

CITY OF LOS ANGELES NOTICE OF INTENTION TO DESTROY OBSOLETE RECORDS

*Records of Department:	Department of Water and Power
Additional Information:	POWER SUPPLY OPERATIONS (DWP/23)
Submitting Date:	11/9/2018
*Quantity:	1398 Boxes
Records Dated From	1/1/1936 To 12/31/2015
Description:	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
Attachment: [2 MB max]	Detach DWP23 124-176 1398 boxes.pdf

Department Authorization

Authorizing Person: Andrew Kendall

Date: 10/25/2018

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 knowlege is complete, accurate, and adequate. City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.

 O REJECT
 Authorizing Person:

 Signature:
 Date Signed:

 Jume
 Jume
 Jume

 Date of Notification:
 11/13/2018
 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

RequestDesc - ClerkPage

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

Eric Garcetti, Mayor



CUSTOMERS FIRST

Board of Commissioners Mel Levine, President 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,

Fave Strong **Records** Manage Enclosures

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: Date Range:	Power Supply Operations (DWP-2 1936 - 2015	23)
RECORD TITLE		<u>NO. OF</u> BOXES
Air Quality Files		43
Charts and Readir	ig Sheets	1,165
Equipment Mainter	nance Files	4
Foreman's Reports	s of Station Equipment Change or	3
Maintenance		
Fuel Reports and F	Files	1
Job Files		26
Operating Logs an	-	25
Personnel Adminis	trative Files	3
Safety Files		1
Subject and Corres	spondence	2
Timekeeping Files		123
Warehouse and To	ool Records	1
Work Orders		1
Total Boxes:		1,398

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:

Safi

Date 1014/18

Paul Soifer, Ph.D. Business Unit Director/Office Records Management Coordinator:

System Head/Designated Executive:

Date 10/23/18

Date

RMP Form Code 91015, Revision 1, 03/1992

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_ACL		Date	10/25/16
	Senior Assistant General Mar epartment of Water & Power,		ation DWP-23
Records Dated 19	907 through 2015		

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

000122 18

ĩ

2017 Year Ending

HARBOR GENERATING STATION

(Unit)

POWER SUPPLY OPERATIONS

WATER & POWER (Department/Bureau)

Records of

(Division)

of Records	00000	VACIOTAS VALATITION CANTAL SCIENCIE INO.	e NU.		6.2				Duplicate Records
Item	Sch.		Conf.		Total	Inclusiv	Inclusive Dates		
No.	Item No.	Record Title (Same as on Schedule)	Rec.	Form No.	Reten. Period	From	To	Storage Location Nos.	Quantity
		Air Quality Files			T + 2	11/1981	11/2004	365775-365803, 477567,477569, 482554-482561, 397969-397971, 491021	(Y) (Y)
Ν.	Ω	Charts and Reading Sheets			∼ + E-1	1/1962	12/2010	250955, 251008, 251038, 252513, 252519-2525523, 252530, 25253540, 252538-252546, 252544-2525465, 255169-255193, 255169-255193, 255197-255193, 255197-255193, 255197-255193, 255197-255193, 255197-255193, 255197-255193, 2552172-255193, 2552197-255193, 2552197-255193, 2552197-255193, 2552197-255193, 2552197-255193, 255275-255215,	1 0 3
								TOTAL BOXES	206

Pages

4

ъ

---1

Page

Date 10/23/18

T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or Completion

AR = Annual Review

A = Audit

Retention Code:

Department Head

Bý.

By Division Head Lel

Request for

000123 18

ĩ

AUTHORITY TO DESTROY OBSOLETE RECORDS

2017 Year Ending

STATION HARBOR GENERATING POWER SUPPLY OPERATIONS (Division)

WATER & POWER (Department/Bureau)

Records of

Location

DWP-23 Records Retention Schedule No. Records Retention Center

x Original Records

(Unit)

Quantity **Duplicate Records** 982 982 308031-308108, Storage Location Nos. 290020-290086, 308119-308358, 308366-308408, 309265-309266, 331673-332098, 334147-334154, 343771-343773, 365771-365774, 334143-334146, 334155-334164, 343774-343775, 365735-365767, 334165-334166, 343776-343781, 365711-365734, 397386-397389, 334117-334137, 365768-365769, TOTAL BOXES 334167, 397408, 308421, 12/2010 ٩ Inclusive Dates The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: 12/1967 From Total Reten. Period Τ+2 Form No. Conf. Rec. Record Titte (Same as on Schedule) Charts and Reading Sheets of Records Sch. No. ഹ ltem No. Ś ,----i

Ъ

B

Pages

4

ď

 \sim

Page

10/23/18

Date

T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or Completion Department Head AR = Annual Review Division Head A = AuditRetention Code:

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

000124 100

£

Quantity **Duplicate Records** 20 27 45 ∞ 2017 STATION Storage Location Nos. 397960-397968, 308359, 308422, 491020, 308364, 482572-482573, 491014-491019, 491022-491023 290087-290089, 308365, 385269, 386916, 386920, 386922-386926, 394182, 394188, 482588-482589, 477528-477529 TOTAL BOXES 482579, 482576 308415, 491024 x Original Records Year Ending HARBOR GENERATING (Unit) 12/2015 12/2010 12/2015 6/1998 ٩ Inclusive Dates The above records are submitted for destruction in accordance with Sec. 12.5 of the L.A. Administrative Code: 10/1977 1/1947 1/19448/1997 From Total Reten. Period Y+10 T+6T+2 POWER SUPPLY OPERATIONS T+2DWP-23 Form No. (Division) Records Retention Schedule No. Conf. Rec. Record Title (Same as on Schedule) Records Retention Center Equipment Maintenance Files Charts and Readings Sheets Operating Logs and Reports Fuel Reports and Files WATER & POWER (Department/Bureau) 36 Records of Sch. No. of Records 21 24 ഹ Location No. \sim ---- \sim 4

B

Pages

4

ъ

m

Page

×

10/00

Date

T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or Completion

AR = Annual Review

A = Audit

Department Head

B

Division Head Retention Code:

000125 18

Ę

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

2017 Year Ending

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

Locé of R	Location of Records	Records Retention Center Schedule No.	s Retenti e No.	ion DWP-23	23			x Original Records Duplica	Duplicate Records
Item	Sch.		Conf.		Total	Inclusiv	Inclusive Dates		
NON	No.	Record Litte (Same as on Schedule)	Rec.	Form No.	Reten. Period	From	To	Storage Location Nos.	Quantity
	41	Personnel Administrative Files			Y+10	6/1990	6/1995	440729-440731	m
[™] .	49	Safety Files		_	AR+10	1/1980	12/1985	482575	, (
m	ۍ د	Timekeeping Files			Y+5	1/1964	12/2010	100535-100548, 101001, 290015-290019, 308360-308363, 308409-308414	O M
4	56	Tool and Warehouse Records			Y+3	1/1959	1/1975	308420	
								ų	
	115 E								
	76.91								
								TOTAL BOXES	35
By By	above ri	The above records are submitted for destruction in accordance with Sec.	vith Sec	1	L.A. Admi	12.5 of the L.A. Administrative Code:	Č	مور 20	
					i 			т т	rages

Pages

T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or Completion

AR = Annual Review

Division Head A = Audit

Retention Code:

Department Head

		AU	HORITY .	TO DESTR	Request for STROY OBS	Request for AUTHORITY TO DESTROY OBSOI ETE RECORDS	CRDS	18 000126	26 FJ
								Year Ending 2017	
Records of	ds of	WATER & POWER	POWER SU	SUPPLY OPERATIONS	ATIONS		GENER	GENERATION EXECUTIVE OFFICE	
		(Department/Bureau)		(Division)				(Unit)	
Location of Records	on ords	Records Retention Center Sc	Records Retention Schedule No.	ttion DWP-23	23			x Original Records Duplica	Duplicate Records
ltem	Sch.		Conf.		Total	Inclusiv	Inclusive Dates		
No.	No.	Record Title (Same as on Schedule)	Rec.	Form No.	Reten. Period	From	To	Storage Location Nos.	Quantity
	21	Equipment Maintennce Files			Π+6	1/2008	12/2011	466364	t1
2	55	Timekeeing Files			Y+5	10/2008	12/2012	464770	e!
								U H C H C H	c

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

Pages

~

đ

Page

T = Termination

S = Superseded

E = Expiration P = Permanent

C = Closed or CompletionDepartment Head

AR = Annual Review

A = Audit

Retention Code:

_ Date 10/25 // 5

By Division Head 1 de la

CODE 8702149 Rev. 11/91

ا ھر -W.

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

£	
000127	
18	

			Duplicate Records		Quantity	9 10	ст гт	Pages	
Year Ending 2017	GENERATION SMALL HYDRO		x Original Records Duplicate		Storage Location Nos.	495466-495474 495476-495485	TOTAL BOXES	Page 1 of 1	S = Superseded T = Termination
	GENI			Inclusive Dates	To	12/2015		3/18	P = Permanent S =
				Inclusiv	From	1/1987		12.5 of the L.A. Administrative Code:	
• • •	ATIONS		23	Total	Reten. Period	Y+5		L.A. Administ	E = Expiration
	PLY OPERP	(Division)	on DWP-23		Form No.			. 12.5 of the	nt Head completion
	POWER SUP		Records Retention Schedule No.	Conf.	Rec.			se with Sec	C = Closed or Completion
		()	Center		Record Title (Same as on Schedule)			lestruction in accordanc	AR = Annual Review C
	WATER & POWER	(Department/Bureau)	Records Retention		Record Title (San	Timekeeping Files		The above records are submitted for destruction in accordance with Sec.	A = Audit AR
	Records of		Location of Records	Sch.	No.	្រួ		above rec	Retention Code:
	Rect		Location of Recore	Item	oN.	∼ -4		The a	Reten

18

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

2017

WATER & POWER (Department/Bureau)

Records of

OWENS VALLEY GENERATION

(Unit)

Location of Recor	Location of Records	Records Reteinion Center Schedule No.	Records Retention Schedule No.	ion DWP-23	23			x Original Records Duplicat	Duplicate Records
Item	Sch.		Conf.		Total	Inclusiv	Inclusive Dates		
No.	No.	Record Title (Same as on Schedule)	Rec.	Form No.	Reten. Period	From	То	Storage Location Nos.	Quantity
ر ا _	23	Foreman's Reports of Station Equipment Change or Maintenance			Y+15	3/1954	12/1994	223898,250729 , 272724	m
N	80	Job Files			Ф + Еч	5/1946	7/2005	100559, 100563-100566, 272716, 272721-272723, 400590,400593, 415220-415225, 415227-415232, 415234,426995, 429709	9
m	36	Operating Logs & Reports			T+2	1/1936	12/2000	100560, 272726-272728	7
4	21	Subject and Correspondence			AR+2	11/1945	11/1972	100567,272725	N
С	22	Timekeeping Files	· · · · · · · · · · · · · · · · · · ·		ی + بر	8/1968	7/1972	100561,100562, 272730-272732	ŝ
9	63	Work Orders			C+2	12/1954	12/1954	427018	,i
								TOTAL BOXES	41
The a	above r	The above records are submitted for destruction in accordance with Sec.	with Sec		e L.A. Admi	12.5 of the L.A. Administrative Code:			

B Division Head

Date Department Head \uparrow

T = TerminationS = Superseded P = Permanent

E = Expiration

AR = Annual Review

A = Audit'

Retention Code:

C = Closed or Completion

Page

10/24/18

,

, - - |

Pages

đ

Ŀ

000128

Year Ending

POWER SUPPLY OPERATIONS (Division)

ĩ
000129
18

Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

2017 Year Ending

Reco	Records of	WATER & POWER	POWER		SUPPLY OPERATIONS	ATIONS		GENERATION	ION CASTAIC POWER PLANT	
		(Department/Bureau)		((Division)				(Unit)	
Location of Record	Location of Records	Records Retention Center	Records Retention Schedule No.	ketentic No.	on DWP-23	23			Original Records x Duplicate Records	te Records
Item	Sch.			Conf.		Total	Inclusiv	Inclusive Dates		
° N	No.	Record Title (Same as on Schedule)		Rec.	Form No.	Reten. Period	From	To	Storage Location Nos.	Quantity
← ·	С С	Timekeeping Files				Υ+5	1/1985	12/2012	491467-491520, 491522-491529, 491531, 491533-491537	α Θ
									TOTAL BOXES	68
The al	bove rec	The above records are submitted for destruction in accordance with Sec.	ordance with			: L.A. Admi	12.5 of the L.A. Administrative Code:			

Pages

, - 1

of

Page

Date 10/23/18

T = Termination

S = Superseded

P = Permanent

E = Expiration

C = Closed or CompletionDepartment Head

AR = Annual Review

1

of an Q

B V

Division Head ∕∕ A = Audit Nere - B

Retention Code: