

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

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

QUANTITY: 8,236 Boxes

RECORDS  
DATED FROM 1908 – 2012

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 29, 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:

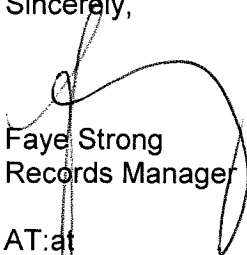
Please process the following Request for Authority to Destroy Obsolete Records  
(Original/Official) forms for the Financial Services Organization (DWP-11) Division:

16 000126 FJ	16 000138 FJ	16 000150 FJ	16 000162 FJ
16 000127 FJ	16 000139 FJ	16 000151 FJ	16 000163 FJ
16 000128 FJ	16 000140 FJ	16 000152 FJ	16 000164 FJ
16 000129 FJ	16 000141 FJ	16 000153 FJ	16 000165 FJ
16 000130 FJ	16 000142 FJ	16 000154 FJ	16 000166 FJ
16 000131 FJ	16 000143 FJ	16 000155 FJ	16 000167 FJ
16 000132 FJ	16 000144 FJ	16 000156 FJ	16 000168 FJ
16 000133 FJ	16 000145 FJ	16 000157 FJ	16 000169 FJ
16 000134 FJ	16 000146 FJ	16 000158 FJ	16 000170 FJ
16 000135 FJ	16 000147 FJ	16 000159 FJ	16 000171 FJ
16 000136 FJ	16 000148 FJ	16 000160 FJ	16 000172 FJ
16 000137 FJ	16 000149 FJ	16 000161 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

## CERTIFICATION FOR DESTRUCTION OF RECORDS

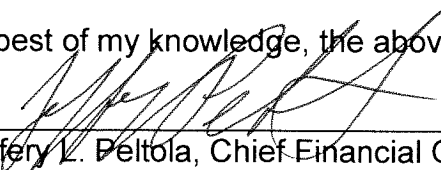
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 2/29/16  
 Jeffrey L. Peltola, Chief Financial Officer  
 Department/Bureau Department of Water & Power, Accounting Division DWP-11

Records Dated 1908 through 2012

## 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 Division (DWP-11)  
 Date Range: 1908 - 2012

<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Analysis Consumption & Earnings (RP77 Printout)	9
Analysis of Accounts Tab No 12	17
Bills Collectible	13
Bi-Weekly Labor Corrections	2
California State Sales and Use Taxes	32
Cash Memorandum Receipt (CMR)	13
Cash Receipts and Disbursements – Monthly Reports	11
Chapter 13 Bankruptcies	187
Collector's Report of Collections and Transfers	38
Combined Journals Report Tab No 20	14
Contracts and Legal Agreements	371
Correspondence – Chief Accountant	3
Cost Difference Register	25
Daily Cash Transaction Summary (RP29 Printout)	10
Daily Transmitted Voucher (Audit) Journal Tab No 1	68
Daily Time Reports	46
Demand Transmittals	21
Demand and Rolls For Employee Reimbursements	105
Dental Plan Details	15
Department Transfers	5
Detail of Collections	48
Detail Trial Balance Report Tab No 11	99
Derivation Format Changes-Water and Power System	15
Disctric Office Daily Reports of Receipts Transfers	114
Energy Information Administration Annual Reports	3
FICA Payment Records	14
FICA Payroll Deductions List	2
Group Insurance Enrollment Cards	1
Health Care Detail Tabulations	106
Internal Demands	14
Jobs Cards Monthly Tabs	104
Journal Vouchers	2
Labor Union Deductions	1
MEA Files	6
Monthly Report of Power Revenue by Sic Code RP79	1
Monthly Report of Revenues and Collections	35
Monthly Vouchers (Audits) Report Tab 2	89
Nevada Commision Reports	1
Notice of Money and/or Checks Delivered/Transmitted	16


Optical Scanned Voucher Invoices	4,137
Outstanding Balances of Cycle 65 Accounts	21
Overtime Reports	30
Payroll Deductions	9
Payroll Deduction Recap (Agency Recap)	11
Payroll Support Documents	13
Personal Injury Records & Department Transfers	7
Purchase Orders and Sub-Purchase Orders	949
Property Tax Bills	87
Quarterly & Yearly End Finance Statement Working	41
Reconciliation of Fund Balances with City Controller	21
Records of Purchase Bills (Ledger Cards)	67
Report of Time Vouchers Issued	4
Retirement and Death Benefits Capitalized	16
Salary Adjustments	29
Sales and Use Tax Tabulations (Not California)	2
Shop Job Cards	178
Statement of Earnings and Tax Withheld	59
Statements of Settlement (Demands)	252
Stop Payment and Affidavit Files	4
Tax Listings	122
Timerolls (Employee Folders)	284
Travel Authority Report	11
Uncollectible Write-Offs (RP72-Printout)	25
US Savings Bonds Reports and Statements	11
Vacation Claims	5

Total Boxes: **8,236**

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 1/11/16

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

  
\_\_\_\_\_

Date 2/23/16

**System Head/Designated Executive:**

  
\_\_\_\_\_

Date 2/23/16

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting Executive Office  
(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	165	Daily Time Reports			Y+5	1/1999	12/2008	446687, 449141-449149, 449165-449166, 449168-449189, 449191-449192, 471968-471977	46
TOTAL BOXES									46

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 2/24/16 Page 1 of 1 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 Accounting and Finance Reporting  
(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	4	Analysis Consumption & Earnings (RP77 Printout)			Y+20	3/1980	12/1991	331060-331062, 331064, 376391-376393, 376396, 382068	9
2	32	Correspondence - Chief Accountant			Y+12	12/1976	12/1997	426645-426647	3
3	123	US Savings Bonds Reports and Statements			Y+15	3/1958	12/1998	333077-333078, 334000-334002, 448427	6
4	138	Energy Information Administration Annual Reports			Y+12	6/1967	12/1990	366313, 374627, 374811	3
5	171	Travel Authority Report			Y+7	1/1984	1/2003	357867-357869, 374109-374110, 374628, 374835, 384096-384097, 454483, 455693	11
6	175	Mea Files			T+10	1/1972	12/1990	371732-371733, 374620-374621, 374623-374624	6
7	180	Group Insurance Enrollment Cards			T+10	1/1993	12/1994	429232	1
TOTAL BOXES									39

The above records are submitted for destruction in accordance with Sec. 1275 of the L.A. Administrative Code:

By [Signature] Department Head [Signature] Department Head Date 2/29/16 Page 1 of 1 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 Accounting General Accounting (DWP-11)  
(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	2	Analysis of Accounts Tab No 12 All Account Balances			Y+50	7/1926	6/1964	219084-219085, 219087-219088, 225324-225327, 249191-249193, 249197-249198,249201, 249206,249785,370817	17
2	15	Bills Collectible			Y+3	1/1971	1/2004	395575-395576,395578, 395583-395584, 395586-395588,425893, 425925,425933, 444457-444458	13
3	17	California State Sales and Use Taxes			Y+10	2/1979	6/2004	105391,338575, 348661-348663, 425840,425851, 425854-425862,426043, 426054,444459-444461, 460107,410887-410896	32
4	19	Cash Memorandum Receipt (CMR)			Y+8	6/1966	8/2004	240021,280737,289656, 374211-374212,392665, 392667,420658-420660, 426470,426712,486576	13
TOTAL BOXES									75

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

By [Signature] Division Head [Signature] Department Head  
Date 2/29/14 Page 1 of 16 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 Accounting General Accounting (DWP-11)  
(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	20	Cash Receipts and Disbursements - Monthly Reports			Y+6	7/2003	6/2008	461249, 463788-463791, 463804-463805, 472260-472261, 476245, 476250	11
2	25	Collector's Report Of Collections And Transfers			Y+2	9/1974	12/1997	320257-320258, 409198-409205, 410019, 425832, 425835, 425841, 425848-425850, 425852-425853, 426468, 426702-426711, 426714-426717, 426725-426728	38
3	27	Combined Journals Report Tab No 20 Report 20			Y+50	7/1932	6/1955	213458-213468, 225177-225179	14
4	33	Cost Difference Register			Y+10	6/1992	12/2004	392666, 406852, 431523-431532, 447089-447096, 448454, 459691-459693, 460113	25
TOTAL BOXES									88

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 2/24/16 Page 2 of 16 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 Accounting General Accounting (DWP-11)  
(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	34	Daily Cash Transaction Summary (RP29 Printout)			Y+6	7/1982	12/1998	395593, 446180-446188	10
2	35	Daily Transmitted Voucher (Audit) Journal Tab No 1			Y+10	1/1957	11/1997	231419-231420, 231457-231458, 231461, 231463-231464, 231487, 233568, 235055-235056, 235058, 244536, 244801, 244865-244867, 245003, 245018, 245021, 245023, 245030, 245505-245507, 245511-245513, 260817, 262826, 265400, 265403, 265416, 268026, 320235-320238, 334862-334863, 334877, 334976-334977, 334980, 348643-348645, 348651-348653, 348655, 354190-354191, 354195, 354200, 394720, 397573-397576, 398887, 403281, 403287, 404584, 405103-405106	68
TOTAL BOXES									78

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 2/29/16 Page 3 of 16 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 Accounting General Accounting (DWP-11)  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center DWP-11 Records Retention Schedule No. DWP-11 Original Records x 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	38	Department Transfers	Y+10		Y+10	1/1970	4/1987	334985, 370943, 405285, 405290, 427008	5
2	42	Detail Of Collections	Y+10		Y+10	1/1981	12/2004	459370-459389, 460076-460081, 460125, 461330-461331, 461335, 461337-461339, 461341, 461347-461349, 461363-461366, 471878-471879, 484579-484580, 484594 484598	48
TOTAL BOXES									53

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

By [Signature] Department Head By [Signature] Department Head Date 2/19/16 Page 4 of 16 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 Accounting General Accounting (DWP-11)  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 Schedule No.            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	44	Detail Trial Balance Reports Tab No 11			Y+50	6/1930	11/1964	409266-409267, 409269-409271,409274, 409281-409292, 409294-409295,409297, 409299-409301, 409303-409305,409309, 409343-409353, 409355-409358, 409360-409370, 409372-409387, 409389-409392, 409399-409400, 409404-409407, 409409-409414, 409416-409428	99
2	47	District Office Daily Reports of Receipts Transfers &			Y+5	9/1914	11/1990	105460-105462,225511, 247879-247880, 247905-247912, 269708-269710, 320246-320247, 334860-334861, 357873-357874,	23
TOTAL BOXES									122

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] Date 2/29/16 Page 5 of 16 Pages  
Department Head  
 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 Accounting General Accounting (DWP-11)  
(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	47	District Office Daily Report of Receipts Transfers &			Y+5	1/1987	9/2004	376961-376968, 382895, 410856-410875, 425644-425648, 425785-425824, 425833, 425868, 426713, 426722-426724, 444441-444451	91
2	56	FICA Payroll Deductions List			Y+5	1/1973	12/1983	105497, 405228	2
3	60	Health Care Detail Tabulations			Y+5	1/1967	4/1998	105832-105834, 261224-261228, 264576-264582, 272458, 331332-331336, 331338-331343, 331348, 331350, 348702-348711, 349179-349183	44
TOTAL BOXES									137

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] Date 2/19/16 Page 6 of 16 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 Accounting General Accounting (DWP-11)  
(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	60	Health Care Detail Tabulations			Y+5	5/1988	12/2009	361253-361262, 425875-425880,446680, 446682-446686, 453356-453357, 456967-456968, 459367-459369, 471868-471873,471889, 476209-476214, 476247-476248, 480614-480619, 485092-485101, 488078-488079	62
2	66	Jobs Cards Monthly Tabs			Y+15	1/1968	12/1978	236772-236775,237292, 237294,237578,254450, 261202-261203, 265644-265645, 265648,265651-265652, 271354-271355, 281749-281752,281757, 282686-282690, 286409-286414, 288675-288680,288685,	40
TOTAL BOXES									102

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 2/24/16 Page 7 of 16 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 Accounting General Accounting (DWP-11)  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 Schedule No.          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	66	Job Cards Monthly Tabs			Y+15	4/1969	12/1997	291835-291841, 291959-291960, 294043-294046,294049, 294248-294250,294471, 311477-311481, 311566-311568, 311578-311579,311581, 331129,331131, 331135-331140, 331142-331144,352581, 395031,395286,395290, 395295,395306,395312, 395316,395351,395480, 395485,425247-4255256, 427012,456970-456971	64
2	67	Journal Vouchers			Y+50	7/1955	6/1961	218722,236807	2
3	77	Monthly Report of Power Revenue by Sic Code RP79			Y+2	7/1989	6/1991	376376	1
TOTAL BOXES									67

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 2/29/16  
Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination  
Page 8 of 16 Pages





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

Year Ending 2014

Records of WATER & POWER Accounting Accounting General Accounting (DWP-11)  
(Department/Bureau) (Division) (Unit)

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

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	79	Monthly Vouchers (Audits) Report Tab 2			Y+10	7/1969	6/2001	250212-250216, 250218, 250220-250221, 251202, 255488-255490, 255493, 255495, 268041, 272763, 320234, 334865, 334878-334879, 348646, 354192-354193, 354196, 354198, 366146-366151, 376374, 376385-376386, 376952-376954, 386483-386985, 389034-389035, 394719, 394721, 403286	45
2	81	Notice of Money and/or Checks Delivered or Transmitted			Y+10	1/1974	12/1985	100083-100084, 105385-105389, 105823-105828, 105835, 320259, 320261	16
3	82	Outstanding Balances of Cycle 65 Accounts			Y+2	6/1975	12/1991	320225, 320230, 376375, 382067, 395157-395160, 395170, 395176,	10
TOTAL BOXES									71

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 2/19/16  
 Retention Code:          A = Audit AR = Annual Review          P = Permanent E = Expiration          S = Superseded T = Termination  
 Page 10 of 16 Pages

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

Year Ending 2014

Records of WATER & POWER Accounting Accounting General Accounting (DWP-11)  
(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	82	Outstanding Balances of Cycle 65 Accounts			Y+2	7/1975	12/1994	395185-395187, 395574, 395592, 395595, 395603, 410876-410877, 410885-410886	11
2	87	Personal Injury Records & Department Transfers			Y+10	7/1939	11/1996	220243, 395602 405115, 405116, 405119, 425934, 425956	7
3	98	Reconciliation of Fund Balances With City Controller			Y+10	7/1954	12/1997	265945, 265947, 265949, 272598-272599, 331337, 331347, 331353, 349175, 385588, 395153, 395167-395168, 395172, 395175, 395182, 395573, 395577, 395580, 395582, 405148	21
4	103	Retirement & Death Benefits Capitalized			Y+15	7/1965	6/1977	204006, 230601, 236779, 242233-242234, 258939, 261200, 265654, 267574, 271357, 281758-281759, TOTAL BOXES	12
TOTAL BOXES									51

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 2/29/16 Page 11 of 16 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 Accounting General Accounting (DWP-11)  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11 \* 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	103	Retirement & Death Benefits Capitalized			Y+15	6/1975	6/1991	291846-291847, 385760-385761	4
2	105	Sales and Use Tax Tabulaitons (Not California)			Y+5	6/1975	6/1990	272607,376949	2
3	107	Shop Job Cards			Y+15	1/1960	11/1981	100959-100962, 100965-100966, 105577-105584, 200436,200445-200446, 200450-200453,204081, 205812,205815, 205819-205820,207510, 207513,207531,208335, 210174,212275-212277, 212281-212282,212286, 216292,216790,219075, 219335,220338,220827, 221062-221063, 221643-221645,221665, 223508,224115,224748, 226352,226355,	54
TOTAL BOXES									60

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

By [Signature] [Signature] 2/12/14 Date 2/12/14 Page 12 of 16 Pages  
 Division Head Department Head  
 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 Accounting General Accounting (DWP-11)  
(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	107	Shop Job Cards			Y+15	2/1971	3/1978	226567-226568, 226642-226647, 226649-226651, 226702, 227568, 227571-227572, 227577, 227615, 228512, 229515, 234372, 234500, 235034, 235066, 235190, 236783, 237202, 237206, 237279, 237281, 237287, 237289, 237362, 237374, 237497-237499, 237503, 244475, 244699, 244862, 250228, 250286, 251493-251495, 251498, 251807, 251811, 254476, 254510, 255092-255094, 255097, 256393, 256398, 256494, 256532, 256535-256536, 257079, 258254, 258258, 258261, 258306, 258309, 258701, 258703-258704,	69
TOTAL BOXES								69	

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

By [Signature] By [Signature] Date 2/19/16 Page 13 of 16 Pages  
 Division Head Department Head  
 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 General Accounting (DWP-11)  
(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	107	Shop Job Cards			Y+15	8/1973	1/1980	258715-258719, 259415, 259748, 267399, 275950-275951, 276522, 276526, 276913-276914, 276917, 277453-277454, 277457, 277777-277778, 277781, 278180, 278196, 278526, 278531-278532, 279263-279264, 279709, 279713, 280242, 280699-280702, 280706, 281570-281571, 286380, 286383, 286389, 286402, 286439, 287582, 287778, 289943-289944, 290650, 292809-292812, 293266, 293273, 293973, 294480	55
2	124	Uncollectible Write-Offs (RP72-Printout)			Y+2	1/2002	2/2009	456957-456966, 461354-461359, 478060-478068	25
TOTAL BOXES									80

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 2/29/16 Page 14 of 16 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 Accounting General Accounting (DWP-11)  
(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	146	Dental Plan Details			Y+9	3/1994	7/2003	459353-459365, 425926-425927	15
2	156	BI-Weekly Labor Corrections			Y+2	3/2010	12/2012	493054-493055	2
3	158	Derivation Format Changes-Water and Power System			Y+12	1/1975	4/1986	236323-236328, 289695-289702, 344642,	15
5	160	Quarterly & Yearly End Finance Statement Working			Y+12	7/1926	6/1991	230406, 230410-230411, 239521, 239590, 239615, 239626, 239632, 239940, 272438, 278286, 285717-285721, 357870-357872, 370938-370940, 376380, 376383, 376397, 376950, 383465-383467, 385748-385750,	32
TOTAL BOXES									64

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 2/29/16 Page 15 of 16 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 Accounting General Accounting (DWP-11)  
(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	160	Quarterly & Year End Financial Statement Working Payments			Y+12	7/1925	3/2000	385762, 398034, 405240, 424380-424382, 467672-467673, 472276	9
TOTAL BOXES									9

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

By [Signature] Division Head          By          Department Head           
Date 2/29/16 Page 16 of 16 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 Accounting Taxes And Finance Reporting  
(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	94	Property Tax Bills			Y+10	1/1963	12/2004	247357-247360, 331047-331058, 334700,344632, 344634-344639, 374807-374809, 374820-374827,401958, 401982,426610-426611, 426623-426630,426632, 426638-426639,426661, 428438,429219-429222, 429233-429234, 430734-430739, 446672-446674, 457000-457001, 457003-457005,459695, 459697,459702-459704, 467679,471912-471914, 472255-472256, 485084-485085, 485481-485482,	87
2	117	Tax Listings			Y+4	1/1974	12/1976	207689,229740,  TOTAL BOXES	2 89

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

By [Signature] By [Signature] Date 2/29/16 Page 1 of 3 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 Accounting Taxes and Finance Reporting  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 X Original Records Duplicate Records  
Schedule No. \_\_\_\_\_

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	117	Tax Listings			Y+4	12/1917	12/2010	247411-247413, 265818, 271996-271998, 272032, 272040, 282555, 291027, 291031, 291045-291047, 344251-344257, 345081-345089, 360544-360553, 369117-369125, 369166, 384926-384931, 384935, 384938-384939, 395071, 395075, 395080, 395089, 395396, 395402, 395409-395410, 395455, 395490, 447153-447163, 448411-448416, 456101-456106, 460304, 460306-460312, 462114-462115, 462124-462126, 462130-462131, 462142-462144, 462148, 472755, 477300, 477347-477350, 477371, 477374	120
								TOTAL BOXES	120

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 2/29/16 Page 2 of 3 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 Accounting Taxes and Finance Reporting  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 X Original Records Duplicate Records  
Schedule No. \_\_\_\_\_

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	166	Chapter 13 Bankruptcies			T+10	1/1981	12/2004	425240, 431533-431534, 441246-441250, 442748-442751, 442759-442771, 442778-442795, 446966-446972, 447097-447098, 448428-448443, 448455-448476, 448479-448484, 448495-448500, 448506-448507, 450123-450138, 450140-450175, 450190, 456116-456117, 460318-460319, 460321-460323, 460325, 460339, 460343, 460346, 460349, 460351-460353, 460355-460357, 460360, 460364, 460367-460372, 477368, 492630, 492632-492633	187
TOTAL BOXES								187	

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

By [Signature] By [Signature] Date 2/29/16 Page 3 of 3 Pages  
 Division Head Department Head  
 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**


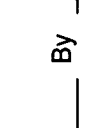
Year Ending 2014

Records of WATER & POWER Accounting Accounting Payroll and Timekeeping  
(Department/Bureau) (Division) (Unit)

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

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	55	FICA Payment Records			Y+4	1/1999	12/2004	448190, 456990-456996, 472248-472251, 472253-472254	14
2	70	Labor Union Deductions			Y+5	1/2006	12/2006	462129	1
3	80	Nevada Industrial Commission Reports			Y+5	12/1998	12/2002	467678	1
4	83	Overtime Reports			Y+3	7/2005	1/2011	467640-467644, 472264-472274, 478075-478079, 480610-480613, 480628, 480629, 480632, 480652-480653	30
5	84	Payroll Deduction Recap (Agency Recap)			Y+2	1/2002	12/2011	462109, 462132, 462136, 477311, 480819-480820, 486964-486965, 486967, 486988, 492700	11
TOTAL BOXES									57

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

By  By  Date 2/29/16 Page 1 of 6 Pages

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

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER  
(Department/Bureau)

Accounting  
(Division)

Accounting Payroll and Timekeeping  
(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	85	Payroll Deductions			Y+2	1/2009	12/2012	477354, 477372, 486958, 486966, 486970, 492617-492620	9
TOTAL BOXES									9

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

By [Signature] [Signature] 2/20/14 Date 2/20/14 Page 2 of 6 Pages  
Division Head Department Head  
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  
(Department/Bureau)

Accounting  
(Division)

Accounting Payroll and Timekeeping  
(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	85	Payroll Deductions			Y+2	1/2009	12/2012	477354, 477372, 486958, 486966, 486970, 492617-492620	9
TOTAL BOXES									9

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

By [Signature] 2/29/16 Date 2/29/16 Page 2 of 6 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  
(Department/Bureau)

Accounting  
(Division)

Accounting Payroll and Timekeeping  
(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	86	Payroll Tabs			Y+2	1/1936	12/2003	205770-205781, 207687-207688,226926, 231668,240721-240726, 280919-280922,280927, 287310-287312, 326122-326133, 344241-344247, 345090-345094, 345095-345098, 347361-347375, 360554-360573, 369131-369146, 374072-374086, 426526-426531, 447111-447145,460299, 460302,460336,492613	165
2	102	Report of Time Vouchers Issued			Y+2	1/2009	12/2012	486982-486984,492701	4
TOTAL BOXES									169

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

By [Signature] [Signature] 2/29/16 Date 3 of 6 Page 3 of 6 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  
(Department/Bureau)

Accounting  
(Division)

Accounting Payroll and Timekeeping  
(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	104	Salary Adjustments			Y+2	1/2003	12/2012	460313-460316, 462105-462108, 462116-462119, 462145-462146, 477306-477307, 477352-477353, 477355-477357,477381, 486976-486981,486985	29
2	110	Statement of Earnings & Tax Withheld			Y+15	7/1972	12/1999	105976-105982,106029, 106029,106044-106045, 205784-205785, 326103-326111,326148, 380788-380792,386493, 395313,402551-402563, 409235-409247,426555, 426843-426844,456997	59
3	112	Stop Payment & Affidavit Files			Y+10	7/1972	12/2005	280928-280929,382198, 426820	4
TOTAL BOXES									92

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 3/3/16      Page 4 of 6      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  
(Department/Bureau)

Accounting  
(Division)

Accounting Payroll and Timekeeping  
(Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-11  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	118	Timerolls (Employee Folders)			Y+12	1/1982	12/2001	402545-402550, 402564-402567, 412576-412602, 416426-416534, 416536-416539, 416543-416563, 416571-416575, 425186-426218, 425243-425246 425845-425847 426849,426851-426856, 426861-427077, 427079-427082, 431435-431445, 431447-431466, 441256-441262,442734, 442737-442742, 442775-442777	284
2	123	US Savings Bonds Reports and Statements			Y+15	7/1955	6/1956	206154-206157,426813	5
3	125	Vacation Claims			Y+11	1/1990	12/1997	409248,425241-425242, 426548-426549 TOTAL BOXES	5 294

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

By MA Division Head MA Department Head 2/29/16 Date 2/29/16 Page 5 of 6 Pages

Retention Code: 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  
(Department/Bureau)

Accounting  
(Division)

Accounting Payroll and Timekeeping  
(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	167	Payroll Support Documents			Y+2	12/1993	12/2004	456150, 462100, 462104, 462123, 462168, 466012, 472745-472747, 472749, 472772, 476156-476157	13
TOTAL BOXES									13

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 2/29/16 Page 6 of 6 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 Accounts Payable (DWP-11)  
(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	30	Contracts & Legal Agreements			C+25	7/1932	3/1984	106049-106060, 200281, 200360, 201203-201216, 204457, 216742-216745, 219249, 220063-220064, 222793, 224496-224507, 227325-227331, 228332-228347, 228879-228880, 231330, 233811-233815, 235069-235071, 237566-237572, 238702-238704, 242201-242214, 242769-242770, 243018-243027, 243070-243077, 245534-245545, 249965-249972, 250287, 253609-253626, 254687-254691, 254816-254825, 255901-255908, 263895-263910,	205
TOTAL BOXES									205

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

By  By  Date 2/19/16  
Division Head Department Head

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination  
Page 1 of 19

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



Year Ending 2014

Records of WATER & POWER Accounting Accounting Accounts Payable (DWP-11)  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 X Original Records Duplicate Records  
Schedule No. \_\_\_\_\_

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	30	Contracts & Legal Agreements			C+25	1/1956	6/1988	265457-265461, 266002-266048, 270996-271002, 285501-285512, 294448-294462, 325634-325650,343164, 343166-343168, 343172-343173, 346159-346165, 347775-347783, 347796-347804, 365866-365867,381147, 381155,381170,381172, 381182,381185-381186, 384700,395112-395113, 395116-395117, 395123-395125, 395128-395130,395132, 395135,395137,395141, 395314,395489,395491, 395494,395543,401355, 415132,450914	166
TOTAL BOXES									166

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

By  By  Date 2/29/16 Page 2 of 19 Pages  
Division Head Department Head

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 Accounting Accounts Payable (DWP-11)  
(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	36	Demand Transmittals			Y+10	7/1932	12/1989	100085-100086, 105469, 105473-105474, 105479, 105962-105963, 216224-216225, 245780, 261218, 280492-280494, 284043-284044, 293657, 381173-381174, 408009	21
2	37	Demand & Rolls For Employee Reimbursements			Y+6	1/1955	9/1999	106061-106062, 106064, 235063, 263913, 264292-264293, 270963, 270963, 293654-293656, 325651-325663, 347791-347795, 374772-374779, 381171, 381180, 382620, 382622-382625, 382633, 382635, 384716, 395120, 395136, 395138, 395142, 395179-395282, 395288, 395292, 395296, 395302, 395305, 395307, 395315,	62
TOTAL BOXES									83

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

By  By 2/29/16 Date 2/29/16 Page 3 of 19 Pages  
 Division Head Department Head  
 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 Accounts Payable (DWP-11)  
(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	37	Demands & Rolls For Employee Reimbursements			Y+6	7/1978	9/1999	395501, 395505, 395507, 395544-395545, 402278-402287, 415085-415092, 415844, 422360-422368, 439045-446950, 446948-446951	43
2	63	Internal Demands			Y+12	7/1966	6/1990	100082, 105471, 105475, 105478, 105964-105965, 241964-241965, 264613-264614, 269773, 269859, 284045, 386623	14
3	95	Purchase Orders & Sub-Purchase Orders			Y+11	7/1934	12/1983	106065-106111, 200533-200541, 200899, 201245-201255, 206229-206231, 206605, 213160-213161, 216240, 220241-220242, 222636-222638, 223681-223684, 223688,	85
TOTAL BOXES									142

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 2/25/16 Page 4 of 19 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 Accounts Payable (DWP-11)  
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention DWP-11 X Original Records Duplicate Records  
Schedule No. \_\_\_\_\_

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	95	Purchase Orders & Sub-Purchase Orders			Y+11	7/1953	7/1982	224291-224294, 224795-224797, 224816, 225553-225556, 225795, 226107-226108, 226164-226167, 228331, 230821-230825, 231500, 231562-231564, 231630-231632, 231633-231634, 234559-234560, 234915-234917, 235051, 235054, 235473, 238248-238252, 238967, 242435-242437, 242531-242535, 242652-242659, 242866, 243483, 243596, 243854-243860, 244092-244094, 244096-244101, 250288, 250303-250304, 250309, 254811, 257445-257446,	90
TOTAL BOXES									90

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

By [Signature] By [Signature] Date 2/29/16 Page 5 of 19 Pages

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

Department/Head

Request for  
**AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2014

Records of WATER & POWER Accounting Accounts Payable (DWP-11)  
(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	95	Purchase Orders & Sub-Purchase Orders			Y+11	1/1962	6/1990	262161-262176, 264294, 264296, 272734, 285513-285549, 292993-293013, 311556-311559, 325664-325688, 332985-333027, 334702-334715, 343169, 343171, 346126-346157, 347702, 347784-347790, 348474-348482, 363608-363646, 365858-365865, 374645-374658, 374742-374769, 374780, 377014-377023, 379720-379721, 380182-380194, 380196-380201, 381153, 381156-381157, 381175-381177,	341
TOTAL BOXES									341

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

By [Signature] Date 2/29/16 Page 6 of 19 Pages  
Division Head Department Head  
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 Accounts Payable (DWP-11)  
(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	95	Purchase Orders & Sub-Purchase Orders			Y+11	7/1974	6/1992	381181,381183-381184, 382603-382608, 382615-382616, 382626-382628, 382630-382632, 384697-384699, 384703-384707, 384709-384712 384717-384726, 384728-384729, 384735-384741,384751, 384743-384748, 384885-384887, 384894-384895, 384898-384911, 384917-384920, 385459-385460, 385464-385468, 385496, 385498-385503, 394588-394607, 395109-395110,395118, 395122,395126,395131, 395133-395134,395140, 395148,395152,395163, 395169,395171,395177,	127
TOTAL BOXES								127	

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 2/29/16 Date Page 7 of 19 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 Accounting Accounts Payable (DWP-11)  
(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	95	Purchase Orders & Sub-Purchase Orders			Y+11	1/1980	6/1994	395279, 395291, 395308, 395310-395311, 395317-395318, 395500, 395512-395513, 395516, 395546, 398442-398446, 399550-399551, 400261-400267, 400923-400934, 400936-400942, 401117-401136, 401315-401316, 401318-401321, 401323-401331, 401338-401339, 401341, 401343, 401347-401354, 401357, 401362-401363, 401369-401388, 401636, 401638-401655, 408008, 408019-408021, 408030-408032, 408038-408041,	145
TOTAL BOXES									145

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

By [Signature] Date 2/29/16 Page 8 of 19 Pages

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

Department Head

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



Year Ending 2014

Records of WATER & POWER Accounting Accounting Accounts Payable (DWP-11)  
(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	95	Purchase Orders & Sub-Purchase Orders			Y+11	7/1991	12/1998	408044-408045, 408048, 408053, 408058, 413650-413656, 415093-415108, 415123-415130, 415845, 421120-421126, 422245-422359, 422369, 434212	161
2	100	Records Of Purchase Bills (Ledger Cards)			Y+20	6/1949	6/1981	224801-224808, 224814-224815, 224817-224818, 225751-225752, 231495-231497, 231555-242865, 249042-249054, 282652-282664, 285478-385490	67
TOTAL BOXES									228

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

By  By  Date 2/29/16 Page 9 of 19 Pages  
 Division Head Department Head  
 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 Accounts Payable (DWP-11)  
(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	111	Statements Of Settlement (Demands)			Y+15	1/1929	6/1978	105961, 210416-210425, 241990-241995, 242186-242188, 254409, 254424-254425, 254648, 254651, 254653-254654, 254657-254658, 266774-266784, 270951-270961, 277212-277222, 281863-281872, 285463-285477, 105960, 208328-208333, 214856-214859, 216679-216682, 225359, 241966-241989, 242660, 242729-242730, 242776-242777, 242795, 242875, 254662, 254664, 254667-254668, 254686, 254697, 254702-254720, 255467, 266750-266773,	184
TOTAL BOXES								184	

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

By [Signature] 2/29/16 Date 2/29/16 Page 10 of 19 Pages  
 Division Head [Signature] Department Head [Signature]

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 Accounting Accounts Payable (DWP-11)  
(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	111	Statements Of Settlement (Demands)			Y+15	1/1974	6/1978	270930-270950, 277193-277211, 281506-281523, 285491-285500	68
2	128	Optical Scanned Voucher Invoices			Y+18	7/1945	9/1995	100050-100081, 105466-105467,105804, 105837-105959,203079, 203094-203095, 203298-203306, 203459-203462, 203513-203514,204777, 203764-204773,204898, 205154-205156,205220, 205553,205566,205841, 206734-206791,207223, 207271-207272, 207387-207388,207395, 207397-207398, 207415-207418, 207421-207425,207451, 207456-207457,	273
TOTAL BOXES									341

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

By  By 2/29/16 Date 2/29/16 Page 11 of 19 Pages  
 Division Head Department Head  
 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 Accounts Payable (DWP-11)  
(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	128	Optical Scanned Voucher Invoices			Y+18	1/1916	12/1974	207464-207465, 207543-207544, 207867,210402-210415, 211731,212353-212354, 212368,213090,214810, 216627,218666-218686, 219219-219220, 221932-221959, 226124-226125, 226746-226747,227416, 230408-230409, 231894-231895, 231947-231948, 233203-233205,233290, 233552-233567,238202, 238767-238768,239943, 244334,245032,245497, 246183,251502-251508, 251827-251856, 252514-252518, 252902-252907, 253476-253502,	191
TOTAL BOXES								191	

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

By [Signature] 2/19/16 Date 2/19/16 Page 12 of 19 Pages  
Division Head [Signature] Department Head [Signature]  
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**


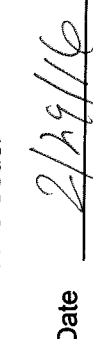
Year Ending 2014

Records of WATER & POWER Accounting Accounts Payable (DWP-11)  
(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	128	Optical Scanned Voucher Invoices			Y+18	1/1943	6/1973	253505-253536, 253934-253935, 253937-253940, 254018-254042, 254233, 254267-254380, 254395, 254400-254401, 255469, 255471, 257049-257078, 257112-257140, 257147-257187, 257189, 257360, 257459-257540, 258477-258480, 259009-259034, 259644-259720, 260097, 260100, 261238-261240, 261311-261312, 262183-262259, 263171-263172, 263724-263725, 266918-266945, 268028-268032, 268046-268120,	570
TOTAL BOXES								570	

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

By  By  Date 2/29/16 Page 13 of 19 Pages  
 Division Head Department Head  
 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 Accounts Payable (DWP-11)  
(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	128	Optical Scanned Voucher Invoices			Y+18	7/1974	12/1989	277230-277231, 277288-277319, 277353-277420,277797, 278447-278453, 278976-278977, 279823-279824,281337, 281359-281388, 281461-281505,284016, 284042,285358-285363, 285371-285379, 285380-285392, 285394-285462, 287794-287803, 292194-292267,292268, 293314-293317, 293614-293653, 311157-311432, 346591-346790, 348986-349114, 355974-355979, 355984-355987,355990,	1034
TOTAL BOXES								1034	

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

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Division Head Department Head

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 Accounting Accounts Payable (DWP-11)  
(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	128	Optical Scanned Voucher Invoices			Y+18	1/1980	7/1992	355992, 355994, 355996, 355999-356010, 356012-356023, 357677-357852, 357963-358002, 361882-361977, 361979-362021, 362812-362861, 363253, 363255-363257, 363318-363323, 370846, 374340-374619, 382676-382725, 382750-382799, 382836-382885, 382902-382951, 383523-383540, 383543, 383775, 384646, 385774-385792, 392179-392278, 392515-392634, 392640-392645, 394981-395018,	1227
TOTAL BOXES									1227

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 2/29/16 Page 16 of 19 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  
(Department/Bureau)

Accounting  
(Division)

Accounting Accounts Payable (DWP-11)  
(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	128	Optical Scanned Voucher Invoices			Y+18	1/1979	6/1982	395022-395025, 395028-395029, 395033-395035, 395044, 395047, 395051, 395057, 395061, 395068, 395079, 395082, 395085, 395092, 395101, 395105, 395107, 395231-395234, 395236-395248, 395252-395268, 395270-395278, 395384-395389, 395391-395393, 395400, 395405, 395407, 395412, 395414-395415, 395419-395420, 395423-395424, 395448, 395460, 395462-395466, 395469-395474, 395503, 395519-395520, 395522-395542, 395553-395570, 395572,	140
TOTAL BOXES									140

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

By  By 2/29/10 Date

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Retention Code:

A = Audit AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Termination

Department Head

Year Ending 2014

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

Records of WATER & POWER Accounting Accounts Payable (DWP-11)  
(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	128	Optical Scanned Voucher Invoices			Y+18	1/1968	12/1996	395585, 395596, 395627-395650, 395652-395661, 395663, 395683-395693, 395724, 395738-395739, 397409, 399556-399560, 400773-400872, 400943-401092, 401768-401794, 401898-401903, 405229, 407192-407243, 408617-408683, 427026, 427060, 427091, 394608-394615, 399552-399555, 400268, 401332-401335, 401358-401361, 401365-401368, 401389, 401637, 402288-402292, 402296, 408066-408068, 413627-413649, 415133-415134	507
								TOTAL BOXES	507

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 2/09/16 Page 18 of 19 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  
(Department/Bureau)

Accounting  
(Division)

Accounting Accounts Payable (DWP-11)  
(Unit)

Location of Records Records Retention Center DWP-11 Accounting  
Records Retention Schedule No. DWP-11 Accounting  
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	128	Optical Scanned Voucher Invoices			Y+18	1/1993	12/1996	415851-415856, 415860-415868, 415875-415879	20
TOTAL BOXES									20

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

By [Signature] 2/29/16 Date 2/29/16 Page 19 of 19 Pages  
Division Head [Signature] Department Head [Signature]

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