

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF WATER & POWER
CUSTOMER SERVICES ORGANIZATION (DWP/12)

QUANTITY: 3,404 Boxes

RECORDS
DATED FROM 1966 – 2013

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

AUTHORIZED BY:

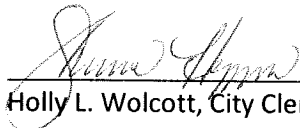
DEPARTMENT AUTHORIZATION:

Sharon B. Grove, Assistant General Manager
(signature located in attached report from DWP)

October 22, 2015

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

November 4, 2015

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 Customer Services (DWP-12) Division:

15 002024 FJ	15 002032 FJ	15 002040 FJ	15 002048 FJ
15 002025 FJ	15 002033 FJ	15 002041 FJ	15 002049 FJ
15 002026 FJ	15 002034 FJ	15 002042 FJ	15 002050 FJ
15 002027 FJ	15 002035 FJ	15 002043 FJ	15 002051 FJ
15 002028 FJ	15 002036 FJ	15 002044 FJ	15 002052 FJ
15 002029 FJ	15 002037 FJ	15 002045 FJ	15 002053 FJ
15 002030 FJ	15 002038 FJ	15 002046 FJ	15 002054 FJ
15 002031 FJ	15 002039 FJ	15 002047 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: Customer Services (DWP-12)
 Date Range: 1966 - 2013

<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Accounts Receivable Transfers	89
Adjustment Vouchers	2
Administrative Management Files	131
Applications for Service	402
Auto Reports	8
Bank Returned Checks	82
Bankruptcy Files	33
Budget Preparation Records	70
Cash Posting Ledger	9
Cash Refunds	69
Customer Complaints	1,116
Daily Reports and Listings	156
Data Control Files	4
Delinquent Bills – Action Stubs	162
Deposit Bills	18
Discipline - Grievance Files	8
Documentation of Receipt of Funds CIS	14
Documentation of Receipt of Funds Non-CIS	75
Escrow Files	6
Governmental Accounts Files	67
Litigation Support Files	111
Meter Read Sheets	9
Non-Cash Deposit Files	11
Office Funds	3
OSHA Files	3
Personnel Administrative Records	45
Property Research Files	42
Reports and Studies	76
Selection Interview Packages	119
Service/Verification Records	55
Small Claims Court Cases	103
Street Light Account Records	1
Subject and Correspondence Files	86
Timekeeping Files	219
Total Boxes:	<u>3,404</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.

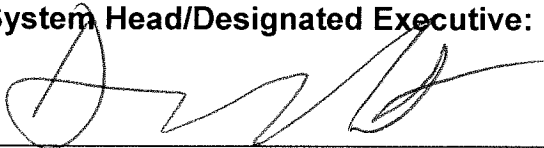
Date 10/19/15

Business Unit Director/Office Records Management Coordinator:



Date 10/24/15

System Head/Designated Executive:



Date 10-27-15

CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER
INTRADEPARTMENTAL CORRESPONDENCE

Date: October 20, 2015

To: Sharon B. Grove, Assistant General Manager
Customer Services Organization

From: Faye Strong, Records Management Program
Business Support Services

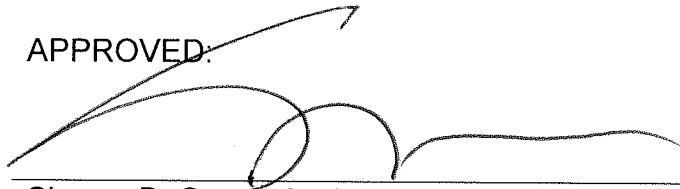
Subject: Authority to Destroy Obsolete Records – Chromium Statement

In accordance with Division 12 of the City Administrative Code, Records Management staff routinely processes Authority to Destroy (ATD) Obsolete Records forms for the Department.

Your signature on the approval line below confirms that no Chromium 6 chemical records or references to Chromium 6 are included in the following ATD package:

DWP-12, Customer Services Organization
ATD package 15 002023 FJ
1966 – 2013 records, 3,404 boxes

APPROVED:



Sharon B. Grove, Assistant General Manager



David H. Wright, Chief Administrative Officer

AT
Attachment
c: Office of the City Clerk
File Copy

CERTIFICATION FOR DESTRUCTION OF RECORDS

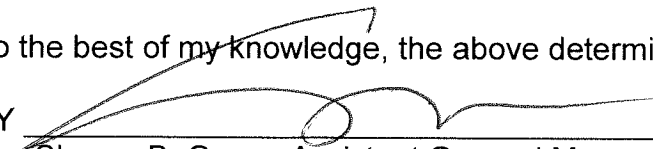
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 10/22/15
 Sharon B. Grove, Assistant General Manager
 Department/Bureau Department of Water & Power, Customer Services DWP-12

Records Dated 1966 through 2013

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Executive Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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.	007	Auto Reports			10Y	01/01/1987	12/31/2002	384134, 412479, 412482, 416728, 452453-452455, 461293	8
2.	011	Budget Preparation Records			AR+5	08/01/1980	12/31/2009	366391, 417124, 422175, 421628-421630, 422177, 434967, 434968, 435858, 435865, 461303, 461304, 465021, 465022, 465029, 478317, 478320, 465033-465035, 465038-466041, 478363, 480144, 478322-478324, 480149, 480150, 491666, 451538, 461302, 465036, 451562-451570, 452474-452476, 461285-461292, 465023-465028, 465031, 465032	70
TOTAL BOXES									78

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

By [Signature] Division Head By [Signature] Date 10/27/15 Department Head

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

Page 1 Of 5 Pages

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Executive Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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		
3.	015	Cash Refunds			5Y	1/1/1993	6/30/2007	478318, 478321	2
4.	020	Administrative/Management Files			1Y	1/1/1990	12/31/2012	384133, 478325, 479907, 492867, 492868, 495972	6
5.	023	Customer Complaints			C+5	7/1/1984	12/31/2005	354727, 462485-462487, 478319	5
6.	025	Data Control Files			2Y	05/04/1992	2/24/1994	399202, 424699-424701	4
7.	029	Office Funds			7Y	1/1/1994	12/31/2005	451539, 451540, 495971	3
Total Boxes									20

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

Bv [Signature] Division Head Bv [Signature] Department Head Date 10-27-15

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) Customer Service (Division) Executive Office (Unit)

Location of Records Record Retention Center Records Retention Schedule No. DWP-12 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		
8.	046	Personnel Administrative Files			2Y	12/29/1986	1/20/2012	453082-453085, 472644- 472646, 479894, 495973-495974, 495976-495983, 496799, 383508, 423736, 452492, 452593, 465042-465048, 465057, 476600, 476602, 479892, 479906, 492845, 492846, 492859-402862, 492909, 492910, 492918, 496797	45
9.	049	Reports & Studies			2Y	1/1/1997	5/16/2007	465037, 465064, 465067- 465070, 473076	7
Total Boxes									52

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

By  Division Head  Department Head  Date 10-07-15 Page 3 Of 5 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) Customer Service (Division) Executive Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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		
10.	050	Selection Interview Packages			T+10	1/1/1983	12/30/2004	434966, 348367, 364802, 366377, 384125, 384127, 392175-392178, 392945-392950, 394723, 409429-409436, 410563-410571, 410573, 410574, 423728, 423729, 423732, 423733, 423735, 434955, 434956, 434958-434964, 434996-435005, 435851, 435853-435857, 435860-435864, 444299-444310, 445541-445544, 448762-448766, 451525-451532, 452494, 465049-465052, 465054-465056, 465058-465063, 476557-476561	119
Total Boxes								119	

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 10-27-15 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 Customer Service
(Department/Bureau) (Division)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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		
11.	055	Subject and Correspondence Files			AR+2	10/28/1992	1/3/2008	463500, 479893	2
12.	056	Timekeeping Files			2Y	1/1/1985	12/31/2011	423734, 423776, 423777, 474354, 474355, 475406-475410, 478326-478330, 479888-479891, 492869-492874,	27
13.	065	Discipline/Grievance/Discrimination			10Y	9/1/1971	1/1/1996	383947, 383948, 451535-451537, 451546-451548	8
Total Boxes									37

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 10-27-15 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

Water & Power
(Department/Bureau)

Customer Service
(Division)

Water Conservation
(Unit)

Records of Water & Power Location Water Conservation
Records Retention Center Customer Service Records Retention Schedule No. DWP- 12
 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.	015	Cash Refunds			5y	03/18/1998	12/22/2008	475113, 487610-487644	36
Total Boxes									36

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 10-27-15

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Customer Information, Communication and Technology (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP- 12 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		
1.055		Subject and Correspondence Files			AR+2	01/01/1993	04/09/2008	453417, 453418	2
Total Boxes									2

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 10-27-05 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 Customer Service Customer Service Centers
 (Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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.	006	Applications for Service Files			C+1	1/2/2001	12/31/2012	430370-430372	3
2.	020	Administrative Management/Files			1Y	1/6/1993	12/31/2012	417004, 417006, 421238-421240, 422940, 423648, 423658-423661, 430591, 433318, 438149, 439614, 439615, 445415, 445416, 449379, 453057-453060, 467087-467089, 467101, 467102, 481047-481049	31
3.	030	Documentation Of Receipt of Funds - C			5Y	1/1/1995	2/12/2008	443614, 443615, 444695, 445053, 445054, 448084, 474115, 478164, 478165	9
4.	031	Documentation Of Receipts Of Funds - N			10Y	12/1/1980	12/31/2004	416872, 416873, 421211, 421936, 421941, 424018, 424019, 430592, 432978, 432980, 435362, 435363, 439681, 444697, 445413, 448085, 449377, 456376-456378, 461317, 478160-478162	24
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 [Signature] Department Head [Signature] Date 10-27-15

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

Page 1 Of 3 Pages

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Customer Service Centers (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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		
5.	049	Reports & Studies			2Y	1/4/1993	12/31/2012	416863-416866, 421245, 421246, 430358-430362, 430364-430367, 472926, 472927, 472932, 478169-478173, 478175-478184, 478357, 478361, 482802, 486017, 486018, 486027, 488948, 489393-489401, 416859-416862, 421244, 430369, 471537, 478359, 482803, 482804, 486019, 486025, 486026, 486036, 492815-492818	67
6.	055	Subject/Correspondence Files			2Y	11/1/1998	9/30/2012	430344 - 430347, 430347, 444691, 444692, 456356 - 456358, 456369, 456370, 456374, 456380, 471980, 471981- 471983, 474101- 474105, 486020, 486023, 486024, 486035	26
Total Boxes									93

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 02/15

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

Page 2 Of 3

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Customer Service Centers (Unit)

Location of Records Records Retention Center DWP- 12 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		
7.	056	Timekeeping Files			2Y	01/01/1996	12/31/2012	443613, 467079, 467103, 474114, 474253-474267, 478358, 486021, 486022, 488191-488193, 488205, 492919-492934,	42
Total Boxes									42

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 10-27-15 Page 3 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 (Department/Bureau) Customer Service (Division) Field Executive Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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.	044	OSHA Files		10Y		1/23/1986	12/14/1995	383833, 412466, 412478	3
Total Boxes									3

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 12/14/1995

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


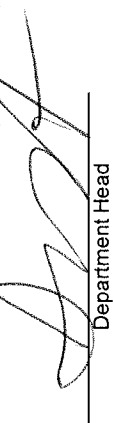
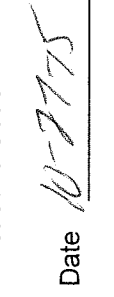
Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Meter Reading (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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.	024	Daily and Monthly Reports and Listings			2Y	1/1/2008	12/31/2009	488230	1
2.	041	Meter Read Sheets			4Y	01/01/2001	12/31/2009	451376, 453979, 453980, 453982, 488229, 488231, 477460-477462	9
3.	056	Timekeeping Files			2y	1/1/1990	12/31/2011	416353, 416354, 444728, 453971-453976, 453978, 466516, 466524, 466525, 477469, 488228	15
Total Boxes									25

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

By   By 
 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 1

Year Ending 2014

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Water & Power (Department/Bureau) Customer Service (Division) Field Investigations (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP- 12 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.	023	Customer Complaints			C+5	01/04/1993	12/31/2008	411497-411520, 418507, 416731-416745, 416747, 441003-441014, 425073, 418133-418139, 428071, 418309-418357, 435553, 418470-418479, 418130, 483336-483343, 418131, 420027-420039, 428355, 426331-426338, 428356, 428041-428064, 428357, 428066-428069, 420020, 430695-430725, 420021, 430744-430766, 420022, 436794-436814, 420023, 437972-437987, 420024, 437989-437991, 420025, 437996-438011, 440991, 453963-453970, 440992, 444702-444708, 440993, 446822-446841, 440994, 448346-448358, 440995, 451377-451390, 440996, 457960-457989, 461368-461393, 466366-466381, 466409-466435, 467238-467261, 470656-470669,	505
Total Boxes								505	

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 10-27-15 Page 1 Of 2

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Field Investigations (Unit)

Location of Records Records Retention Center DWP-12 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		
2.	024	Daily And Monthly Reports And Listings			2Y	01/01/1996	12/15/2003	418358, 426339-426347, 449973-450001, 453475-453482	47
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 By [Signature] Date 10-27-15 Page 2 Of 2 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) Customer Service (Division) Revenue Security (Unit)

Location of Records Records Retention Center DWP-12 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.	024	Daily And Monthly Reports And Listings			2Y	01/01/1997	12/31/2006	444722-444727, 457817-457824, 481393-481400	22
Total Boxes									22

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
By [Signature] Date 10-27-15 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 (Department/Bureau) Customer Service (Division) Field Collection (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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.	002	Adjustment Vouchers			5Y	1/1/1996	12/15/2003	449971, 449972	2
2.	024	Daily and Monthly Reports and Listings			2Y	01/01/1987	12/31/2008	442348 - 442360 442362 - 442367 449938-449962, 449970, 453656-453569, 458757, 458760-458762, 449963-449969	60
3.	030	Documentation of Receipt of Funds			5Y	12/15/2008	06/26/2009	458763, 458764	2
4.	049	Reports and Studies			2Y	05/01/2008	05/01/2009	458756, 458759	2
5.	056	Timekeeping Files			2Y	12/29/2003	12/20/2009	458766-458774, 458776-458778	12
Total Boxes									78

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By [Signature] Division Head [Signature] Department Head Date 10-27-15 Page 1 Of 1 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

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Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Billing Executive Office (Unit)

Location of Records Records Retention Center DWP-12 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.	001	Accounts Receivable Transfers			2Y	01/01/2001	12/29/2005	452632-452640, 458105-458110	15
2.	006	Applications for Service Files			C+1	03/01/1989	8/2/1999	413917, 433055	2
3.	015	Cash Refunds			5Y	01/01/1991	12/31/1999	402063, 433094, 433095	3
4.	016	Service/Verification Records			1Y	01/17/1996	04/02/1997	406215, 418915	2
5.	020	Administrative/Management Files			1Y	07/01/1991	03/17/1995	405944-406018, 406323-406334, 406336, 406338-406342, 406354	94
Total Boxes									116

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By [Signature] Division Head [Signature] Department Head [Signature] Date 11-27-15 Page 1 Of 3 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Billing Executive Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-12 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		
6.	023	Customer Complaints			C+5	1/1/1985	11/10/2004	402330-402334, 413871-413877, 413919, 418961-418965, 418978, 425335-425341, 433087-433092, 433163-433166, 433172, 433174-433176, 433178-433180, 433197, 433282-433284, 433287-433289, 433292, 433294, 433295, 440277-440281, 440298-440301, 440352-440354, 360450	66
7.	031	Documentation of Receipt of Funds-N			10Y	12/01/1987	12/31/2000	413890, 414142-414145, 425346, 425347, 433230, 425353-425356, 425351, 433202-433207, 433210-433213, 433224-433227, 433231, 433235-433237, 433290, 433291, 425352, 425357-425361, 433181-433192	51
Total Boxes									117

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By [Signature] Division Head [Signature] Department Head
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 Page 2 Of 3

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Revenue Recovery Group (Unit)

Location of Records Records Retention Office DWP-12 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.	023	Customer Complaints			C+5	01/01/1989	01/31/1999	369368, 369369, 389057, 392885, 408580, 408581-408584	9
2.	030	Documentation of Receipt of Funds - C			5Y	01/01/1998	12/31/2003	447215-447217	3
3.	051	Small Claims Court Cases			C+10	04/01/1995	12/04/2003	447218-447224	7
4.	055	Subject and Correspondence Files			AR2	05/01/1998	08/26/2006	472821-472845	25
Total Boxes									44

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 10-27-15 Page 1 Of 1 Pages 44

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

Year Ending 2014

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of Water & Power (Department/Bureau) Customer Service (Division) Specialized Accounts Management Unit (Unit)

Location of Records Records Retention Office DWP-12 Records Retention 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.	008	Bank Returned Checks			2Y	09/08/1999	12/31/2012	449382-449386, 449390, 452997, 457990-457993, 458004, 458073-458093, 465066, 467538-467544, 467561, 467562, 467567, 467571-467574, 467585-467587, 470124-470131, 471488, 474120, 488945	62
2.	015	Cash Refunds			5Y	01/01/1999	12/31/2009	441965, 449836, 449838, 458015, 458016, 458030, 458031, 458036-458038, 458103, 458131, 458132, 458138-458142, 467548, 458144-458149, 467547,	26
3.	022	Bankruptcy Files			3Y	01/01/1999	12/31/2007	452333-452345, 470102-470119, 473091, 474116	33
Total Boxes									121

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By [Signature] Division Head [Signature] Department Head [Signature] Date 02/15 Page 1 Of 3 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Specialized Accounts Management Unit (Unit)

Location of Records Records Retention Office DWP-12 Records Retention Schedule No. DWP-12 Original Records Duplicate

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		
4.	027	Deposit Bill			2Y	01/01/2002	12/31/2007	458019-458021, 458033-458035, 458040-458042, 458095-458097, 458124-458129	18
5.	033	Escrow Files			C+10	01/03/2001	12/31/2003	458113- 458118	6
6.	037	Litigation Support Files			C+10	01/01/1988	09/30/2002	447227-447293, 447305-447317, 447320-447336, 447338,447339, 447341-447351	110
7.	043	Non-Cash Deposit Files			C+4	12/20/1966	05/30/2002	441933-441941, 458111, 458112	11
8.	047	Property Research Files			5Y	01/01/1997	12/31/2008	457997, 457998, 458152-458191	42
9.	055	Subject and Correspondence Files			AR+2	01/01/2005	12/31/2010	457999, 458143, 488937-488940	6
Total Boxes									193

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By [Signature] Division Head [Signature] Department Head Date 10/27/15 Page 2 Of 3 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Specialized Accounts Management Unit (Unit)

Location of Records Records Retention Office DWP-12 Records Retention 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		
10.	056	Timekeeping Files			2Y	12/24/2007	12/19/2010	488151-488153, 488155-488157, 488159-488161	9
11.	064	Small Claims - Dismissed/Agency Files			C+4	01/01/1982	12/01/2010	375635-375638, 375640-375644, 382440, 382441, 392874, 457995, 457996, 458000, 370613-370625, 373714-373719, 373734-373736, 373747-373751, 379361-379366, 379370, 379372, 379378, 379379, 379382-379388, 382372, 382373, 382375, 382376, 382383, 382386-382388, 382417-382422, 389044-389047, 415597, 458008, 458009, 467583, 467584, 470120-470122, 471491-471495, 471498-471503	96
Total Boxes									105

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By [Signature] Division Head By [Signature] Department Head Date 0-27-15 Page 3 Of 3 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Field Collections (Unit)

Location of Records Records Retention Office DWP-12 Records Retention Schedule No. DWP-12 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.	024	Daily and Monthly Reports and Listings			2Y	12/01/1997	12/31/2007	426266, 453652-453655, 453667, 453668, 453680-453682, 453687, 453688, 453690, 453701, 458017, 458018, 458032, 458039, 458098, 458130, 458752-458754	23
2.	026	Delinquent Bills-Action Stubs			4Y	2/23/1997	12/12/2008	420996, 432089-432107, 440233, 440234, 445139-445168, 445172-445182, 449903-449914, 449916-449937, 451278-451289, 451291-451296, 451298-451310, 451312-451314, 451320, 451329-451339, 453662, 453663, 453666, 453671-453678, 453685, 453686, 458747-458751, 458758	162
Total Boxes									185

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By [Signature] Division Head [Signature] Department Head
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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Remittance Processing Center (Unit)

Location of Records Records Retention Office DWP-12 Records Retention 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.	008	Bank Returned Checks			2Y	04/14/1998	07/31/2011	449628-449636, 453313-453323	20
2.	056	Timekeeping Files			2Y	01/01/2002	12/31/2009	449653, 449654, 453147, 453305, 453306, 464183, 464184	7
Total Boxes									27

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By [Signature] [Signature] By [Signature] Date 10-27-15 Page 1 Of 1 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Customer Relations Office (Unit)

Location of Records Records Retention Office Records Retention Schedule No. DWP-12 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.	006	Applications for Service Files			C+1	01/01/2008	12/31/2013	496796	1
2.	023	Customer Complaints			C+5	01/01/1984	12/31/2008	338247-338255, 344494-344503, 349764, 360710-360728, 424673-424698, 425332, 425334, 425392, 425393, 435578-435589, 444254-444273, 445487-445497, 464634, 465071-465076, 465084-465096	132
3.	056	Timekeeping Files			2Y	01/01/1998	12/31/2009	465097-465100	4
Total Boxes									137

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

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 Date 11-27-15

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 Page 1 Of 1 Pages

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Account Services Unit (Unit)

Location of Records Records Retention Office DWP-12 Records Retention 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.	001	Account Receivables Transfers			2Y	01/01/2001	11/30/2010	440491, 440492, 440497, 440498, 440528, 440529, 440392, 463333-463336, 463339, 463340, 463400-463408, 474428-474430, 474434, 474438, 474464, 475205-475210, 475213, 457216, 475218, 475224-475228, 475230, 475234, 475235, 475238, 475242, 475243, 475246, 475248, 475251, 475255-475259, 475263, 475274-475283, 478945, 478946, 463454-463458	74
Total Boxes									74

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By [Signature] Division Head [Signature] Department Head [Signature] Date 10-27-15 Page 1 Of 4 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Account Services Unit (Unit)

Location of Records Records Retention Office Records Retention Schedule No. DWP-12 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		
2.	006	Applications for Service Files			C+1	10/31/2002	12/31/2010	440500-440503, 440524, 451492, 451575-451724, 452694-452716, 452719-452870, 452878, 452884-452889, 452891, 452893, 452894, 452897, 452900-452902, 452904, 452905, 452908-452918, 452920, 452922-452931, 463275-463280, 463282-463285, 463287-463290, 463292, 491577, 491578-491580, 491589-491596	396
3.	014	Cash Posting Ledger			5Y	08/05/2005	12/14/2009	463448-463451, 463467-463471	9
4.	015	Cash Refunds			5Y	01/03/2007	05/25/2009	440442, 463453	2
Total Boxes									407

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

By  Division Head  Department Head Date 02-27-15

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2014

Records of Water & Power (Department/Bureau) Customer Service (Division) Account Services Unit (Unit)

Location of Records Records Retention Office DWP-12 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		
5.	016	Service/Verification Records			1Y	02/25/2002	07/15/2013	440531-440532, 440534-440538, 463361-463373, 478966-478971, 478974-478981, 478984-478993, 478996-479003	53
6.	023	Customer Complaints			5Y	01/01/1983	12/30/2009	302505-302535, 302594, 328596-328612, 332610-332636, 333445-333465, 335828-335832, 335834-335856, 337193-337196, 348953-348958, 348962-348974, 356901-356918, 362277, 362278, 372999, 379697-379704, 400515, 400517-400522, 402694-402706, 403430-403438, 406634-406679, 406680-406707, 425327-425331, 425410, 425411, 425413, 433048-433054, 433056, 433057, 433070, 433112, 433113, 433116, 433117, 433130, 433153, 433154, 433161, 433162, 433177, 433201, 433218, 433285, 433277-433281, 433286, 433293, 433296, 440276, 440282, 440356, 440285-440288, 440291, 440294-440297, 440302, 440306-440309, 440334-440339, 440346-440350, 440355, 440358-440360, 440363, 440364, 440366, 440379, 440381-440389, 440405-440409, 440421-440429, 440473, 440474, 440479-440481, 440484-440489, 440533, 463395, 463398, 463423-463427, 463462, 463463, 440420	399
Total Boxes									452

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

By [Signature] [Signature] 12-27-11
 Division Head Department Head

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