

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF WATER & POWER  
FINANCIAL SERVICES ORGANIZATION (DWP/11)

QUANTITY: 1,230 Boxes

RECORDS  
DATED FROM 1902 – 2009

DESCRIPTION As summarized and detailed in the attached report from the Department of Water & Power.

AUTHORIZED BY:

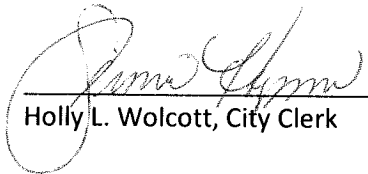
DEPARTMENT AUTHORIZATION:

Jeffery L. Peltola, Chief Financial Officer  
(signature located in attached report from DWP)

February 23, 2016

CITY CLERK AUTHORIZATION:

In accordance with Section 12.5 (d) of the Los Angeles Administrative Code (LAAC) and the Mayor's Executive Directive No. 50, I hereby certify that the attached Request for Authority to Dispose of Obsolete Records has been reviewed by my office and to the best of my knowledge is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

  
\_\_\_\_\_  
Holly L. Wolcott, City Clerk

8/3/16  
\_\_\_\_\_  
Date

DATE OF  
NOTIFICATION Aug 4, 2016 (Records will be held for 60 days from this date)

Los Angeles  Department of Water & Power

ERIC GARCETTI  
Mayor

Commission  
MEL LEVINE, *President*  
WILLIAM W. FUNDERBURK JR., *Vice President*  
JILL BANKS BARAD  
MICHAEL F. FLEMING  
CHRISTINA E. NOONAN  
BARBARA E. MOSCHOS, *Secretary*

MARCIE L. EDWARDS  
*General Manager*

March 24, 2016

Mr. Todd Gaydowski  
City Records Management Officer  
Office of City Clerk  
Space 320, Piper Technical Center  
555 Ramirez Street  
Los Angeles, California 90012

Dear Mr. Gaydowski:

Subject: Authority to Destroy Obsolete Records

Please process the following Request for Authority to Destroy Obsolete Records (Original/Official) forms for the Financial Services Organization (DWP-11) Division:

15 002446 FJ	15 002449 FJ	15 002452 FJ	15 002986 FJ
15 002447 FJ	15 002450 FJ	15 002453 FJ	15 002987 FJ
15 002448 FJ	15 002451 FJ	15 002454 FJ	

Also enclosed is the approved Certification for Destruction of Records form, Request to Destroy Obsolete Records Summary, and Statement of Review of Records for Historical Value forms.

If there are any questions regarding this transmittal, please contact me at (213) 367-0019.

Sincerely,

  
Faye Strong  
Records Manager

AT:at  
Enclosures

Los Angeles Aqueduct Centennial Celebrating 100 Years of Water 1913-2013

111 N. Hope Street, Los Angeles, California 90012-2607 Mailing address: Box 51111, Los Angeles, CA 90051-5700  
Telephone: (213) 367-4211 www.LADWP.com

## STATEMENT OF REVIEW OF RECORDS FOR HISTORICAL VALUE

The Original/Official records listed on the attached Request for Authority to Destroy Obsolete Records form(s) which are summarized below have been reviewed for historical value under procedures established by the Records Management Program of the Los Angeles Department of Water and Power.

Business Unit: Accounting Cost and Project (DWP-11)  
 Date Range: 1902 - 2009

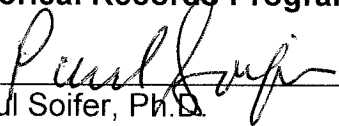
<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Authorization Summary Tab No 51	79
Billings for Customer Convenience	65
Billings to Outside Government Agencies	2
Construction Fund Billings	5
Construction Work In Progress (145 Account)	17
Correspondence – Chief Accountant	2
Damage Claim Files	61
Department Transfers & Detail	24
Depreciation Tab	23
Details of Collections	6
Detail of Miscellaneous Power (MP) Billings	16
Distribution of Charges to Authorizations	9
Engineering Daily Time Sheets & Recaps	12
Federal and State Disaster Projects	474
Federal and State Mandated Programs	2
Invoice Collectible	124
Invoice Collectible Listings	3
Labor & Associated Charges	15
Minor CWIP Reports	2
Personal Mileage Reimbursement Records	17
Project Construction Records	12
Rate List (Transportation & Construction Equipment)	3
Rented Equipment Voucher (Audit) Record	24
Shop Labor Tickets	98
Stores Material Charged to Job Cards Tab Nos 6 & 7	1
Transportation and Construction Usage Detail	108
Transportation and Shop Charges	9
Water and Power System Depreciation Computations	14
Work Order Cost Summary	3
Total Boxes:	<u><b>1,230</b></u>

Historical records, including any records relating to the Manzanar Relocation Center, have been removed and processed for permanent retention by the Los Angeles Department of Water and Power. Only obsolete record and/or non-record materials

remain in the original boxes which are therefore subject to destruction under Division 12 of the City of Los Angeles Administrative Code.

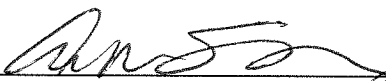
To the best of my knowledge, the above determinations are true.

**Historical Records Program Consultant:**

  
\_\_\_\_\_  
Paul Soifer, Ph.D.

Date 10/7/15

**Business Unit Director/Office Records Management Coordinator:**

  
\_\_\_\_\_

Date 3/7/16

**System Head/Designated Executive:**

  
\_\_\_\_\_

Date 2/29/16

### CERTIFICATION FOR DESTRUCTION OF RECORDS

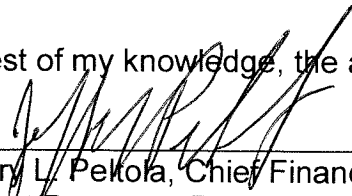
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

1. The records are under the management or control of named department head;
2. The Records Retention Schedule minimum time limits have been satisfied;
3. The records listed are no longer required:
  - a. For operations of named department or office, or
  - b. For the operations of the City, or
  - c. To satisfy a City Council policy adopted by resolution, or a City Council request, or
  - d. By the City for administrative, historical, research, fiscal, legal, or cultural purposes, or
  - e. By the City Clerk for the City Archives; and
4. The destruction of said records will not violate provisions of the State of California Government Code, Division 12 of the Los Angeles Administrative Code, or other applicable laws.

In the event the destruction of a writing is under consideration and a copy thereof has been made by photographic reproduction, the following determinations have also been made:

1. At least two copies exist within the custody of the City, one of which is of Archival quality and is stored in accordance with Sec. 12.4(a)(1)B of the Los Angeles Administrative Code;
2. All conditions set forth in Sec. 12.4 of the Los Angeles Administrative Code and all standards and regulations otherwise adopted or required by law have been satisfied; and
3. The provisions of City Charter Sec. 434, where applicable, have been complied with.

To the best of my knowledge, the above determinations are true:

BY  Date 2/23/16  
 Jeffrey L. Pektola, Chief Financial Officer  
 Department/Bureau Department of Water & Power, Accounting Division DWP-11

Records Dated 1902 through 2009

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	13	Billings For Customer Convenience			Y+10	9/1985	3/1998	426768-426772, 424259-424260, 424262, 424264, 425634-425636, 425665-425671, 426766-426767	21
2	14	Billings To Outside Government Agencies			C+10	11/1992	10/1996	424257-424258	2
3	28	Construction Fund Billings			Y+10	3/1985	6/1996	343049-343051, 425682, 426873	5
4	29	Construction Work In Progress (145 Account)			Y+5	10/2004	12/2009	449239-449245, 449250-449252, 479066-479072	17
5	32	Correspondence - Chief Accountant			Y+12	7/1928	12/1992	249179, 385850	2
6	39	Department Transfers & Detail			Y+15	6/1978	9/1991	376003, 376006, 378768-378772, 379722, 385727, 398449, 398458,	11
								TOTAL BOXES	58

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By [Signature] Division Head [Signature] Department Head [Signature] Date 2/23/16 Page 2 of 11 Pages

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

*Request for*  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

15 002447 FJ

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center DWP-11 Records Retention Schedule No.            x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	11	Authorizations Summary Tab No. 51			Y+50	1/1951	12/1964	254173-254195, 254221-254225, 254230-254232, 370778-370782, 370787-370790, 370796-370797, 370804-370806, 370810-370811, 370973-370986, 405096-405099,405107, 405175-405177, 405196-405198, 405202-405207,405209	79
2	13	Billings For Customer Convenience			Y+10	1/1990	6/2004	426975,469348, 469352-469353,415519, 423877,423879-423882, 423887-423889,424255, 425513-425528, 425652-425654, 425657-425664, 425676-425677,426763,	44
								TOTAL BOXES	123

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By *[Signature]* Division Head            By *[Signature]* Department Head            Date 2/23/16 Page 1 of 11 Pages

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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	39	Department Transfers & Detail			Y+15	11/1990	10/1997	408761-408763, 409174-409177, 409180-409182, 427222-427223, 439339	13
2	41	Depreciation Tabs			Y+25	1/1967	10/1989	105666-105667, 254452, 267119, 311471-311476, 331141, 334778, 352590-352594, 376018-376019, 378761-378763	23
3	42	Detail of Collections			Y+10	7/1985	8/1998	334871, 348673-348677,	6
4	43	Detail Of Miscellaneous Power (MP) Billings			Y+10	1/1941	12/1997	343917-343919, 395039, 425679-425681, 426875-426877, 426884-426886, 426889, 426891, 427416	16
TOTAL BOXES									58

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By AMSN Division Head APM Department Head Date 2/23/16 Page 3 of 11 Pages

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Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	46	Distribution Of Charges To Authorizaitons			Y+15	5/1991	1/1995	384882, 385722, 409193-409196, 426894-426896	9
2	52	Engineering Daily Time Sheets & Recaps			Y+15	9/1968	11/1986	244366, 311515-311525	12
3	65	Invoice Collectible			Y+10	2/1994	12/2004	409215-409222, 426676-426680, 426687-426688, 426691-426701, 426718, 439301-439311, 442505-442519, 442557-442559, 443105-443121, 455089-455101, 461250-461252, 461864-461884, 469376-469385, 478884-478887	124
TOTAL BOXES									145

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Division Head [Signature] Department Head [Signature] Date 2/23/16 Page 4 of 11 Pages

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*Request for*  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	101	Rented Equipment Voucher (Audit) Record			Y+15	7/1974	1/1995	256498, 370181, 374045, 379711, 385718, 386233, 427212-427221, 430970-430976, 443787	24
2	108	Shop Labor Tickets			Y+15	12/1970	11/1976	100991, 100995, 100999-101000, 205474, 205811, 207515-207516, 210173, 212285, 226648, 226701, 227262, 229514, 235033, 235194-235195, 237205, 237284, 237365-237366, 237495-237496, 237507-237508, 251378-251379, 251802-251803, 251814-251815, 254509, 255100-255101, 256493, 256539, 258260, 258308, 259441-259442, 260515,	43
TOTAL BOXES									67

The above records are submitted for destruction in accordance with Sec. 125 of the L.A. Administrative Code:

By *[Signature]* Division Head      By *[Signature]* Department Head      Date 2/23/16      Page 6 of 11      Pages  
Retention Code:      A = Audit      AR = Annual Review      C = Closed or Completion      E = Expiration      P = Permanent      S = Superseded      T = Termination

*Request for*  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	108	Shop Labor Tickets			Y+15	8/1971	9/1979	260519,261378-261379, 262668,262780, 262865-262666,263361, 263488,265639, 265666-265667,265677, 265692,265706,266057, 266066,266712, 267676,267677, 271348-271349, 271378-271379, 272484-272485,273137, 273466,275957-275958, 276521,276529-276530, 276920-276921, 277460-277461, 277784-277785, 278187-278188,278534, 279269,279716,280245, 280248,280700,280708, 281574,286382, 293779-293782,404590	55
TOTAL BOXES									55

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By *[Signature]* Division Head *[Signature]* Department Head *[Signature]* Date 2/23/16 Page 7 of 11 Pages

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

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	113	Stores Material Charged To Job Cards Tab Nos 6 & 7			Y+15	6/1988	10/1991	398459	1
2	121	Transportation & Construction Usage Detail			Y+15	6/1974	9/1994	212284, 216243, 353279-353280, 353285-353290, 365868-365872, 365874-365875, 370176, 370178-370180, 374044, 374046, 374049-374051, 376001, 376007-376012, 376014-376017, 378759, 379714, 384876-384879, 384897, 385726, 386230-386231, 386234-386236, 386696-386699, 386701-386705, 395052, 396407-396410, 396413, 398434-398441, 398452-398455,	77
TOTAL BOXES									78

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By Ad W. Sca Division Head APL Department Head 2/23/16 Date Page 8 of 11 Pages

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

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 Schedule No.            x Original Records            Duplicate Records           

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	68	Labor & Associated Charges			Y+15	1/1980	12/1993	378628, 378632-378633, 378640-378642, 379715, 379719, 386700, 408757-408758, 408760, 409178-409179, 426893	15
2	88	Personal Mileage Reimbursement Records			Y+15	5/1973	12/1999	212476-212477, 216687, 376005, 379713, 379732, 408741-408743, 439320, 439325, 439332-439334	17
3	92	Project Construction Records			T+10	1/1977	12/1986	346828, 361506-361507, 362557, 384514, 361505, 362560-362561, 384515-384516, 384531, 336059	12
4	96	Rate List (Transportation & Construction Equipment)			Y+25	2/1970	12/1989	294251, 409185-409186	3
TOTAL BOXES									47

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By *[Signature]* Division Head *[Signature]* Department Head *[Signature]* Date 2/23/10 Page 5 of 11 Pages

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

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	183	Federal/State Disaster Projects			A+3	1/1994	3/2003	468269-468298, 468339-468381, 468386-468388, 468584-468602, 473118	97
TOTAL BOXES									97

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By [Signature] Division Head By [Signature] Department Head Date 2/23/16

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

*Request for*  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	121	Transportation & Construction Usage Detail			Y+15	7/1992	5/1998	398460-398465, 398468-398469, 398471, 398473-398475, 408739, 409183-409184, 427201-427211, 427231-427233, 439327-439328	31
2	122	Transportation & Shop Charges			Y+15	1/1985	4/1988	349227-349235	9
3	132	Water & Power System Depreciation Computations			Y+5	1/1937	6/2004	250151, 453610-453612, 456985-456987, 460096, 460100-460102, 463796-463798,	14
4	134	Work Order Cost Summary			Y+10	1/1996	12/2002	459607-459609	3
5	140	Minor CWIP Reports			Y+10	6/1999	6/2004	467676-467677	2
TOTAL BOXES									59

The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code:

By *[Signature]* Division Head *[Signature]* Department Head  
Date 2/23/16 Page 9 of 11 Pages

Retention Code: A = Audit AR = Annual Review E = Expiration P = Permanent S = Superseded T = Termination

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting COST AND PROJECT ACCOUNTING  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 x Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Reten. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	141	Damage Claim Files	C+7		C+7	2/1962	12/2004	273755, 425672-425675, 426731-426745, 426747-436752, 426892, 442484-442498, 442525-442531, 461239-461241, 461274-461277, 461892-461894, 461899	61
2	155	Invoice Collectible Listings	Y+2		Y+2	1/1991	12/1994	410016-410018	3
3	182	Federal And State Mandated Programs	Y+3		Y+3	6/1975	12/1989	374816-374817	2
4	183	Federal/State Disaster Projects	A+3		A+3	1/1969	6/2004	293676-293686, 293689-293691, 448815-449131, 456988-456989, 459851-459865, 468208-468209, 468211-468237,	377
TOTAL BOXES									443

The above records are submitted for destruction in accordance with Sec 12.5 of the L.A. Administrative Code:

By [Signature] Division Head By [Signature] Department Head Date 2/23/16 Page 10 of 11 Pages

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