

CITY OF LOS ANGELES

NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

RECORDS OF: DEPARTMENT OF WATER & POWER
FLEET SERVICES ORGANIZATION (DWP/18)

QUANTITY: 758 Boxes

RECORDS
DATED FROM 1952 – 2007

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

AUTHORIZED BY:

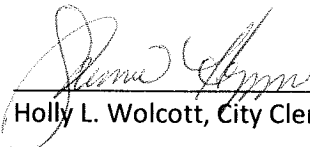
DEPARTMENT AUTHORIZATION:

Gary Wong, Assistant General Manager
(signature located in attached report from DWP)

March 14, 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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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:

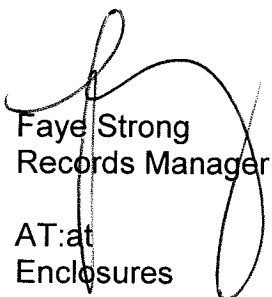
Please process the following Request for Authority to Destroy Obsolete Records (Original/Official) forms for the Fleet Services Organization (DWP-18) Division:

16 000559 FJ	16 000562 FJ	16 000565 FJ	16 000568 FJ
16 000560 FJ	16 000563 FJ	16 000566 FJ	16 000569 FJ
16 000561 FJ	16 000564 FJ	16 000567 FJ	16 000570 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

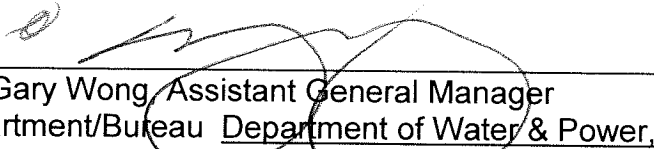
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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 3/14/11
 Gary Wong, Assistant General Manager
 Department/Bureau Department of Water & Power, Fleet Services DWP-18

Records Dated 1952 through 2007

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.

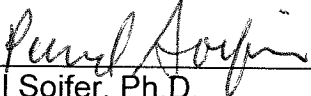
Business Unit: Fleet Services (DWP-18)
 Date Range: 1952 - 2007

<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Accounting Records	27
Building Equipment Records	2
Fleet Equipment Records	190
Job Files	5
Meeting Minutes	2
Personnel Administrative Files	19
Purchase Records	90
Safety Records	22
Stationery Supplies	1
Subject and Correspondence Files	3
Timekeeping Records	396
Training Records	7
Total Boxes:	<u>758</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.

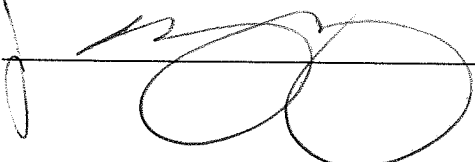
Historical Records Program Consultant:

 Date 3/3/16
 Paul Soifer, Ph.D.

Business Unit Director/Office Records Management Coordinator:

 Date 3-9-16

System Head/Designated Executive:

 Date 3/16/16

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER (Department/Bureau) Fleet Services (Division) Fleet Services Executive Office (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	02	Subject and Correspondence Files			Y+5	10/7/1996	7/8/1998	416338	1
2	14	Purchase Records			Y+12	7/11/1986	10/25/1990	379984	1
3	16	Time-rolls (Timekeeping Records)			Y+10	1/22/1990	12/25/1994	378952, 379991, 388349, 388351, 396932, 412753	6
4	19	Accounting Records			Y+9	1/1/1989	12/31/1994	364592, 388350, 396939, 412754, 379987	5
5	23	Meeting Minutes			Y+4	5/25/1991	1/1/2006	443272, 422407	2
TOTAL BOXES									15

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
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion
 Date 3/14/16 By [Signature] Date 3/14/16
 Page 1 of 1 Pages
 E = Expiration P = Permanent S = Superseded T = Termination

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER Fleet Services Executive Office
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18
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	12	Persosnel Administrative Files			Y+10	1/1/1983	1/1/2003	446676-446678	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] Date 3/14/16 Page 1 of 1 Pages
 Department Head
 C = Closed for Completion E = Expiration P = Permanent S = Superseded T = Termination

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

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER Fleet Services (Division) Fleet Maintenance (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	02	Subject and Correspondence			Y+2	1/1/1973	12/31/1995	273895, 414524	2
2	06	Fleet Equipment and Activity Records			Y+6	1/1/1970	1/31/2007	444296, 450575-450578, 446191, 447384, 478567-478569, 478571-478581, 498391-498392, 498356-498365	33
3	12	Personnel Administrative Files			Y+10	7/1/1977	12/31/2004	412752, 378940, 390201-390203, 416877, 422409, 454079-454081, 478638, 421151, 421875-421876, 446575, 446577	16
4	14	Purchase Records			Y+10	1/1/1993	1/1/2004	446225, 403313, 409313-409322, 415563-415564,	14
TOTAL BOXES									65

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

By [Signature] Division Head A = Audit AR = Annual Review
 By [Signature] Date 3/14/11 Department Head
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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER (Department/Bureau) Fleet Services (Division) Fleet Maintenance (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	14	Purchasing Records			Y+10	1/1/1952	3/31/2004	416161-416169, 227914, 224332, 433030-433043, 439315-439317, 444291-444293, 446214-446220, 446224, 446567-446569, 447385-447390, 103769, 361643-361647, 361651-361659, 361661, 361664, 415565-415567, 444290, 361648-361650, 364576, 447403	74
2	16	Timerolls (Timekeeping Records)			Y+10	9/26/1988	1/19/1992	370151, 378380-378393, 381368-381371, 388969-388987,	38
TOTAL BOXES									112

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
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 Date 3/14/16 Page 2 of 7 Pages

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER Fleet Services Fleet Maintenance
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	16	Timerolls (Timekeeping Records)			Y+10	1/1/1990	12/25/2004	390939-390942, 400271-400273, 400282-400290, 404361-404370, 404377-404384, 407298, 408577-408579, 410206-410208, 412330-412334, 412986-412988, 413436-413445, 418460-418465, 420214-420224, 421872-421874, 421877-421884, 422408,422410, 422418-422419, 424926-424937, 428040, 432597-432599, 432602-432608, 433044, 441351-441354,	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 A = Audit AR = Annual Review
 By [Signature] Department Head C = Closed or Completion
 Date 3/14/16 P = Permanent S = Superseded T = Termination
 Page 3 of 7 Pages

Retention Code:

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER Fleet Services
(Department/Bureau) (Division)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18
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	16	Timerolls (Timekeeping Records)			Y+10	12/28/1992	11/28/2004	443263-443268 446604, 446817-446818, 447368-447374, 450591-454008, 454012-454021, 454077, 388966, 422415, 370170, 381349, 388968, 417305-417309, 417311, 432601, 454011, 370167, 388967, 432600, 370171-370172, 225805, 242235, 388348, 378377-378379, 381350-381351, 396642-396644, 447375-447376, 454009-454010,	78
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 A = Audit
 By [Signature] Date 3/14/16 Department Head
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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Fleet Services
(Division)
Fleet Maintenance
(Unit)

Records of WATER & POWER
(Department/Bureau)

Records Retention
Schedule No. DWP-18

Records Retention Center

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	16	Time-rolls (Timekeeping Records)			Y+10	6/30/1990	12/26/2004	454033-454034, 482423-482425, 490955, 490979-490980, 378401, 388964-388965, 391104, 391106, 391109-391112, 391114, 443277, 443278, 443280, 444281, 443273,	23
2	18	Fleet Equipment Records			Y+7	3/7/1991	10/14/1994	370158-370165, 391498-391502, 400278-400281, 404372-404376, 409254-409259, 410935-410937, 410942-410944, 412116-412122, 412335-412343, 412979-412985,	57
TOTAL BOXES									80

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By [Signature] Division Head By [Signature] Date 3/17/16
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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER (Department/Bureau) Fleet Services (Division) Fleet Maintenance (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	18	Fleet Equipment Records			Y+7	7/1/1981	12/31/2006	421127-421149, 421865-421871, 422405, 422420-422424, 425043-425051, 428034-428039, 435866-435870, 441355-441362, 443269,444297, 446192-446196, 446209-446213, 446570,453992, 454030-454031, 490937-490941, 490949, 498384-498385, 498390, 352623, 352625-352630, 358228-358229, 443261-443262	100
TOTAL BOXES									100

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]
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination
 Date 2/14/16 Page 6 of 7 Pages

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER (Department/Bureau) Fleet Services (Division) Fleet Maintenance (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	19	Accounting Records			Y+9	1/1/1983	1/1/2005	396640, 421150, 422411, 441365, 446583, 446587-446589, 448726-448727, 454032, 378400	12
2	20	Building Equipment Records			C+1	2/1/1989	12/31/1998	431110-431111	2
3	30	Safety Records			Y+10	1/1/1965	12/31/2004	400275-400277, 490932-490935, 490973-490974, 498380-498381, 419312, 419319-419320, 419325-419326, 419328, 446555-446556, 498366-498368	22
4	35	Stationery Supplies			Y+4	7/1/1989	6/30/1991	396641	1
5	38	Job Files			Y+6	1/1/1989	12/31/1996	419324, 424845-424848	5
TOTAL BOXES									42

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By [Signature] Division Head A = Audit AR = Annual Review By [Signature] Date 3/14/16 Page 7 of 7 Pages
 Department Head [Signature] C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

**Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2015

Records of WATER & POWER (Department/Bureau) Fleet Services (Division) Fleet Operations (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	14	Purchase Records			Y+10	1/1/1985	12/31/1989	378396	1
2	16	Timerolls (Timekeeping Records)			Y+10	7/31/1989	10/31/1994	379537-379544, 389940,389944, 396567-396576, 396578, 403874-403884, 403886-403888, 403890-403891, 410700-410710	48
3	32	Training Records			Y+10	1/1/1989	12/31/1994	396689-396690, 421957,422173, 422238-422239, 424383	7
TOTAL BOXES									56

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]
 Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination
 Date 3/14/18 Page 1 of 1 Pages

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER Fleet Services Fleet Operations - Valley
(Department/Bureau) (Division) (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-18 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	16	Timekeeping - Attendance Records			Y+10	4/10/1989	1/9/1994	391087-391089, 396580, 403872-403873	6
2	19	Accounting Records			Y+9	11/1/1990	1/1/2005	441363,443275, 444284-444288, 446197, 446222-446223	10
TOTAL BOXES									16

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By [Signature] Division Head AR = Annual Review By [Signature] Date 3/14/16 Page 1 of 1 Pages
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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2015

Records of WATER & POWER
(Department/Bureau)

Fleet Services
(Division)

Fleet General Construction
(Unit)

Location of Records

Records Retention Schedule No. DWP-18

Records Retention Center

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	16	Timerolls (Timekeeping Records)			Y+10	1/1/1990	12/31/1999	445252-445259, 445260-445329	78
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] By [Signature] Department Head

Date 2/14/16

Page 1 of 1 Pages

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