



CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

***Records of Department:**

Additional Information:

Submitting Date: Email me a copy

***Quantity:**

Records Dated From **To**

Description:

Attachment: [2 MB max] [DWP23 124-176 1398 boxes.pdf](#)

Department Authorization

Authorizing Person: **Date:**

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

Authorizing Person:

Date Signed:

APPROVE

REJECT

Signature:

Date of Notification: (Records will be held for 60 days from this date).

Text

DWP/23 POWER SUPPLY OPERATIONS
HARBOR OPERATING STATION
1 AIR QUALITY FILES 1981 - 2004 43 BOXES
5 CHARTS AND READING SHEETS 1962 - 2015 1,165 BOXES
21 EQUIPMENT MAINTENANCE FILES 1947 - 2010 3
24 FUEL REPORTS AND FILES 1997 - 1998 1
36 OPERATING LOGS AND REPORTS 1944 - 2015 21
41 PERSONNEL AND ADMINISTRATIVE FILES 1990 - 1995 3
49 SAFETY FILES 1980 - 1985 1
55 TIMEKEEPING FILES 1964



CUSTOMERS FIRST

Eric Garcetti, Mayor

Board of Commissioners

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Cynthia McClain-Hill, Vice President

Jill Banks Barad

Christina E. Noonan

Aura Vasquez

Barbara E. Moschos, Secretary

David H. Wright, General Manager

November 8, 2018

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 Power Supply Operations (DWP-23) Division:

18 000122 FJ

18 000124 FJ

18 000126 FJ

18 000128 FJ

18 000123 FJ

18 000125 FJ

18 000127 FJ

18 000129 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

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: Power Supply Operations (DWP-23)
Date Range: 1936 - 2015

<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Air Quality Files	43
Charts and Reading Sheets	1,165
Equipment Maintenance Files	4
Foreman's Reports of Station Equipment Change or Maintenance	3
Fuel Reports and Files	1
Job Files	26
Operating Logs and Reports	25
Personnel Administrative Files	3
Safety Files	1
Subject and Correspondence	2
Timekeeping Files	123
Warehouse and Tool Records	1
Work Orders	1
Total Boxes:	<u>1,398</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 Date 10/14/18
Paul Soifer, Ph.D.

Business Unit Director/Office Records Management Coordinator:

Christopher Lynn Date 10/23/18

System Head/Designated Executive:

AC Date 10/25/18

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 AC Date 10/25/18
 Andrew C. Kendall, Senior Assistant General Manager
 Department/Bureau Department of Water & Power, Generation DWP-23

Records Dated 1907 through 2015

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

18 000122 FJ

Year Ending 2017

WATER & POWER
(Department/Bureau)

POWER SUPPLY OPERATIONS
(Division)

HARBOR GENERATING STATION
(Unit)

Records Retention Schedule No. DWP-23

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	1	Air Quality Files			T+2	11/1981	11/2004	365775-365803, 477567,477569, 482554-482561, 397969-397971, 491021	43
2	5	Charts and Reading Sheets			T+2	1/1962	12/2010	250955,251008, 251038,252513, 252519-252522, 252530,252535, 252538-252540, 252544-252545, 252568,252573, 254758-254759, 255157-255165, 255169-255174, 255178-255182, 255185-255193, 255197-255199, 255316-255341, 259151, 289977-290014, 255200-255205, 255275-255315,	163
TOTAL BOXES									206

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

By *Mr. Christopher Lopez* Division Head *Al* Date 10/23/18 Page 1 of 4 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

18 000123 FJ

Year Ending 2017

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) HARBOR GENERATING STATION (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-23 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	5	Charts and Reading Sheets			T+2	12/1967	12/2010	290020-290086, 308031-308108, 308119-308358, 308366-308408, 309265-309266, 331673-332098, 334147-334154, 334165-334166, 343771-343773, 343776-343781, 365711-365734, 365768-365769, 365771-365774, 397386-397389, 397408, 334117-334137, 334143-334146, 334155-334164, 334167, 343774-343775, 365735-365767, 308421,	982
TOTAL BOXES									982

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 10/23/18

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Page 2 of 4

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) HARBOR GENERATING STATION (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-23 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	5	Charts and Readings Sheets			T+2	10/1977	12/2015	397960-397968, 482572-482573, 482579, 491014-491019, 491022-491023	20
2	21	Equipment Maintenance Files			T+6	1/1947	12/2010	308359,308422, 482576	3
3	24	Fuel Reports and Files			Y+10	8/1997	6/1998	491024	1
4	36	Operating Logs and Reports			T+2	1/1944	12/2015	290087-290089, 308365,385269, 386916,386920, 386922-386926, 394182,394188, 482588-482589, 491020,308364, 308415, 477528-477529	21
TOTAL BOXES									45

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] Date 10/23/18 Page 3 of 4 Pages

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Year Ending 2017

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) HARBOR GENERATING STATION (Unit)

Location of Records Records Retention Center DWP-23 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	41	Personnel Administrative Files			Y+10	6/1990	6/1995	440729-440731	3
2	49	Safety Files			AR+10	1/1980	12/1985	482575	1
3	55	Timekeeping Files			Y+5	1/1964	12/2010	100535-100548, 101001, 290015-290019, 308360-308363, 308409-308414	30
4	56	Tool and Warehouse Records			Y+3	1/1959	1/1975	308420	1
TOTAL BOXES									35

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

By *Christoph* Division Head *du* By *AW* Date 10/23/18 Page 4 of 4 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

18 000126 FJ

Year Ending 2017

WATER & POWER
(Department/Bureau)

POWER SUPPLY OPERATIONS
(Division)

GENERATION EXECUTIVE OFFICE
(Unit)

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) GENERATION EXECUTIVE OFFICE (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-23 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	21	Equipment Maintenance Files			T+6	1/2008	12/2011	466364	1
2	55	Timekeeping Files			Y+5	10/2008	12/2012	464770	1
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 10/23/15 Date 1 of 1 Page 1 of 1 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) GENERATION SMALL HYDRO (Unit)

Location of Records Records Retention Center DWP-23 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	55	Timekeeping Files			Y+5	1/1987	12/2015	495466-495474 495476-495485	9 10
TOTAL BOXES									19

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 10/23/18 Page 1 of 1 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) OWENS VALLEY GENERATION (Unit)

Location of Records Records Retention Center DWP-23 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	23	Foreman's Reports of Station Equipment Change or Maintenance			Y+15	3/1954	12/1994	223898, 250729, 272724	3
2	28	Job Files			T+6	5/1946	7/2005	100559, 100563-100566, 272716, 272721-272723, 400590, 400593, 415220-415225, 415227-415232, 415234, 426995, 429709	26
3	36	Operating Logs & Reports			T+2	1/1936	12/2000	100560, 272726-272728	4
4	51	Subject and Correspondence			AR+2	11/1945	11/1972	100567, 272725	2
5	55	Timekeeping Files			Y+5	8/1968	7/1972	100561, 100562, 272730-272732	5
6	63	Work Orders			C+2	12/1954	12/1954	427018	1
TOTAL BOXES									41

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 10/24/18 Page 1 of 1 Pages

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER (Department/Bureau) POWER SUPPLY OPERATIONS (Division) GENERATION CASTAIC POWER PLANT (Unit)

Location of Records Records Retention Center DWP-23 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	55	Timekeeping Files			Y+5	1/1985	12/2012	491467-491520, 491522-491529, 491531, 491533-491537	68
TOTAL BOXES									68

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By *[Signature]* Division Head *[Signature]* By *[Signature]* Department Head
Date 10/23/18 Page 1 of 1 Pages

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