



**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 21 - 0294  
OCT 05 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. Admin. Code:  
By (Unit Head)

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Rev. No.

Department of Water and Power

Office of (Original) Record

Power Operating and Maintenance

91 000723 RT

3-26-91

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

Date

4-11-91

Date

2/9/17

*Robert A. Cotton*  
*Joseph Gargolowski*

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	N	I	R	E	S	T	R	E	M	A	R	S
			OFFICE	CENTER	DESTROY																
1	AIR QUALITY FILES		2	1	1+2																
	a. BID RECORDS																				
	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	OR16 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																				

Retention Code: A = Audit

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 753 FJ

Certified per Sec. 12.3(a) of L.A. Admin. Code:  
By: (City Clerk, Head)

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records  
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			Y	T	P	S	T	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									

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CITY CLERK \_\_\_\_\_ Date: FEBRUARY 15, 1990  
 City of Los Angeles  
 Form Gen. 80 (R 10-81)

Sch. No.  
 WP-23  
 Rev. No.

Department/Bureau 91 000753 FJ  
 Department of Water and Power  
 Office of (Original) Records  
 Power Operating and Maintenance  
 BY D. J. MAHONEY

Certified per Sec. 17.3(e) of L.A. Admin. Code:  
 By: (Dept. Head)  
 By: (City Clerk, Rec. Mgt. Off.)

Page: 003 of 106  
 Date 4-11-91

# RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			v	h	c	o	n	i	REMARKS
			OFFICE	CENTER	DESTROY							
	b18. MULTIYEAR EXPENDITURE PROGRAM CODING & DATA FORM	PX. MEP-1										
	c. ENGINEERING STUDIES											
	d. FINANCIAL REPORTS											
	d1. ALLOCATION DETAIL SHEET											
	e. INTRADEPARTMENTAL COMMUNICATIONS	.03195										
	e1. INTRA-DEPARTMENTAL	.01455										
	f. JOB FILE DATA											
	g. LEGAL NOTIFICATIONS											
	h. LETTERS											
	h1. COMMITTEE CORRESPONDENCE	.02605										
	i. LOGS/INDICES											
	11. WORK ORDER LOG	OM-1045										
	12. WORK ORDER LOG	OM-691										
	j. MANAGEMENT PROCEDURES											
	k. MANAGEMENT REPORTS											
	l. MEMORANDA											
	11. MEMORANDUM	1334,15047										
	12. MEMORANDUM	87-69-078										
	13. MEMORANDUM	.01145										
	14. MEMORANDUM	.01146										
	15. MEMORANDUM	.01147										
	16. MEMORANDUM	.01334										
	17. 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											

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 000753 FJ

Certified per Sec. 12.3(a) of L.A. Admin. Code:  
By: (City Clerk/Head)

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	R	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-18								
	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	OG-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								

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CITY CLERK Date: FEBRUARY 15, 1990  
City of Los Angeles  
Form Gen. 60 (R 10-81)

Sch. No.  
WP-23  
Rev. No.

Department/Bureau 91 000753 FJ  
Department of Water and Power  
Office of (Original) Records  
Power Operating

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

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Date  
4-11-91

# RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	N	T	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	662										
	CHECK-OFF SHEET											
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	OM-255										
	STEAM R.S.43.1											
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										

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Department/Bureau 01 000753 FJ

Certified per Sec. (12.34) of L.A. Admin. Code:

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	C	REMARKS
			OFFICE	CENTER	DESTROY				
e55.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-06							
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							

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Department/Bureau 91 6 753 FJ

Certified per Sec. 12.3 of L.A. Admin. Code:  
By: (City Clerk, Head)

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WP-23

Department of Water and Power

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

Rev. No.

Office of (Original) Record  
Power Operating and Maintenance  
RAYMOND C. BURI  
BY: RAHONEY

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	O	N	I	REMARKS
			OFFICE	CENTER	DESTROY									
e93.	READING SHEET #60 1G6 AIR COMPRESSOR	OM-826												
e94.	RECORD OF CLIMATOLOGICAL OBSERVATIONS	76R204A												
e95.	SAN FERNANDO POWER PLANT - DAILY OPERATOR	APP-13												
	CLEANING AND MAINTENANCE REPORT													
e96.	SAN FERNANDO POWER PLANT - MONTHLY INSPECTION	APP-21												
	ITEM													
e97.	TRANSFORMER BANK R.S.612.1	.02708												
e98.	TRANSFORMER BANK R.S.634.1	.02709												
e99.	TRANSFORMER DAILY TEMPERATURE READING	OM-111												
e100.	TRANSMISSION AND INTERCHANGE LINES & CABLES	.02731												
e101.	TURBO GENERATOR RS21.1	.02691												
e102.	TURBO GENERATOR RS21.1	.02694												
e103.	TURBO GENERATOR RS23.1	.02693												
e104.	UNIT 3 GENERATION - UNIT DAILY REPORT RS1A	OM-676												
e105.	UNIT 3 RS2A	OM-678												
e106.	UNIT 3 RS3A	OM-744												
e107.	UNIT 3 RS5A	OM-745												
e108.	UNIT 3 RS6A	OM-746												
e109.	UNIT 3 RS7A	OM-747												
e110.	UNIT 3 RS8A	OM-748												
e111.	UNIT 3 RS9A	OM-749												
e112.	UNITS 1 & 2 RS10	OM-715												
e113.	UNITS 1 & 2 RS11	OM-713												
e114.	UNITS 1 & 2 RS12	OM-716												
e115.	UNITS 1 & 2 RS13	OM-717												
e116.	UNITS 1 & 2 RS2	OM-677												
e117.	UNITS 1 & 2 RS3	OM-685												
e118.	UNITS 1 & 2 RS4	OM-686												
e119.	UNITS 1 & 2 RS5	OM-687												
e120.	UNITS 1 & 2 RS6	OM-688												
e121.	UNITS 1 & 2 RS7	OM-697												
e122.	UNITS 1 & 2 RS8	OM-698												
e123.	UNITS 1 & 2 RS9	OM-699												
e124.	VALLEY PLANTS - FIRE EXTINGUISHER REPORT	APP-9												
e125.	VALVE CYCLING LIST	APP-55												
e126.	YARD ROUNDS RS14	OM-718												
e127.	YARD ROUNDS RS15	OM-719												
e128.	YARD ROUNDS RS16	OM-720												
f.	DWP INSPECTION RECORDS													

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 000753 FJ

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

Page: 008 of 106

WP-23

Department of Water and Power

By: (Dept. Head)

Date

RECORDS RETENTION SCHEDULE  
(Original/Official Records)

Rev. No.

Office of (Original) Record

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

Date

Power Operations and Maintenance

ITEM NO.	RECORD TITLE	BY D. I. MAHONEY				RETENTION			Y			REMARKS
		FORM NO.	OFFICE	CENTER	DESTROY				1	2	3	
	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										

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0753 FJ

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

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Raymond C. Durr

By: (Dept. Head)

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	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							

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

91 000753 FJ

Certified per Sec. 12.2(e) of L.A. Admin. Code:

Page 010 of 106

By: (Deputy Head)

Date

WP-23

Department of Water and Power

Rev. No.

Office of (Original Record)

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Vital	Historical	Long	REMARKS
			OFFICE	CENTER	DESTROY				
	r6. PYR-A-LARM SYSTEMS SMOKE TEST UNITS 5&6	665							
	s. TRANSMITTALS/ACKNOWLEDGEMENTS								
6	CITY & STATE GOVERNMENTAL MATTERS								
	a. ANNOUNCEMENTS/BULLETINS		AR	2	AR+2				
	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				
	a. BID RECORDS								
	b. BUDGET RECORDS - PROJECTED								
	b1. SUPPLEMENTAL INFORMATION (VITAL)					V			
	c. CONTRACT ADMINISTRATION RECORDS								
	d. CONTRACT AMENDMENTS								
	d1. AMENDMENT (VITAL)					V			

RETENTION OF OPERATING ENGINEERING SECTION ONLY

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Date: FEBRUARY 15, 1990

Sch. No.

WP-23

Rev. No.

1

Department/Bureau

Department of Water and Power

Office of (Original) Records

Power Operating and Maintenance

01 000753 FJ

Certified per Sec. 42.3(a) of L.A. Admin. Code:  
By: (Dept. Head)

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

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Date

4-11-91

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	S	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY							
	e. EDUCATION/TRAINING RECORDS											
	f. EMPLOYMENT RECORDS											
	g. INVOICES/PAYMENTS											
	g1. ACCOUNTING PAYMENT DENIAL FORM	AC295										
	h. JUDGEMENTS											
	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

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Department/Bureau

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Department of Water and Power

Rev. No.

Office of (Original) Records

By: (City Clerk, Head)

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY							
11	DEPARTMENT & DIVISION ORGANIZATION & POLICIES		AR	2	AR+2							
	a. ANNOUNCEMENTS/BULLETINS											
12	DEPARTMENT COMMITTEES		AR	2	AR+2							
	a. AGENDA											
	b. MEETING MINUTES											
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										

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Sch. No.

Department/Bureau 01 00753 FJ

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

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

WP-23

Department of Water and Power

Rev. No. 1

Office of (Original) Records  
Power Operating and Maintenance  
BY D. J. MAHONEY

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	N	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	.02527										
	SECTION											
	u2. DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-703										
	ROSTER											
	u3. FINAL RECAP SHEET	OM-1050										
	u4. TRANSMISSION STORM REPORT	P08M 001										
	v. PROCUREMENT/SALES CONTRACTS											
	v1. DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-704										
	USED - HOURLY RATE ONLY											
	v2. DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-705										
	USED - MILEAGE RATE											
	v3. DISASTER DAMAGE AUDIT INFORMATION -	OM-706										
	TRANSPORTATION AND CONSTRUCTION EQUIPMENT											
	w. PROFESSIONAL DEVELOPMENT RECORDS											
	w1. DISASTER DAMAGE AUDIT INFORMATION - EMPLOYEE	OM-701										
	ROSTER											
	x. PURCHASE ORDERS											
	x1. PURCHASE ORDER	.00001										
	y. REQUISITIONS											
	y1. JOB ORDER	.00247										
	y2. REQUEST FOR SERVICES OR SUPPLIES	1321										

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

Power Operating and Maintenance

Certified per Sec. 120(e)

L.A. Admin. Code

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	CONF	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									

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Sch. No.

Department/Bureau 01

0753 FJ

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

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

WP-23  
Rev. No. 1

Department of Water and Power

Office of (Original) Records

Power Operating and Maintenance  
BY: E. J. MANABE

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

Date

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	I	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									
i5.	OPERATION SUPERVISOR'S EVALUATION REPORT	OM-530									
i6.	PERSONNEL JACKET	87-02-759									
i7.	TERMINATION OF EMPLOYMENT	.00723									
i8.	WORK SCHEDULE ASSIGNMENT	OM-396									
j.	INTERDEPARTMENTAL COMMUNICATIONS										
j1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160									
k.	INTRADEPARTMENTAL COMMUNICATIONS										
k1.	INTRA-DEPARTMENTAL	.01455									
l.	JOB FILE DATA										
l1.	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									

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Sch. No.

Department/Bureau

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

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

WP-23  
Rev. No. 1

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

*[Signature]*  
By: (City Clerk, Rec. Mgt. Off.)

Date  
4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY									
	t3. REQUEST/REPORT OF ABSENCE	OM-578												
	t4. TIME ROLL CORRECTION AUTHORITY	2734												
	t5. VACATION FORM	,01113												
	u. TRANSMITTALS/ACKNOWLEDGEMENTS													
	u1. BOARD OF WATER AND POWER COMMISSIONERS	,03384												
	TRANSMITTAL													
	v. WAGE/SALARY STRUCTURE RECORDS													
	v1. SALARY ADJUSTMENT	AC125												
15	DISPATCHER/OPERATOR CONVERSATION TAPES		2	--	2									
	a. CONVERSATION RECORDS													
	b. EMPLOYEE ACCOUNTS RECORDS													
	c. INTERDEPARTMENTAL COMMUNICATIONS													
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160												
	d. INVOICES/PAYMENTS													
	d1. REPORT OF MATERIAL RECEIVED	,00361												
	d2. STATEMENT OF SETTLEMENT	,02122												
	e. PURCHASE ORDERS													
	e1. SUB-PURCHASE ORDER	,00008												
	f. REQUISITIONS													
16	EMERGENCY PLANNING & REPORTS		AR	2	AR+2									
17	EMPLOYEE HOUSING FILES		T+2	--	T+2									
	a. DEPARTMENT REAL ESTATE RECORDS													
	b. DWP MAPS													
	c. INTRADEPARTMENTAL COMMUNICATIONS													
	c1. INTRA-DEPARTMENTAL	,01455												
	d. LEGAL NOTIFICATIONS													
	e. MEMORANDA													
	e1. MEMORANDUM	,01145												
	e2. MEMORANDUM	,01147												
	e3. MEMORANDUM	,01334												
	f. PROPOSALS													
	g. PURCHASE ORDERS													
	g1. PURCHASE ORDER	,00001												
	h. REQUISITIONS													
	h1. MAINTENANCE REQUEST	OM-525												
	i. TELEX/TWX/TELECOPY COMMUNICATIONS													

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records MOND C. DURE

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	C	H	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										

Retention Code: A = Audit

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

Power Operating and Maintenance

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

By: (Dep. Head)

Page: 020 of 106

Date

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	L	C	O	P	REMARKS
			OFFICE	CENTER	DESTROY							
	o32. EMPLOYEES RECORD	.02757										
	o33. EMPLOYMENT ELIGIBILITY VERIFICATION	1-9										
	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 108	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										

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

Power Operating and Maintenance

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

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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	f	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	OM-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	,02069													
	REPORT														
	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	OM-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													

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Date: FEBRUARY 15, 1990

City of Los Angeles  
Form Gen. 60 (81)

Sch. No.

Department/Bureau

23

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F.

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

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date \_\_\_\_\_

## RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y I U	b 1 C	c o f	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							

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CITY CLERK

Date: FEBRUARY 15, 1990

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

Sch. No.

Department/Bureau

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By: (Dep't. Head)

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

Power Operating and Maintenance  
RAYMOND C BUREAU  
BY: T. MAHONEY

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

Date  
4-11-91  
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	c	r	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									

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

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

WP-23

Rev. No.

1

Department of Water and Power

Office of (Original) Records

Power Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	P	C	O	N	I	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												

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01

753 FJ

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

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

WP-23

Rev. No.

Department of Water and Power

Office of (Original) Records

Power Operating and Maintenance

By: (City Clerk, Head)

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

Date

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	h	c	n	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									

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 00753 FJ

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date

Date

# RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	H	C	O	R	REMARKS
			OFFICE	CENTER	DESTROY						
	F. CHANGE DOCUMENTS										
	f1. DESIGN ENGINEERS EMERGENCY FIELD CHANGE	DC126									
	f2. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES	815,00815									
	OR MAINTENANCE										
	f3. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES	815									
	OR MAINTENANCE										
	f4. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES	,00815									
	OR MAINTENANCE										
	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									
	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										

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

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0-753 FJ

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Raymond C. Burr

Power Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	REMARKS
			OFFICE	CENTER	DESTROY				
	al. LEGAL APPLICATIONS								
	am. 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							

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Date: FEBRUARY 15, 1990.

Sch. No.

Department/Bureau 01 1753 FJ

Certified per Sec. 12.8(e) of L.A. Admin. Code:  
By: (Dept. Head)

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date  
4-11-91  
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	H	S	T	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				

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Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	o	n	f	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										

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Rev. No.

Department of Water and Power

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

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

Date  
4-11-91  
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	t	h	i	c	o	n	f	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)													
	bg3. UNITS 1, 2, 3 SPECIFICATION (VITAL)													
	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												
	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)													
	bn2. VENDOR CATALOG (VITAL)													
	bn3. VENDOR CATALOG/MANUAL (VITAL)													
	bn4. VENDOR EQUIPMENT INSTRUCTION MANUAL (VITAL)													

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RAYMOND C. COTTON  
Power Operating and Maintenance

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

Date  
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(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	H	C	S	T	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									

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RAYMOND C. BUR

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	C	S	T	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										

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Department of Water and Power

Rev. No.

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RAYMOND C. BUN  
Power Operating and Maintenance

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	S	C	O	N	I	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												
	a. LOGS/INDICES		2	--	2								
	a1. DAILY PARKING LOG	82-121-A											
	a2. DAILY VEHICLE REGISTRATION	OM-205											
26	HAZARDOUS MATERIALS & WASTE REPORTS												
	a. ANNOUNCEMENTS/BULLETINS		5	25	30								
	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												

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RAYMOND C. GUR  
Power Operating and Maintenance

By: (Dept. Head)

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

Date

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	S	C	O	N	I	REMARKS
			OFFICE	CENTER	DESTROY								
	h. EDUCATION/TRAINING RECORDS												
	i. ENVIRONMENTAL REPORTS												
	11. SPILL AND CLEANUP REPORT	03-449											
	12. 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												
	11. 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											

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Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	N	I	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											
	aal. 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											

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Department of Water and Power

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Office of (Original) RAYMOND C. GUR

Power Operating and Maintenance

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

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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	H	I	C	O	N	F	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	PD-053													
	APPROVAL														
	e3. AUTHORIZATION FOR EXPENDITURE - WORK ORDER	DC0527B													
	SUMMARY														
	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													

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**RECORDS RETENTION SCHEDULE**  
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	N	F	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											

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

WP-23

Department of Water and Power

Rev. No.

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

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

Page: 039 of 106

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	h	c	r	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. WORK 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								

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CITY CLERK

City of Los Angeles  
Form Gen. 60 (Rev. 11-81)

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0-753 FJ

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

Page: 040 of 106

By: (City Clerk)

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

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

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	S	C	O	D	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								
	a. HAZARDOUS MATERIALS ADMINISTRATION RECORDS												HOLD IN OFFICE UNTIL SUPERSEDED PLUS 2 YEARS
	b. LETTERS												AND SEND TO RECORD CENTER UNTIL FACILITY IS
	c. LICENSES												TERMINATED PLUS 2 YEARS.
	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.

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

WP-23

Department of Water and Power

Rev. No.

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

By: (Dept. Head)

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

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	N	T	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										
	a2. TELECOMMUNICATION BULLETIN	OM-758					V					
	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											

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City of Los Angeles  
Form Gen. 60 (Rev. 6-1)

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau **01 01 53 FJ**

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## RECORDS RETENTION SCHEDULE (Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

## Power Operating and Maintenance

By: Dep. Head

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

Date \_\_\_\_\_

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION						
			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								

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Date: FEBRUARY 15, 1990

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Department/Bureau 01 : 753 FJ

Section per Sec. (2.3(e)) of L.A. Admin. Code.

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

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

Date

Date

# RECORDS RETENTION SCHEDULE (Original/Official Records)

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	B-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													

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



Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 3753 FJ

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Rev. No.

Department of Water and Power

Office of (Original) Records

Power Operating and Maintenance

By: (Dep. Head)

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

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	l	o	h	i	c	o	n	f	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-D 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)													

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 000753 FJ

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records RAYMOND C. BUR

Power Operating and Maintenance

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	o	n	t	REMARKS
			OFFICE	CENTER	DESTROY	a	s	o	n	t		
	k10. MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(G)										
	k11. OIL CIRCUIT BREAKER WEEKLY ROUTINE INSPECTION	168										
	1. 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										

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01

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

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By: (Dept. Head)

Department of Water and Power

WP-23

Office of (Original) Record

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

Date

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

Rev. No.

1

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	S	C	O	N	F	R	E	M	R	E	M	A	R	S
			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																			

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Department of Water and Power

Rev. No.

Office of (Original) Records

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	U	R	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									

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Department of Water and Power

Rev. No.

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

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

Date

RECORDS RETENTION SCHEDULE  
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	1	5	10	C	O	N	T	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												

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

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	T	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	OG-35B								
	ah40. O.V.E.S. MONTHLY REPORT	OG-6								
	ah41. OWENS VALLEY ELECTRIC SYSTEM TROUBLE CALL REPORT	OG-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									
	aol. INVENTORY SHEET	ORIG 7B								
	ap. STATUS REPORTS									
	ap1. DAILY STATUS REPORT	CPP-37 OM-706								

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Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	L	S	C	O	N	T	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												

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

By: (Dept. Head)

By: [Signature] Rec. Mgt. Off.

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## RECORDS RETENTION SCHEDULE

### (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y L P	H I S T	C O N F	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		AR	2	AR+2				
	a. AGENDA								
	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 AUTHORITY	,02316							
	f. ENVIRONMENTAL REPORTS								
	g. INTERDEPARTMENTAL COMMUNICATIONS								
	h. INTRADEPARTMENTAL COMMUNICATIONS								
	h1. INTRA-DEPARTMENTAL	1455							

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

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	T	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										
	11. SUMMARY REPORT WORK LOAD MANHOUR DISTRIBUTION AND POTENTIAL	OM-028									
	m. MEETING MINUTES										
	n. MEMORANDA										
	n1. MEMORANDUM	1146									
	n2. MEMORANDUM	87-69-0788X									
	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									

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**RECORDS RETENTION SCHEDULE**  
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	h	c	n	t	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									

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Department of Water and Power

By: Genl. Head

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

Date \_\_\_\_\_

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V I D E O	H I S T O R Y	C O N F I D E N T I A L	REMARKS
			OFFICE	CENTER	DESTROY				
	a4. EMPLOYEE PERSONNEL JACKET	,02759							
	a5. INTERVIEW AND APPOINTMENT NOTICE	403							
	a6. INTERVIEW DATA SHEET	3381							
	a7. INTERVIEW DATA SHEET	,03381							
	a8. INTERVIEW FORM	OM-439							
	a9. INTERVIEW SUMMARY	OM-567							
	a10. LOST EMPLOYEE CARD ID LETTER	OM-586							
	a11. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76							
	a12. NOTICE OF COMMENDATION	GEN. 79							
	a13. PERSONNEL BID INFORMATION	Q599							
	a14. PERSONNEL BID INFORMATION	,00599							
	a15. PERSONNEL CHANGE SUBSTATION OPERATION	OM-101							
	a16. PERSONNEL RECORD CARD	2608,16444							
	a17. R&D PERSONNEL CHANGE	OM-101							
	a18. RECEIVING & DISTRIBUTING STATION SECTION OPERATING PERSONNEL CHANGE	28							
	a19. REQUEST FOR CERTIFICATION	PDAS 15							
	a20. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 10B	GEN. 16-B							
	a21. REQUEST TO FILL POSITION	424							
	a22. REQUEST TO FILL POSITION	,00424							
	a23. TERMINATION OF EMPLOYMENT	723,14529							
	a24. TERMINATION OF EMPLOYMENT	,00723							
p.	FINANCIAL REPORTS								
	p1. MONTHLY REPORT OF CASH ADVANCE	82-181							
q.	INTERDEPARTMENTAL COMMUNICATIONS								
	q1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160							
r.	INTRADepartmental COMMUNICATIONS								
	r1. INTRA-DEPARTMENTAL	1455							
	r2. INTRA-DEPARTMENTAL	,01455							
	r3. INTRA-DEPARTMENTAL	,69074							
s.	INVOICES/PAYMENTS								
t.	JUDGEMENTS								
u.	LETTERS								
v.	LOGS/INDICES								
	v1. DAILY ACTIVITY LOG	PH-219							
w.	MANAGEMENT PROCEDURES								
	w1. ADMINISTRATIVE PROCEDURE	OM-155							
x.	MANAGEMENT REPORTS								

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# RECORDS RETENTION SCHEDULE (Original/Official Records)

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Rev. No.

Department of Water and Power

Office of (Original) Record

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	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								

Retention Code: A = Audit

AR = Annual Review

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01

753 FJ

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

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records  
Power Operating and Maintenance

By: (Dept. Head)

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

Date

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	N	I	R	E	M	R	E	M	A	R	S
			OFFICE	CENTER	DESTROY															
	ai2. REFERENCE SLIP	185																		
	aj. SPACE/EQUIPMENT ALLOCATION RECORDS																			
	ak. STATUS REPORTS																			
	al. SURVEYS/QUESTIONNAIRES																			
	am. TELEX/TWX/TELECOPY COMMUNICATIONS																			
	an1. TELECOPY COVER SHEET	OM-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	OM-399																		
	an9. REQUEST FOR LEAVE OF ABSENCE	GEN. 38																		
	an10. REQUEST FOR TIME OFF	OM-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																			

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record  
Power Operating and Maintenance

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

Date

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	L	H	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. INTRADEPARTMENTAL 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											

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record RAYMOND C. FUR

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	I	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												
	apl. PURCHASE ORDER	,00001											
	aq. ROUTING SLIPS												
	aql. 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												

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 00753 FJ

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

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RECORDS RETENTION SCHEDULE  
(Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	C	O	N	T	REMARKS
			OFFICE	CENTER	DESTROY							
	1. DWP PROJECT LAYOUT DRAWINGS											
	11. BLOCK & LEVEL DRAWING (VITAL)											
	m. DWP SPACE ALLOCATION DRAWINGS											
	n. DWP STRUCTURAL STEEL DETAIL DRAWINGS											
	o. DWP WIRING DRAWINGS/DIAGRAMS											
	o1. WIRING DRAWING (VITAL)											
	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. INTRADEPARTMENTAL 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							

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 3753 FJ

Certified per Sec. 12 B(e) of L.A. Admin. Code  
By: (Dep. Head)

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records  
Power Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	r	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									

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 753 FJ

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

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WP-23

Department of Water and Power

Rev. No.

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

By: (Dept. Head)

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

Date

4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	I	C	O	N	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												

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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 L.A. Admin. Code:

By: *Robert A. Cotton*

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Date: 4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	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. OWP 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									

Retention Code: A = Audit

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S = Superseded

T = Termination

By (Dept. Head)

Date 4-11-91

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

Date \_\_\_\_\_

## WP-23

Department of Water and Power

Office of (Original) Record

Power Operator and Maintenance

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Exploration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

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WP-23

Department of Water and Power

Rev. No.

Office of (Owner) Records

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

Date 4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	O	N	I	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										

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Date: FEBRUARY 15, 1990

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**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: (Dept. Head)

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

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	S	C	O	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												

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0753 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code:  
By: *[Signature]*

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

WP-23

Rev. No.

1

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

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

Date  
4-11-91  
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	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	OM-018												
	aa4. OPERATING ORDER	OM-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													
	al. OPERATIONAL REPORTS													
	al1. APPARATUS TROUBLE REPORT	5-667												
	al2. APPARATUS TROUBLE REPORT	82-384												
	al3. AUTOMATIC OSCILLOGRAPH OPERATION REPORT	.02076												
	al4. DAILY OPERATING RECORD RECEIVING STATION TRANSFORMERS	.02603												
	al5. EXPERIMENTAL TROUBLE REPORT	OM-409												
	al6. FAULTY EQUIPMENT REPORT	.00035												

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Raymond C. Guri

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

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	o	n	s	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	DC608										
	SUPPLEMENTARY REPORT											
	av. TIMEKEEPING RECORDS											
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS											
	aw1. BOARD OF WATER AND POWER COMMISSIONERS	.03384										
	TRANSMITTAL											
	aw2. JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND	DC028										
	TRANSMITTAL FORM											

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Date: FEBRUARY 15, 1990

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By: (Dept. Head)

Date

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

MP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

Power Operating Division

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	H	S	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													

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Records

Power Operating and Maintenance

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	H	S	C	O	N	I	REMARKS
			OFFICE	CENTER	DESTROY									
	f3. BIDDING DOCUMENT	1799-8												
	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												
	i. CHANGE DOCUMENTS													

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Date: FEBRUARY 15, 1990

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By: *Raymond C. Furt*

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

WP-23  
Rev. No.

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

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

Date  
4-11-91  
Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	S	C	O	N	Y	REMARKS
			OFFICE	CENTER	DESTROY								
11.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,14578											
12.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	,00815											
13.	NOTICE OF CHANGE IN WORK SCHEDULE AND/OR WORK LOCATION	SP-5											
14.	WORK SCHEDULE CHANGE RECORD	82-209											
15.	WORK SCHEDULE CHANGE RECORD	82-247											
16.	WORK SCHEDULE CHANGE RECORD	OM-499											
J.	CLAIMS												
j1.	ACCIDENT ANALYSIS	2747,02747											
j2.	ACCIDENT ANALYSIS	2747											
j3.	ACCIDENT ANALYSIS	,02747											
j4.	ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741											
j5.	ACCIDENT/INCIDENT PRELIMINARY REPORT	X-183											
j6.	CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A											
j7.	DRIVER'S PRELIMINARY ACCIDENT REPORT	76-44											
j8.	DRIVER'S PRELIMINARY ACCIDENT REPORT	GS 152											
j9.	DRIVER'S PRELIMINARY ACCIDENT REPORT	OM-466											
j10.	INCIDENT NOTIFICATION	761463											
j11.	LAPD PRELIMINARY INVESTIGATION	03.01.0											
j12.	LAPD TRAFFIC ACCIDENT INFORMATION	04.37.0											
j13.	RELEASE	,00504											
j14.	REPORT OF ACCIDENT MOBILE EQUIPMENT	2364,16187											
j15.	STATEMENT OF ACCIDENT	410,14317											
j16.	STATEMENT OF ACCIDENT	970,14702											
j17.	STATEMENT OF ACCIDENT	970											
j18.	STATEMENT OF ACCIDENT	,00970											
j19.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187											
j20.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364											
j21.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364											
j22.	TRAFFIC COLLISION REPORT	CHP-555											
k.	CLERICAL PROCEDURES/INSTRUCTIONS												
k1.	CLERICAL PROCEDURE	OM-352											
l.	CONFERENCE/SEMINAR ARRANGEMENTS												
m.	CONSERVATION REPORTS												
n.	CONSULTING CONTRACTS												
o.	CONTRACT ADMINISTRATION RECORDS												
p.	CONTRACT AMENDMENTS												

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Sch. No.

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**RECORDS RETENTION SCHEDULE  
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WP-23

Rev. No.

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

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	C	S	T	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 ODOMETER 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									

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Department/Bureau

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By: (Dept. Head)

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Raymond C. Furr

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

Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	S	T	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	OVS-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										

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Date: FEBRUARY 15, 1990

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

WP-23

Department of Water and Power

Rev. No.

Office of (Original) RECORDS C. FOR

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

Date

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	T	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	,14730								
	INSURANCE PLAN									
	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								

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Sch. No.

Department/Bureau

Department of Water and Power

Office of (Original) Raymond C. Burr

Power Operating and Maintenance

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

By: (Dept. Head)

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

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Date

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	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	OVS-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								

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

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Rev. No.

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Power Operating and Maintenance

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			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										

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

Date

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	c	n	t	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									

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Office of (Original) Record: RAYMOND C. FOR

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

Date

Power Operating and Maintenance

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			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									
	bl. JOB SCHEDULES										
	bl1. 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	OM-474									
	MAINTENANCE LOG										
	bt2. BI-WEEKLY OVERTIME LOG ELECTRICAL STATION	OM-529									
	MAINTENANCE										
	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	.02602									
	TRANSFORMER										

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**RECORDS RETENTION SCHEDULE**  
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			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												

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			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	.02069										
	REPORT											
	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										

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CITY CLERK

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

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 753 FJ

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By: (Dept. Head)

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

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	P	C	O	N	T	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	689,00489											
	cd16. DRIVER'S TROUBLE REPORT	689											

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By: (Dept. Head)

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			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	ORMM-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	OG-35A												
	cd37. PD&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												

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Office of (Original) Record  
RAYMOND C. BUR.

By: (Dept. Head)

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

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			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	PDES 3										
	cj. PROCUREMENT/SALES CONTRACTS											

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Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0 753 FJ

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

WP-23

Department of Water and Power

Rev. No.

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

By: (Dept. Head)

Date

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			y	h	c	r	REMARKS
			OFFICE	CENTER	DESTROY	t	i	o	n	
	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								

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

Date: FEBRUARY 15, 1990

Sch. No.

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By: (Dep. Head)

Date

RECORDS RETENTION SCHEDULE  
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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

Power Operating and Maintenance

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

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	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												

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By: (Dept. Head)

Date

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Office of (Original) Record

Power Operating and Maintenance

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

Date

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												

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**RECORDS RETENTION SCHEDULE**  
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WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	C	O	N	T	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											

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Sch. No.

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By: (City Clerk)

Date

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**RECORDS RETENTION SCHEDULE  
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Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	t	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								

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

WP-23

Department of Water and Power

Rev. No.

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	H	C	O	N	I	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												

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Power Operating and Maintenance

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Date

4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	9	h	i	c	o	n	t	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														

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**RECORDS RETENTION SCHEDULE**  
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WP-23

Department of Water and Power

Rev. No.

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Power Operating and Maintenance

By: (Dept. Head)

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

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Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	O	N	T	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												

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By: (Dept. Head)

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

Date

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**RECORDS RETENTION SCHEDULE**  
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Rev. No.

Office of (Original) Record

Power Operating and Maintenance

RAYMOND C. FUE  
City Clerk

*Raymond C. Fue*  
*4-11-91*

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	S	C	O	R	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										

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**RECORDS RETENTION SCHEDULE**  
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	T	H	C	O	N	F	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												

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By: (Dept. Head)

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Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	H	I	S	T	C	O	N	F	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														

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By: *Edwin A. Cotton*

Date

*4-11-91*

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			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									

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			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										

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**RECORDS RETENTION SCHEDULE  
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	C	C	C	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									

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By: (Dept. Head)

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

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			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											

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Department of Water and Power

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RAYMOND C. BARR

Power Operating and Maintenance

By: (Signature)

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

4-11-91

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	O	N	F	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										

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4-11-91

Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	H	S	C	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S	T	I	O	N	F	R	E	M	A	R	E	S
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Date: FEBRUARY 15, 1990

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Department/Bureau

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

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Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	h	c	o	o	r	REMARKS
			OFFICE	CENTER	DESTROY							
v3.	DESIGN AND CONSTRUCTION DIVISION SUBORDINATE	DC690										
	WORK ORDER REQUEST											
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										

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Department of Water and Power

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**RECORDS RETENTION SCHEDULE**  
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			V	I	A	H	I	C	O	N	F	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													

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

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

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

WP-23

Department of Water and Power

Rev. No.

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	H	C	O	N	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												

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Department of Water and Power

Rev. No.

Office of (Original) Record

RAYMOND C. FUR

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

Date

4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	H	C	I	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									

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 0 153 FJ

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

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Department of Water and Power

Rev. No.

Office of (Original) Record

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

Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	N	R
			OFFICE	CENTER	DESTROY						
65	TREE TRIMMING RECORDS		2	13	15						
	a. INVOICES/PAYMENTS										
	b. LETTERS										
	c. MEMORANDA										
	c1. MEMORANDUM	.01145									
	d. OPERATIONAL REPORTS										
	d1. TREE TRIMMER CONTRACTOR'S DAILY REPORT	PD-013									
	e. PERMITS										
	e1. TREE TRIMMING RELEASE	PD-084									
66	EQUIPMENT MAINTENANCE MANUALS AND CATALOG		AR	--	AR						
	a. DWP ELECTRICAL DRAWINGS										
	b. FOREIGN TRANSFORMER DRAWINGS										
	b1. VENDOR TRANSFORMER DRAWING (VITAL)										
	c. FOREIGN WIRING DIAGRAMS										
	c1. VENDOR WIRING DIAGRAM (VITAL)										
	d. LOGS/INDICES										
	d1. PRINT & CIRCUIT BREAKER INDEX (VITAL)										
	d2. VENDOR PARTS LIST (VITAL)										
	e. MANAGEMENT PROCEDURES										
	e1. VENDOR PROCEDURE MANUAL (VITAL)										
	f. OPERATIONS & MAINTENANCE PROCEDURES										
	f1. PROCEDURE MANUAL (VITAL)										
	g. REQUISITIONS										
	g1. PRE-APPROVED REQUEST FOR SUPPLIES	.02849									
	h. SPECIFICATIONS										
	h1. VENDOR SPECIFICATION (VITAL)										
	i. VENDOR MANUALS/CATALOGS										
	i1. EQUIPMENT MANUAL (VITAL)										
	i2. INSTRUCTION BOOKS & PARTS LIST (VITAL)										
	i3. VENDOR CATALOG (VITAL)										
	i4. VENDOR EQUIPMENT OPERATIONS MANUAL (VITAL)										
	i5. VENDOR INSTRUCTION (VITAL)										
	i6. VENDOR INSTRUCTION MANUAL (VITAL)										
	i7. VENDOR MANUAL (VITAL)										
	i8. VENDOR REFERENCE MATERIAL (VITAL)										

Retention Code: A = Audit

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CITY CLERK  
City of Los Angeles  
Form Gen. 60 (1-1-71)

Date: FEBRUARY 15, 1990

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0 58 FJ

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

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By: (Dept. Head)

de

## RECORDS RETENTION SCHEDULE (Original/Official Records)

WP-23

Department of Water and Power

Rev. No.

Office of (Original) Record

Power Operating and Maintenance

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

Date \_\_\_\_\_

4-11-91

[illegible]

Retention Code: A = Audit

AR = Annual Review

**C = Closed or Completion**

E = Expiration

P = Permanent

S - Supercoded

**T - Termination**

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

9 0754 FJ

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

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**RECORDS RETENTION SCHEDULE**  
(Duplicate Records)

WP-23

Rev. No.

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

By: Dept. Head

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

Date

Date

4-11-91  
2/9/17

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			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:



Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 0754 FJ

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

Page: 02 of 34

By: (Dept. Head)

Date

4-11-91

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

Date

**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division ORIGINAL SIGNED

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

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

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**RECORDS RETENTION SCHEDULE**  
(Duplicate Records)

WP-23

Department of Water and Power

Rev. No.

Division ORIGINAL SIGNED

Power Operations and Maintenance  
RAYMOND C. BURT  
BY: [Signature]

By: (Dept. Head)

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

Date

Date

4-11-91

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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01-00754 FJ

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

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**RECORDS RETENTION SCHEDULE**  
(Duplicate Records)

WP-23

Department of Water and Power

Division ORIGINAL SIGNED  
RAYMOND C. BURT  
Power Operations and Maintenance

By: (Dept. Head)

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

Date

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					
	TRANSMITTAL						
	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:

Date: FEBRUARY 15, 1990

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Department/Bureau 01 00754 FJ

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division ORIGINAL SIGNED  
RAYMOND C. BURT  
Power Operating and Maintenance  
BY D. J. MARONEY

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
5	COMPUTER PROGRAM DOCUMENTATION		S	--	S		(DISPATCHER LOGS)
6	CORRESPONDENCE		AR	--	AR		POWER OPERATING & MAINTENANCE ENGINEERING REPORTS & STUDIES.
	a. AFFIRMATIVE ACTION/EEO RECORDS						ORIGINATING OFFICE
	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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01 000754 FJ

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

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division ORIGINAL SIGNED

Power Operating and Maintenance  
RAYMOND C. BURT

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		
	h. EXTERNAL INSPECTION RECORDS						
	i. LEGAL ORDERS/FILINGS						
	j. MANAGEMENT REPORTS						
	k. MEETING MINUTES						
	k1. REPORT OF MEETING	OM-259					
	l. MEMORANDA						
	11. MEMORANDUM	.01145					
	12. MEMORANDUM	.01147					
	13. 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.

Department/Bureau 01 754 FJ

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BUR

Power Operations and Maintenance

By: (Dept. Head)

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

Date

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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

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

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By: *[Signature]*

Date

4-11-91

**RECORDS RETENTION SCHEDULE**  
**(Duplicate Records)**

WP-23  
Rev. No. 1

Department of Water and Power

Division ORIGINAL SIGNED  
RAYMOND C. BURT  
Power Operations and Maintenance  
BY B. J. MAHONEY

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		
	g1. REQUEST TO MAKE PETTY CASH PURCHASE	X141					
	g2. STATEMENT OF SETTLEMENT	,02122					
	g3. STATEMENT OF SETTLEMENT	,15901					
	g4. SUB VOUCHER	,00046					
	h. LOGS/INVOICES						
	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:

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division ORIGINAL SIGNATURE  
RAYMOND C. BURT  
Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

4-11-91

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:



Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0754 FJ

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

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power  
Division ORIGINAL SIGNED  
Power Operations and Maintenance  
RAYMOND C. BURT  
By: D. J. Martinez

By: (Date)

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

Date

Date

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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01

0754 FJ

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

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By: (Dep. Head)

Date

**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BURI  
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		
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		C+1	--	C+1		OFFICE PERFORMING SERVICE
	a. ANNOUNCEMENTS/BULLETINS						
	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)

WP-23

Department of Water and Power

Rev. No.

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

By: (Dept. Head)

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

Date

Date

4-11-91

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

WP-23

Department of Water and Power

Rev. No.

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

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

By: (Dep. Head)

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Date

**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

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	,02316					
	h3. AUTHORITY						
	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	,00032					
	i5. OCCUPATIONAL INJURY OR ILLNESS						
	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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 754 FJ

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

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**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 Operations and Maintenance

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		
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					
1.	INTRADEPARTMENTAL COMMUNICATIONS						
11.	INTRA-DEPARTMENTAL	1455					
12.	INTRA-DEPARTMENTAL	,01455					
m.	LETTERS						
n.	LOGS/INDICES						
n1.	CHECK-IN SHEET	OM-140					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 1754 FJ

Certified per Sec. 12.36 of L.A. Admin. Code  
By: [Signature]

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WP-23

Department of Water and Power

Rev. No.

Division RAYMOND C. BURT

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

Date 4-11-91

# RECORDS RETENTION SCHEDULE (Duplicate Records)

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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01

0754 FJ

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

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Rev. No.

Department of Water and Power

Division ORIGINAL SIGNATURE  
RAYMOND C. BUR  
Power Operating and Maintenance  
BY D. J. MAP

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

Date

Date

4-11-91

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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 0 154 FJ

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

Power Operations 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		
	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						
	11. BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380					
	12. OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	,14380					
	m. DWP MAPS						

NOTES:



Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01

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FJ

Controlled per Sec. 2.3(c) of L.A. Admin. Code:  
(By: Dept. Head)

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WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BUREAU

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

Date

4-11-91

**RECORDS RETENTION SCHEDULE**  
**(Duplicate Records)**

Power: Operating and Maintenance

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. INTRADEPARTMENTAL 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	405,00405					
	DELIVERED						
	u9. BILL OF LADING AND RECEIPT FOR MATERIAL	405,14313					
	DELIVERED						
	u10. BILL OF LADING AND RECEIPT FOR MATERIAL	.00405					
	DELIVERED						
	u11. CASH TRANSACTION	.01287					
	u12. DELIVERY RECEIPT	817,14580					
	u13. DELIVERY RECEIPT	.00817					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau 01 10754 FJ

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

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RECORDS RETENTION SCHEDULE  
(Duplicate Records)

WP-23

Department of Water and Power

Division RAYMOND C. BUR  
Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

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:

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

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

Page: 20 of 34

By: (City Clerk)

Date

WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BURT  
Power Operating and Maintenance

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

Date

4-11-91

**RECORDS RETENTION SCHEDULE**  
(Duplicate Records)

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	QM-385					
	aj11. SUB-PURCHASE ORDER	,00001					
	aj12. SUB-PURCHASE ORDER	,00008					
	aj13. SUB-PURCHASE ORDER	,00009					

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

91 00754 FJ

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

Page: 21 of 34

By: (Dept. Head)

Date

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

Date

**RECORDS RETENTION SCHEDULE**  
**(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

Power Operations and Maintenance

ITEM NO.	RECORD TITLE	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:

Date: FEBRUARY 15, 1990

Sch. No.

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

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**RECORDS RETENTION SCHEDULE**  
(Duplicate Records)

WP-23

Department of Water and Power

Rev. No.

Division

Power Operations and Maintenance

By: (Dept. Head)

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

Date

Date

4-11-91

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					

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**RECORDS RETENTION SCHEDULE**  
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WP-23

Department of Water and Power

Rev. No.

Division RAYMOND C. BUR;  
Power Operating and Maintenance

By: (Print Name)

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

Date

Date

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					
	a1. 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:

Date: FEBRUARY 15, 1990

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

Power Operating and Maintenance

By: *Edward 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		
	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						
	12. TRANSMITTAL	28					
	13. TRANSMITTAL	,00028					

NOTES:

Date: FEBRUARY 15, 1990

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Department/Bureau

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Department of Water and Power

Rev. No.

Division

RAYMOND C. BURT  
Power Operating and Maintenance

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

Date

4-11-91

**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

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

NOTES:



CITY CLERK

Date: FEBRUARY 15, 1990

City of Los Angeles  
Form Gen. 61 (81)

Sch. No.

Department/Bureau 01

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RECORDS RETENTION SCHEDULE  
(Duplicate Records)

WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BURT  
Power Operating and Maintenance

By: (Dept. Head)

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

Date

Date

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:

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Date: FEBRUARY 15, 1990

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Department of Water and Power

Rev. No.

Division RAYMOND C. BUR

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

Date

Date

RECORDS RETENTION SCHEDULE  
(Duplicate Records)

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						
	11. MEMORANDUM	1147					
	12. MEMORANDUM	.01145					
	13. MEMORANDUM	.01147					
	14. MEMORANDUM	.01334					
	15. 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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power  
Division

RAYMOND C. BURT

Power Operations

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		
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:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01-000754 FJ

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

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By: (City Clerk)

Date

Date

**RECORDS RETENTION SCHEDULE**  
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Department of Water and Power

Rev. No.

Division

RAYMOND C. BURT

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

Power Operating and Maintenance

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	OM-048					
	TRAINING STANDARDS AND PROGRESS RECORD						
	h2. GENERATING STATION ASSISTANT OPERATION	OM-046					
	TRAINING STANDARDS AND PROGRESS RECORD						

NOTES:

Date: FEBRUARY 15, 1990

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**RECORDS RETENTION SCHEDULE**  
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WP-23

Rev. No.

Department of Water and Power

Division RAYMOND C. BURT

Power Operations and Maintenance

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

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. INTRADEPARTMENTAL COMMUNICATIONS						
	l1. INTRA-DEPARTMENTAL	,01455					
	m. JOB SCHEDULES						
	n. LETTERS						
	o. LOGS/INDICES						
	p. MANAGEMENT PROCEDURES						
	q. MANAGEMENT SCHEDULES						

NOTES:

Date: FEBRUARY 15, 1990

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**RECORDS RETENTION SCHEDULE  
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WP-23

Department of Water and Power

Rev. No.

Division  
RAYMOND C. BUR  
Power Operating 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		
r.	MEETING ATTENDANCE RECORDS						
s.	MEMORANDA						
s1.	MEMORANDUM	1146,01146					
s2.	MEMORANDUM	OM-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	OM-445					
ag.	VENDOR MANUALS/CATALOGS						
ah.	VIDEOTAPES						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

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**RECORDS RETENTION SCHEDULE  
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WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BUR  
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		
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	AT6220P2					
	RECORD						
	16. VEHICLE TROUBLE REPORT	.00689					
	m. OPERATIONS & MAINTENANCE PROCEDURES						
	n. PROGRESS PHOTOGRAPHS						

NOTES:

Date: FEBRUARY 15, 1990

Sch. No.

Department/Bureau

01

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Certified per Sec. 12.3(e) of L.A. Admin. Code:  
By: (Signature) Date: 4-11-91

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**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

WP-23

Department of Water and Power

Rev. No.

Division

RAYMOND C. BURT

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

Date

Power Operations and Maintenance

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	.00690					
	ASSIGNMENT FORM						
	p2. TRANSPORTATION AND CONSTRUCTION EQUIPMENT	.02744					
	DISTRIBUTION RECORD						
	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

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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

Rev. No.

Division

ORIGINAL SIGNATURE  
RAYMOND C. BURT

Power Operations and Maintenance

By: (City Clerk Rec. Mgt. Only)

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	ON-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 #14 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:

Retention Code: A = Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination