA						
	l1. CORRECTION NOTICE	.00993					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	12. MEMORANDUM	.01145					
	13. MEMORANDUM	.01147					
	14. MEMORANDUM	.01334					
	m. OPERATIONAL REPORTS						
	m1. FAULTY EQUIPMENT REPORT	.00035					
	n. OPERATIONS & MAINTENANCE PROCEDURES						
	o. PURCHASE ORDERS						
	o1. PURCHASE ORDER	.00001					
	p. REQUISITIONS						
	p1. BILL OF MATERIAL REQUISITION	DC545					
	p2. JOB ORDER	.00247					
	p3. LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735					
	p4. MAINTENANCE JOB ORDER	87-14-000					
	p5. MEMO MATERIAL REQUISITION	.02102					
	p6. REQUISITION FOR MATERIAL/SERVICES	.01660					
	p7. WORK ORDER	OM-333					
	q. SKETCHES						
	r. SPACE/EQUIPMENT ALLOCATION RECORDS						
	s. SPECIFICATIONS						
	t. TEST RECORDS						
	u. TRANSMITTALS/ACKNOWLEDGEMENTS						
	v. WORK PACKAGE RECORDS						
	v1. CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601					
12	PERSONNEL ADMINISTRATIVE FILES		AR	--	AR		HUMAN RESOURCES OR CITY PERSONNEL DEPARTMENT.
	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					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0 754 FJ

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

Page: 13 of 34

WP-23

Department of Water and Power

By: *[Signature]*

Date

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Rev. No. 1

Division ORIGINAL SIGNATURE
RAYMOND C. BURT
Power Operating and Maintenance
BY D. J. MAHONEY

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	b. ANNOUNCEMENTS/BULLETINS						
	c. BID RECORDS						
	c1. BID FOR WORK	OM-103					
	c2. BID NOTICE	,03214					
	d. CLAIMS						
	d1. ACCIDENT ANALYSIS	2747					
	d2. ACCIDENT ANALYSIS	,02747					
	d3. LAPD PRELIMINARY INVESTIGATION	03.01.0					
	d4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364					
	e. CONVERSATION RECORDS						
	e1. CALL SLIP	,00148					
	f. DATA SHEETS						
	f1. STATION HOURLY REPORT	OM-965					
	g. DEPARTMENT AWARDS RECORDS						
	h. EMPLOYEE ACCOUNTS RECORDS						
	h1. PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085					
	h2. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	i. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	i1. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	i2. EMPLOYEE INSTRUCTIONS FROM DOCTOR	HR-948					
	i3. REPORT OF PERSONAL INJURIES	32					
	i4. STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					
	j. EMPLOYEE SUGGESTION PLANS						
	j1. MONTHLY EVALUATION	OM-354					
	k. EMPLOYMENT RECORDS						
	k1. CERTIFICATION LIST	PDAS 4					
	k2. CHANGE OF EMERGENCY INFORMATION	,03395					
	k3. CHANGE OF HOME ADDRESS	,00466					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Raymond C. Burt
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
k4.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453					
k5.	EMPLOYEE DATA RECORD	2758					
k6.	EMPLOYEE PERSONNEL JACKET	87-02-759					
k7.	EMPLOYEE PERSONNEL JACKET	,02759					
k8.	EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008					
k9.	EMPLOYEES RECORD	2757					
k10.	EMPLOYEES RECORD	725J					
k11.	EMPLOYEES RECORD	87-02-733					
k12.	EMPLOYEES RECORD	,02757					
k13.	INTERVIEW AND APPOINTMENT NOTICE	403					
k14.	INTERVIEW AND APPOINTMENT NOTICE	,00403					
k15.	INTERVIEW DATA SHEET	3381					
k16.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76					
k17.	NOTICE OF COMMENDATION	GEN. 79					
k18.	PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878					
k19.	PERSONNEL RECORD	2608					
k20.	REPORT OF APPOINTMENT	,02-762					
k21.	REQUEST FOR CERTIFICATION	PDAS 15					
k22.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24					
k23.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					
k24.	REQUEST TO FILL POSITION	PDAS 15					
k25.	TERMINATION OF EMPLOYMENT	,00723					
l.	INTRADEPARTMENTAL COMMUNICATIONS						
l1.	INTRA-DEPARTMENTAL	1455					
l2.	INTRA-DEPARTMENTAL	,01455					
m.	LETTERS						
n.	LOGS/INDICES						
n1.	CHECK-IN SHEET	OM-140					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 754 FJ

Certified per Sec. 12.36(e) of L.A. Adm. Code

WP-23

Department of Water and Power

By: *Robert A. Cotton*

Date

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Rev. No.

Division RAYMOND C. BURT
BY: F. L. MAHONEY
Power Operating and Maintenance

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

Date 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	d. MANAGEMENT PROCEDURES						
	p. MANAGEMENT REPORTS						
	p1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069					
	q. MEMORANDA						
	q1. MEMORANDUM	1146					
	q2. MEMORANDUM	OM-259					
	q3. MEMORANDUM	.01145					
	q4. MEMORANDUM	.01146					
	q5. MEMORANDUM	.01147					
	q6. MEMORANDUM	.01334					
	q7. MEMORANDUM	.01335					
	q8. OFFICE MEMORANDUM	GEN. 53					
	r. OPERATIONAL REPORTS						
	r1. MONTHLY MILEAGE STATEMENT	OM-085					
	s. POSITION DESCRIPTIONS						
	s1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
	s2. POSITION DESCRIPTION	PDES 3					
	t. PROPOSALS						
	t1. PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353					
	u. REQUISITIONS						
	u1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068					
	v. SPECIFICATIONS						
	v1. CLASS SPECIFICATION	PDES 8					
	w. TIMEKEEPING RECORDS						
	w1. ABSENCE FROM DUTY RECORD	2588					
	w2. ABSENCE FROM DUTY RECORD	.02588					
	w3. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	.02819					
	w4. CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075					

NOTES:

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	w5. NOTICE OF ABSENCE	.02728					
	w6. REPORT OF ABSENCE FROM DUTY	OM-373					
	w7. SUPERVISOR'S DAILY TIME REPORT	OM-783					
	w8. VACATION FORM	.01113					
	x. WAGE/SALARY STRUCTURE RECORDS						
13	PRINTS, DRAWINGS, DIAGRAMS & MAPS		S	--	S		ORIGINATING OFFICE
	a. DRAWINGS						
	b. DWP ELECTRICAL DRAWINGS						
	c. DWP EQUIPMENT DRAWINGS						
	d. DWP OPERATION DRAWINGS/DIAGRAMS						
	e. DWP PIPING DRAWINGS						
	f. DWP PROJECT LAYOUT DRAWINGS						
	g. DWP WIRING DRAWINGS/DIAGRAMS						
	h. LOGS/INDICES						
	i. SPACE/EQUIPMENT ALLOCATION RECORDS						
14	PUBLICATIONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES		AR	--	AR		NON-RECORD
	a. DRAWINGS						
	b. EXTERNAL INSPECTION RECORDS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	.01455					
	d. MEMORANDA						
	d1. MEMORANDUM	.01145					
	e. OPERATIONAL REPORTS						
	f. OPERATIONS & MAINTENANCE PROCEDURES						
	g. PUBLIC RELATIONS COMMUNICATIONS						
	h. SPECIFICATIONS						
	i. TECHNICAL REPORTS						
	j. TRANSMITTALS/ACKNOWLEDGEMENTS						
	j1. TRANSMITTAL	94					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

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

Date

Raymond O. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	k. TURNOVER PACKAGE RECORDS						
	l. VENDOR MANUALS/CATALOGS						
15	PURCHASING, SUPPLIES, MATERIALS, REQUISITIONS, CONTRACT FILES		C+1	--	C+1		MANAGEMENT INFORMATION SERVICES (RECEIPTS); GENERAL SERVICES.
	a. ANNOUNCEMENTS/BULLETINS						
	b. BID RECORDS						
	b1. SALVAGE BID	,02850					
	c. BUDGET RECORDS - ACTUAL						
	c1. STATEMENT OF PURCHASE BILLS AND TRANSFERS	293,00293					
	RECEIPTS AND ISSUES						
	d. BUDGET RECORDS - PROJECTED						
	d1. AUTHORIZATION FOR EXPENDITURE	2911					
	d2. AUTHORIZATION FOR EXPENDITURE	,01612					
	d3. COST ESTIMATE	82-330					
	d4. COST ESTIMATE	,02544					
	d5. COST ESTIMATE AND REQUISITION FOR SHOP WORK	76-25					
	d6. PRELIMINARY ESTIMATE	82-320					
	d7. PRELIMINARY ESTIMATE	OM-320					
	e. CONSTRUCTION CONTRACTS						
	f. CONSULTING CONTRACTS						
	g. CONTRACT ADMINISTRATION RECORDS						
	h. CONTRACT AMENDMENTS						
	i. CUSTOMER SERVICE RECORDS						
	j. DATA SHEETS						
	j1. ENGINEERING DATA SHEET	,01155					
	k. DEPARTMENT/CONTRACTOR INSURANCE RECORDS						
	l. DWP INSPECTION RECORDS						
	l1. BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380					
	l2. OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	,14380					
	m. DWP MAPS						

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
n.	EMPLOYEE ACCOUNTS RECORDS						
n1.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316					
o.	ENVIRONMENTAL REPORTS						
p.	EXTERNAL INSPECTION RECORDS						
q.	FINANCIAL REPORTS						
q1.	MATERIAL CONTROL RECORD	2669,16504					
r.	INFORMATION SERVICES RECORDS						
s.	INTERDEPARTMENTAL COMMUNICATIONS						
s1.	INTER DEPARTMENTAL ORDER	GEN. 34					
t.	INTRADPARTMENTAL COMMUNICATIONS						
t1.	INTRA-DEPARTMENTAL	87-69-074					
t2.	INTRA-DEPARTMENTAL	.01455					
t3.	INTRA-DEPARTMENTAL	.01456					
u.	INVOICES/PAYMENTS						
u1.	AUTHORITY FOR BILLING	364,14271					
u2.	AUTHORITY FOR BILLING	364					
u3.	AUTHORITY FOR BILLING	.02497					
u4.	BILL OF LADING	405,14313					
u5.	BILL OF LADING	56,14052					
u6.	BILL OF LADING	58,14052					
u7.	BILL OF LADING	87-00056					
u8.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405,00405					
u9.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405,14313					
u10.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	.00405					
u11.	CASH TRANSACTION	.01287					
u12.	DELIVERY RECEIPT	817,14580					
u13.	DELIVERY RECEIPT	.00817					

NOTES:

RECORDS RETENTION SCHEDULE
(Duplicate Records)

Robert A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	u14. FOREMAN'S MATERIAL CREDIT	43,14039					
	u15. FOREMAN'S MATERIAL CREDIT	,00039					
	u16. GAS COMPANY STATEMENTS OF CONSUMPTION	,01335					
	u17. INVOICE CORRECTION NOTICE	,03081					
	u18. MATERIALS FILE-CREATION RECORDS	A5					
	u19. REPORT OF GOODS RETURNED	,00400					
	u20. REPORT OF MATERIAL RECEIVED	361,00361					
	u21. REPORT OF MATERIAL RECEIVED	361					
	u22. REPORT OF MATERIAL RECEIVED	,00361					
	u23. REQUEST FOR FOREMAN'S MATERIAL CREDIT	,03286					
	u24. REQUEST FOR MATERIAL CREDIT	,01660					
	u25. REQUEST FOR MATERIAL CREDIT	,01666					
	u26. REQUEST FOR MATERIAL CREDIT	,03286					
	u27. REQUEST FOR PAYMENT	,03078					
	u28. TOOLS OR SUPPLIES RECEIVED	OM-453					
	u29. VOUCHER CONTROL FORM	,01218					
	v. JUDGEMENTS						
	w. LEGAL APPLICATIONS						
	x. LEGAL NOTIFICATIONS						
	y. LETTERS						
	z. LOGS/INDICES						
	z1. STOCK RECORD	2026,15799					
	z2. STOCK RECORD	,02026					
	aa. MANAGEMENT REPORTS						
	ab. MANAGEMENT SCHEDULES						
	ac. MEMORANDA						
	ac1. CORRECTION NOTICE	993,00993					
	ac2. CORRECTION NOTICE	993					
	ac3. CORRECTION NOTICE	,00993					
	ac4. MEMORANDUM	1145					
	ac5. MEMORANDUM	1146,14858					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 754 FJ

Certified per Sec. 12.36 of L.A. Admin. Code

Page: 20 of 34

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BUR
Power Operating and Maintenance

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

Edward A. Cotton

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	ac6. MEMORANDUM	1334,15048					
	ac7. MEMORANDUM	,01145					
	ac8. MEMORANDUM	,01146					
	ac9. MEMORANDUM	,01147					
	ac10. MEMORANDUM	,01334					
	ac11. MEMORANDUM	,01335					
	ac12. MEMORANDUM	,01336					
	ac13. MEMORANDUM	,01744					
	ac14. MESSENGER MEMO	,01287					
	ad. OPERATIONAL REPORTS						
	ae. PARTICIPANT CONTRACTS						
	af. PERMITS						
	ag. PROCUREMENT/SALES CONTRACTS						
	ah. PROGRESS PHOTOGRAPHS						
	ah1. PHOTO ASSIGNMENT	MS-246					
	ah2. PHOTOGRAPHIC SERVICE	,03247					
	ai. PUBLIC RELATIONS COMMUNICATIONS						
	aj. PURCHASE ORDERS						
	aj1. PURCHASE ORDER	0001					
	aj2. PURCHASE ORDER	1A,14000					
	aj3. PURCHASE ORDER	1A,14050					
	aj4. PURCHASE ORDER	1B					
	aj5. PURCHASE ORDER	,00001					
	aj6. PURCHASE ORDER	,00002					
	aj7. PURCHASE ORDER	,00003					
	aj8. PURCHASE ORDER	,00004					
	aj9. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	aj10. REPORT OF MATERIAL USED	OM-385					
	aj11. SUB-PURCHASE ORDER	,00001					
	aj12. SUB-PURCHASE ORDER	,00008					
	aj13. SUB-PURCHASE ORDER	,00009					

NOTES:

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

WP-23

Department of Water and Power

Rev. No. 1

Division
 Power Operations and Maintenance

By: (Dept. Head)

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

Date

Date

Edward A. Cotton

4-11-91

ITEM NO.	RECORD TITLE	BY D. J. MARIN FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	aj14. SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009					
	ak. REQUISITIONS						
	ak1. 6-REQUISITION	,02211					
	ak2. CENTRAL SERVICES PRINTING REQUISITION	,03068					
	ak3. COMPLETED REQUISITION FOR MATERIAL/SERVICES	,01660					
	ak4. EQUIPMENT TRANSFER	1217,14930					
	ak5. EQUIPMENT TRANSFER	,01217					
	ak6. FOREMAN'S MATERIAL REQUEST	106					
	ak7. FOREMAN'S MATERIAL REQUEST	,00107					
	ak8. FOREMAN'S MATERIAL REQUISITION	106,00106					
	ak9. FOREMAN'S MATERIAL REQUISITION	,00106					
	ak10. FOREMAN'S ORDER	2654,16490					
	ak11. FOREMAN'S ORDER	811,00811					
	ak12. FOREMAN'S ORDER	,02654					
	ak13. FORM APPLICATION	2793					
	ak14. INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
	ak15. JOB ORDER	,00247					
	ak16. LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735					
	ak17. MEMO MATERIAL REQUISITION	2102,02102					
	ak18. MEMO MATERIAL REQUISITION	,02102					
	ak19. OPERATION AND MAINTENANCE MATERIAL REQUISITION	,02025					
	ak20. PRINTING REQUISITION	3068					
	ak21. PRINTING REQUISITION	,03068					
	ak22. PURCHASE REQUISITION	,00006					
	ak23. PURCHASE REQUISITION	,14007					
	ak24. REPRODUCTION SERVICE	,3056					
	ak25. REQUEST FOR DELIVERY OF PRINT FROM FILE ROOM	DC-267					
	ak26. REQUEST FOR MAINTENANCE	16000					
	ak27. REQUEST FOR MAINTENANCE	OM-296					
	ak28. REQUEST FOR MATERIAL OR SERVICES	2837,16673					
	ak29. REQUEST FOR MATERIAL OR SERVICES	2837					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No. 1

Division

Power Operating and Maintenance

By: *Edward A. Cotton*

Date 4-11-91

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	ak30. REQUEST FOR MATERIAL OR SERVICES	.02837					
	ak31. REQUEST FOR PRINTS	DC-267					
	ak32. REQUEST FOR SERVICES OR SUPPLIES	1321,01321					
	ak33. REQUEST FOR SERVICES OR SUPPLIES	1321					
	ak34. REQUEST FOR SERVICES OR SUPPLIES	2837,02837					
	ak35. REQUEST FOR SERVICES OR SUPPLIES	.01321					
	ak36. REQUEST FOR SUPPLIES	1321,01321					
	ak37. REQUEST FOR SUPPLIES	1321,15033					
	ak38. REQUEST FOR SUPPLIES	.1321					
	ak39. REQUEST FOR SUPPLIES	2849,16685					
	ak40. REQUEST FOR SUPPLIES	.01321					
	ak41. REQUEST FOR SUPPLIES	.02849					
	ak42. REQUEST FOR WORK	OM-489					
	ak43. REQUISITION	2233					
	ak44. REQUISITION FOR ADVANCE APPROVAL OF EXPENDITURE	2232					
	ak45. REQUISITION FOR MATERIAL/SERVICES	.01658					
	ak46. REQUISITION FOR MATERIAL/SERVICES	.01660					
	ak47. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2211,16031					
	ak48. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14303					
	ak49. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392					
	ak50. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211					
	ak51. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672					
	ak52. REQUISITION FOR STATIONERY SUPPLIES	.00903					
	ak53. REQUISITION FOR SUPPLIES	2212,16032					
	ak54. REQUISITION FOR SUPPLIES	.02849					
	ak55. REQUISITION FOR TRANSPORTATION	597,14454					
	ak56. REQUISITION FOR TRANSPORTATION	.00597					
	ak57. TELEPHONE CREDIT CARD REQUEST	OM-521					
	ak58. WANT LIST	565,14428					
	ak59. WANT LIST	.00564					
	ak60. WORK ORDER	OM-599					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	ak61. WORK ORDER STANDARD FORM	,02821					
	ak62. WORK ORDER ZIP FORM	OM-333					
	ak63. WORK ORDER ZIP FORM	OM-549					
	ak64. WORK ORDER ZIP FORM	,02822					
	a). ROUTING SLIPS						
	a11. ASSIGNMENT	OM-117					
	a12. ASSIGNMENT FORM - COMMUNICATION SECTION	OM-583					
	am. SKETCHES						
	an. SPACE/EQUIPMENT ALLOCATION RECORDS						
	ao. SPECIFICATIONS						
	ap. STATUS REPORTS						
	aq. TEST RECORDS						
	ar. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ar1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	3384					
	ar2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	ar3. PURCHASING BID TRANSMITTAL	,02280					
	ar4. TRANSMITTAL	,00028					
	as. TRIP REPORTS						
	as1. TRUCK DRIVER'S TRIP REPORT	,02260					
	at. VENDOR MANUALS/CATALOGS						
	au. WAGE/SALARY STRUCTURE RECORDS						
16	RIGHTS-OF-WAY		AR	--	AR		REAL ESTATE
	a. CLAIMS						
	a1. ACCIDENT ANALYSIS	,02747					
	b. DEPARTMENT REAL ESTATE RECORDS						
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					

NOTES:

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
c2.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
d.	FOREIGN MAPS						
e.	INTRADEPARTMENTAL COMMUNICATIONS						
e1.	INTRA-DEPARTMENTAL	1455,01455					
e2.	INTRA-DEPARTMENTAL	,01455					
e3.	INTRA-DEPARTMENTAL	,01456					
e4.	INTRA-DEPARTMENTAL	,69074					
f.	INVOICES/PAYMENTS						
f1.	INVOICE COLLECTIBLE	,00861					
g.	LEGAL APPLICATIONS						
h.	LETTERS						
i.	LOGS/INDICES						
j.	MEMORANDA						
j1.	MEMORANDUM	1146,14858					
j2.	MEMORANDUM	1146					
j3.	MEMORANDUM	1147,01147					
j4.	MEMORANDUM	1334					
j5.	MEMORANDUM	,01145					
j6.	MEMORANDUM	,01147					
j7.	MEMORANDUM	,01334					
k.	OPERATIONAL REPORTS						
k1.	JOINT POLE FIELD CHECK REPORT	938					
l.	TRANSMITTALS/ACKNOWLEDGEMENTS						
l1.	BOARD OF WATER AND POWER COMMISSIONERS	,03384					
	TRANSMITTAL						
l2.	TRANSMITTAL	28					
l3.	TRANSMITTAL	,00028					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 10754 FJ

Certified per Sec. 12.31(b) of L.A. Admin. Code:

Page: 25 of 34

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

1

Division
RAYMOND C. BURT
Power Operations and Maintenance

By: (Dept. Secy.)

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		DEPARTMENT & OFFICE
17	SAFETY INSPECTIONS a. DWP INSPECTION RECORDS		AR		AR		HUMAN RESOURCES
18	SPECIFICATIONS (TECHNICAL) a. SPECIFICATIONS		C+2	--	C+2		PURCHASING (GENERAL SERVICES)
19	SURPLUS PRINTED MATERIAL a. BUDGET RECORDS - PROJECTED b. DESIGN REPORTS c. ENVIRONMENTAL REPORTS d. FINANCIAL REPORTS e. HAZARDOUS MATERIALS ADMINISTRATION RECORDS f. INTRADEPARTMENTAL COMMUNICATIONS f1. INTRA-DEPARTMENTAL f2. INTRA-DEPARTMENTAL f3. INTRA-DEPARTMENTAL f4. INTRA-DEPARTMENTAL g. LETTERS h. LOGS/INDICES i. MANAGEMENT PROCEDURES j. MANAGEMENT REPORTS j1. ANNUAL REPORT TO THE ECONOMIC REGULATORY ADMINISTRATION j2. POWER SYSTEM STATEMENT k. MEMORANDA k1. MEMORANDUM k2. MEMORANDUM k3. MEMORANDUM k4. MEMORANDUM k5. MEMORANDUM l. OPERATIONAL REPORTS	1455, 15185 1455 87-69-074 .01455 OMB 38-R0316 FPC-12 1146, 14857 .01146 .01147 .01334 .01336	AR	--	AR		NON-RECORD

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	m. PARTICIPANT CONTRACTS						
	n. PROPOSALS						
	o. SPECIFICATIONS						
	p. STATUS REPORTS						
	q. TRANSMITTALS/ACKNOWLEDGEMENTS						
	q1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
20	TIMEKEEPING FILES		2	--	2		ACCOUNTING
	a. AFFIRMATIVE ACTION/EEO RECORDS						
	a1. NOTICE TO CORRECT DEFICIENCIES	82-279					
	b. BID RECORDS						
	b1. BID NOTICE	,03214					
	c. CHANGE DOCUMENTS						
	c1. WORK SCHEDULE CHANGE RECORD	82-209					
	d. DESTRUCTION RECORDS						
	d1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48					
	e. EDUCATION/TRAINING RECORDS						
	f. EMPLOYEE ACCOUNTS RECORDS						
	g. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	g1. ABILITY TO WORK SLIP	,01844					
	g2. APPLICATION FOR MILITARY SERVICE COMPENSATION	2808,02808					
	g3. APPLICATION FOR MILITARY SERVICE COMPENSATION	,02808					
	g4. EMPLOYEE CERTIFICATE OF DISABILITY	2864					
	g5. EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
	g6. EXAMINATION FOR RETURN TO DUTY	2249,02249					
	g7. EXAMINATION FOR RETURN TO DUTY	,02249					
	g8. REQUEST FOR AUTHORIZED ABSENCE FROM DUTY	0M-406					
	g9. RETURN TO DUTY EXAMINATION	,02263					
	g10. RETURN TO WORK SLIP	12-0016					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 - J0754 FJ

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

Page 27 of 31

WP-23

Department of Water and Power

By: *Edmond A. Cotton*

Date

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Rev. No. 1

Division RAYMOND C. BUR
Power Operating Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	g11. RETURN TO WORK SLIP	.02202					
	h. EMPLOYMENT RECORDS						
	h1. EMPLOYEE DATA RECORD	2758					
	h2. EMPLOYEES RECORD	2757A					
	h3. PERSONNEL BID INFORMATION	0599					
	h4. PERSONNEL RECORD	2608					
	h5. PERSONNEL RECORD	OM-711					
	h6. TERMINATION OF EMPLOYMENT	.00723					
	i. INTRADEPARTMENTAL COMMUNICATIONS						
	i1. INTRA-DEPARTMENTAL	1455					
	j. LETTERS						
	k. LOGS/INDICES						
	k1. DAILY ACTIVITY LOG	PM-219					
	l. MEMORANDA						
	l1. MEMORANDUM	1147					
	l2. MEMORANDUM	.01145					
	l3. MEMORANDUM	.01147					
	l4. MEMORANDUM	.01334					
	l5. MEMORANDUM	.01335					
	m. OPERATIONAL REPORTS						
	m1. TRANSPORTATION AND EQUIPMENT RECORD	82-133					
	n. POSITION DESCRIPTIONS						
	n1. AUTHORIZATION TO PREPARE FORM 02346	OM-112					
	n2. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
	n3. DUTIES DESCRIPTION RECORD	MS 131					
	o. RECORD TRANSMITTALS						
	o1. RECORDS TRANSFER CONTROL	.16508					
	p. RECORDS RETENTION AUTHORIZATIONS						
	p1. RECORDS RETENTION AUTHORIZATION	.02317					
	q. SPACE/EQUIPMENT ALLOCATION RECORDS						

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Sewerage

Rev. No. 1

Division RAYMOND C. BURT

Power Operator J. J. HANNONEY

By: (Dept. Head)

Robert A. Cotton

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
q1.	TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744					
r.	TIMEKEEPING RECORDS						
r1.	ABSENCE FROM DUTY	OM-373					
r2.	ABSENCE FROM DUTY RECORD	2588					
r3.	ABSENCE FROM DUTY RECORD	.02588					
r4.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485					
r5.	APPLICATION FOR OVERTIME OFF WITH PAY	.02549					
r6.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819					
r7.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	.02819					
r8.	ATTENDANCE RECORD	3002					
r9.	CERTIFICATE OF JURY SERVICE	76C805A					
r10.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075,03075					
r11.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075					
r12.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075					
r13.	DAILY TIME CARD	1247,01247					
r14.	NOTICE OF HOLIDAY/WORK HOUR CHANGE/VACATION RELIEF (MEMO)	ORIG #84					
r15.	NOTICE OF OVERTIME DECLINED	OM-784					
r16.	NOTICE OF TRANSFER TIME ROLL DATA	2531,16356					
r17.	NOTICE OF TRANSFER TIME ROLL DATA	.02531					
r18.	NOTICE TO CHIEF TIMEKEEPER OF EMPLOYEE'S DISABILITY OR COMPENSATION STATUS	2721					
r19.	REPORT OF ABSENCE FROM DUTY	OM-373					
r20.	REPORT OF OVERTIME WORKED	OM-829					
r21.	REPORT OF OVERTIME WORKED	.02831					
r22.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
r23.	REQUEST FOR TEMPORARY SHIFT CHANGE	.02811					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	r24. REQUEST FOR TIME OFF	OM-535					
	r25. REQUEST FOR TIME OFF	OM-785					
	r26. REQUEST FOR TIME OFF	OM-814					
	r27. REQUEST/REPORT OF ABSENCE	OM-578					
	r28. SHIFT TRADE AGREEMENT	OM-478					
	r29. SUPERVISOR'S DAILY REPORT	OM-783					
	r30. SUPERVISOR'S DAILY TIME SHEET	OM-438					
	r31. TIME OFF REQUEST	OM-234					
	r32. TIME REPORT	OM-931					
	r33. TIME ROLL CORRECTION AUTHORITY	2734					
	r34. TIME ROLL CORRECTION AUTHORITY	87-02-734					
	r35. VACATION FORM	.01113					
	r36. VACATION REQUEST	.02839					
	s. WAGE/SALARY STRUCTURE RECORDS						
	s1. SALARY ADJUSTMENT	AC125					
21	TRAINING PROGRAM		AR	--	AR		ORIGINATING OFFICE. (INCLUDES NON-RECORD REFERENCE MATERIALS.)
	a. ANNOUNCEMENTS/BULLETINS						
	b. DATA SHEETS						
	b1. ENGINEERING DATA SHEET	.01155					
	c. DESIGN CALCULATIONS						
	d. DETAIL PHOTOGRAPHS						
	e. DRAWINGS						
	f. DWP ELECTRICAL DRAWINGS						
	g. DWP WIRING DRAWINGS/DIAGRAMS						
	h. EDUCATION/TRAINING RECORDS						
	h1. GENERATING STATION ASSISTANT MAINTENANCE TRAINING STANDARDS AND PROGRESS RECORD	OM-048					
	h2. GENERATING STATION ASSISTANT OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-046					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
h3.	GENERATING STATION OPERATOR OPERATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	82-428-8					
h4.	GENERATING STATION OPERATOR OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-047					
h5.	GENERATION STATION ASSISTANT - MAINTENANCE	OM-048					
h6.	GS INSTRUMENTATION	OM-516					
h7.	GSM TRAINING STANDARDS AND PROGRESS RECORD	OM-049					
h8.	MAINTENANCE TRAINING PROGRESS RECORD	OM-440					
h9.	NUS MAINTENANCE TRAINING PROGRESS RECORD	OM-585					
h10.	PERFORMANCE TEST	OM-004					
h11.	PERFORMANCE TEST MAINTENANCE PERSONNEL	OM-004					
h12.	SAFETY TRAINING PROGRAM RECORD NEW EMPLOYEE INDOCTRINATION	OM-XXX					
i.	EMPLOYEE BENEFITS/COMPENSATION RECORDS						
j.	EMPLOYMENT RECORDS						
j1.	ADDRESS CARD - HAYNES	OM-318					
j2.	EMPLOYEE DATA RECORD	,02756					
j3.	INTERVIEW DATA SHEET	861					
j4.	PROBATION REPORT	82-271					
j5.	WORK SCHEDULE ASSIGNMENT	2840,16676					
j6.	WORK SCHEDULE ASSIGNMENT	OM-396					
j7.	WORK SCHEDULE ASSIGNMENT	,02840					
k.	ENGINEERING STUDIES						
l.	INTRADPARTMENTAL COMMUNICATIONS						
l1.	INTRA-DEPARTMENTAL	,01455					
m.	JOB SCHEDULES						
n.	LETTERS						
o.	LOGS/INDICES						
p.	MANAGEMENT PROCEDURES						
q.	MANAGEMENT SCHEDULES						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

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

Page: 31 of

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No. 1

Division RAYMOND C. BURT
Power Operating and Maintenance

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

Date

Edward A. Cotton
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
r.	MEETING ATTENDANCE RECORDS						
s.	MEMORANDA						
s1.	MEMORANDUM	1146,01146					
s2.	MEMORANDUM	0M-259					
s3.	MEMORANDUM	,01145					
s4.	MEMORANDUM	,01147					
s5.	MEMORANDUM	,01334					
s6.	MEMORANDUM	,01335					
s7.	SHIFT PREFERENCE SHEET - MEMORANDUM	,01147					
t.	MICROFILM/SLIDES						
u.	OPERATIONAL REPORTS						
u1.	AUTOMATIC OSCILLOGRAPH OPERATION REPORT	,02076					
v.	OPERATIONS & MAINTENANCE PROCEDURES						
w.	POSITION DESCRIPTIONS						
w1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
x.	PROGRESS PHOTOGRAPHS						
y.	PROPOSALS						
z.	PUBLIC RELATIONS COMMUNICATIONS						
aa.	PURCHASE ORDERS						
aa1.	PURCHASE ORDER	3					
ab.	SKETCHES						
ac.	SPECIFICATIONS						
ac1.	SPECIFICATION	1799					
ad.	SURVEYS/QUESTIONNAIRES						
ae.	TEST RECORDS						
af.	TIMEKEEPING RECORDS						
af1.	ABSENCE FROM DUTY RECORD	,02588					
af2.	TRAINEE WORK ATTENDANCE REPORT	0M-445					
ag.	VENDOR MANUALS/CATALOGS						
ah.	VIDEOTAPES						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 00754 FJ

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

Page: 32 of 33

WP-23

Department of Water and Power

By: (Dept. Head)

Date

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

Rev. No.

Division

RAYMOND C. BURTON
Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
22	TRANSPORTATION EQUIPMENT USE RECORDS		2	--	2		ACCOUNTING (DWP); GENERAL SERVICES DEPARTMENT (CITY OF L.A.)
	a. ANNOUNCEMENTS/BULLETINS						
	b. CLAIMS						
	b1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364					
	c. DATA SHEETS						
	d. EDUCATION/TRAINING RECORDS						
	e. FINANCIAL REPORTS						
	f. INTERDEPARTMENTAL COMMUNICATIONS						
	f1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	g. INTRADEPARTMENTAL COMMUNICATIONS						
	g1. INTRA-DEPARTMENTAL	.01455					
	h. INVOICES/PAYMENTS						
	h1. REPORT OF MATERIAL RECEIVED	361					
	i. LOGS/INDICES						
	i1. DRIVER'S DAILY LOG	MCS-59					
	j. MANAGEMENT PROCEDURES						
	k. MEMORANDA						
	k1. MEMORANDUM	.01134					
	k2. MEMORANDUM	.01145					
	k3. MEMORANDUM	.01147					
	k4. MEMORANDUM	.01334					
	1. OPERATIONAL REPORTS						
	11. GASOLINE AND OIL REPORT	82-296					
	12. GASOLINE DIESEL FUEL AND OIL REPORT	3065,03065					
	13. TRANSPORTATION AND EQUIPMENT RECORD	OM-051					
	14. TRANSPORTATION AND EQUIPMENT RECORD	X167C					
	15. TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6220P2					
	16. VEHICLE TROUBLE REPORT	.00689					
	m. OPERATIONS & MAINTENANCE PROCEDURES						
	n. PROGRESS PHOTOGRAPHS						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: *Robert A. Cotton*

Page: 33 of 3

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No. 1

Division RAYMOND C. BURT
Power Operations and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	o. REQUISITIONS						
	o1. AGREEMENT OF TRANSFER OF MATERIAL	1700					
	o2. EQUIPMENT TRANSFER	1217.14930					
	o3. EQUIPMENT TRANSFER	.01217					
	o4. REQUISITION FOR TRANSPORTATION	.00597					
	p. SPACE/EQUIPMENT ALLOCATION RECORDS						
	p1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT ASSIGNMENT FORM	.00690					
	p2. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744					
	q. STATUS REPORTS						
	r. TRIP REPORTS						
	s. VENDOR MANUALS/CATALOGS						
23	TROUBLE REPORTS		2	--	2		ORIGINATING OFFICE
24	WATER QUALITY FILES		AR+2	--	AR+2		SYSTEM DEVELOPMENT
	a. ANNOUNCEMENTS/BULLETINS						
	b. CONVERSATION RECORDS						
	b1. RECORD OF PHONE CONVERSATION	DC772A					
	c. DATA SHEETS						
	c1. ENGINEERING DATA SHEET	.01155					
	d. DWP OPERATION DRAWINGS/DIAGRAMS						
	e. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	f. INTRADEPARTMENTAL COMMUNICATIONS						
	f1. INTRA-DEPARTMENTAL	87-69-074					
	f2. INTRA-DEPARTMENTAL	.01455					
	g. INVOICES/PAYMENTS						
	h. LEGAL APPLICATIONS						
	i. LETTERS						
	j. LOGS/INDICES						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

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

Page: 34 of 3

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

WP-23

Department of Water and Power

By: (Dept. Head)

Date

Rev. No. 1

Division ORIGINAL SCHEDULE
 RAYMOND C. BURT
 Power Operations and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
j1.	MASTER LOG CONTROL ROOM "A"	.02672					
j2.	MASTER LOG CONTROL ROOM "B"	.03296					
k.	MEETING MINUTES						
l.	MEMORANDA						
11.	MEMORANDUM	1146.01146					
12.	MEMORANDUM	1146					
13.	MEMORANDUM	.01145					
14.	MEMORANDUM	.01147					
15.	MEMORANDUM	.01334					
m.	PURCHASE ORDERS						
m1.	PURCHASE ORDER	.00001					
n.	REQUISITIONS						
n1.	REQUISITION FOR MATERIAL/SERVICES	.01660					
n2.	WORK ORDER	.02821					
o.	ROUTING SLIPS						
o1.	ASSIGNMENT	OM-117					
p.	TEST RECORDS						
p1.	LABORATORY AND TECHNICAL SERVICES SUPPLEMENTARY REPORT	DC608					
25	MICROFILM OF ITEMS #1 - 24 ABOVE.		--	199	199		
26	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 66 ON WP-23 ORIGINAL (EXCEPT #15 AND #42). HARDCOPY OF ITEMS #1 - 24 ON WP-23 DUPLICATE.
27	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK.		--	199	199		

NOTES: