



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: 11/2/2021 Email me a copy

* **Quantity:** 1794 Boxes

Records Dated From 01/01/1907 **To** 12/31/2015

Description:
Charts and Reading Sheets 1929 – 2015 644 boxes
Contracts and Agreements 1920 – 1994 12
Engineering Studies and Reports 1958 – 2006 15
Equipment Maintenance Files 1918 – 1976 17

Attachment: [2 MB max] [DWP23 1794 boxes.pdf](#)

Department Authorization

Authorizing Person: Faye Strong **Date:** 12/12/2018

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 City Clerk staff have reviewed the request for historical content and removed any items of unique historical value.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

PETTY SANTOS

Date Signed:

11/02/2021

APPROVE

REJECT

Signature:

Date of Notification: 11/02/2021 (Records will be held for 60 days from this date).

SUBMIT

CANCEL

Charts and Reading Sheets 1929 - 2015 644 boxes
Contracts and Agreements 1920 - 1994 12
Engineering Studies and Reports 1958 - 2006 15
Equipment Maintenance Files 1918 - 1976 17
Foreman's Reports of Station Equipment change of
Maintenance 1992 - 1994 3
Hazardous Materials and Waste Reports 1980 - 1987 26
Operating Logs and Reports 1907 - 2015 1,077
1,794 Boxes Total



CUSTOMERS FIRST

Eric Garcetti, Mayor

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

December 12, 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

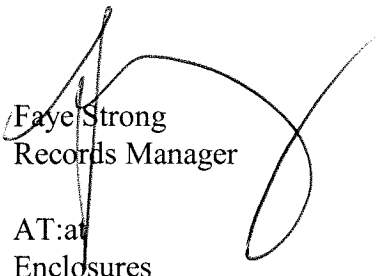
Please process the following Request for Authority to Destroy Obsolete Records (Original/Official) forms for the Power Supply Operations (DWP-23) Division:

18 000103 FJ	18 000104 FJ	18 000105 FJ	18 000106 FJ
18 000107 FJ	18 000108 FJ	18 000109 FJ	18 000110 FJ
18 000111 FJ	18 000112 FJ	18 000113 FJ	18 000114 FJ
18 000115 FJ	18 000116 FJ	18 000117 FJ	18 000118 FJ
18 000119 FJ	18 000120 FJ	18 000121 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 Generation (DWP-23)
Date Range: 1907 - 2015

<u>RECORD TITLE</u>	<u>NO. OF BOXES</u>
Charts and Reading Sheets	644
Contracts and Agreements	12
Engineering Studies and Reports	15
Equipment Maintenance Files	17
Foreman's Reports of Station Equipment Change or Maintenance	3
Hazardous Materials and Waste Reports	26
Operating Logs and Reports	1,077
Total Boxes:	<u>1,794</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 9/13/18
Paul Soifer, Ph.D.

Business Unit Director/Office Records Management Coordinator:

Christopher Lynn Date 10/15/18

System Head/Designated Executive:

AC Date 10/16/18

CERTIFICATION FOR DESTRUCTION OF RECORDS

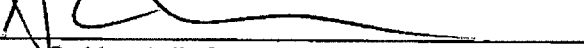
I hereby certify that the following determinations have been made for the records listed on the attached Request(s) for Authority to Destroy Obsolete Records:

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  Date 10/19/18
 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

Year Ending 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	5/1961	12/2015	200479, 200482-200483, 203883-203884, 204345-204346, 206240, 206242, 207386, 207446-207447, 207819-207822, 210977-210980, 213167-213170, 214251-214253, 215972-215976, 215983-215985, 215994-215996, 215998, 216004-216007, 216009, 216023-216027, 216029, 216041-216042, 216099, 218120-218124, 220032-220034,	61
TOTAL BOXES									61

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 E = Expiration P = Permanent S = Superseded T = Termination

Page 1 of 18

Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER
(Department/Bureau)

Power Supply Operations
POWER GENERATION
(Division)

OPERATIONS AND MAINTENANCE FIBER OPERATIONS
(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	1/1946	12/1974	222713, 223097-223098, 223115,225784, 225889-225890, 227369-227370, 227372, 227374-227376, 227378-227379, 227388-227393, 228188-228190, 228224,228504, 228894-228896, 228900, 228903-228906, 229709-229710, 229878-229879, 229893-229895, 230280-230281, 231516-231518, 232201-232202, 232224, 232747-232752, 233086,233088,	57
TOTAL BOXES									57

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 10/19/18 Page 2 of 18 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) OPERATIONS AND MAINTENANCE, FIBER OPERATIONS

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	1/1937	12/1978	233092, 233546, 233548-233550, 233954, 233956-233959, 233963, 233965, 235167, 235170, 236273-236276, 236561, 237258-237259, 237261-237269, 237412, 237523-237525, 237598, 237693-237697, 238016-238020, 238054-238057, 238080, 238413, 238458-238459, 238682, 238691-238693, 238742-238745, 238748-238749, 238754-238755,	65
TOTAL BOXES									65

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By [Signature] AR 10/19/18 Date 10/19/18 Page 3 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	7/1929	12/1978	238841-238844, 238994, 239015, 239073-239075, 239089-239090, 239477, 239574, 239581, 239675-239678, 239700-239704, 239891-239892, 240915-240925, 241270-241272, 241277, 241397-241399, 241575, 241783-241784, 241884-241885, 242678-242683, 243006-243008, 243039, 243041, 243102-243106, 243115-243117, 243322-243325, 243714-243716, 244040, 244043,	76
TOTAL BOXES									76

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

By [Signature] AC By [Signature] Date 10/19/18
Division Head Department Head

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	5	Charts and Reading Sheets			T+2	12/1953	12/1978	244155-244159, 244358, 244765-244766, 244771-244772, 244776,245426, 245428-245429, 246140-246142, 248176-248184, 248803, 249401-249402, 249443-249444, 249506-249509, 249512-249513, 249515-249516, 250871-250873, 251043-251048, 251446-251451, 253246, 253961-253965, 254541,254543, 254672-254674, 255794-255798, 256062-256066,	75
TOTAL BOXES									75

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By [Signature] ACL By [Signature] ACL
Division Head Department Head

Date 10/19/18 Page 5 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	1/1961	12/1971	258415-258418, 258635-258639, 259170, 259172-259173, 259181-259183, 259299, 259417-259421, 259427-259432, 259537-259544, 259612-259614, 262354-262357, 262368, 262376-262377, 262913-262914, 263288-263296, 264334-264339, 265178-265180, 265183-265187, 267510-267514, 272896-272899, 273185-273192, 275519-275520, 275524-275525,	91
TOTAL BOXES									91

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 10/21/18 Page 6 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	1/1971	12/1980	275527-275533, 275535-275543, 275569-275571, 275573-275574, 275579-275592, 275596-275602, 275605-275614, 275628-275639, 275644-275647, 277967-277973, 278039-278042, 278046-278049, 280103-280111, 284411-284424, 287517-287537, 288753-288764, 288767, 291454-291466, 292394-292406, 294108-294113, 294297, 294299-294305,	180
TOTAL BOXES									180

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 10/19/18 Page 7 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	6/1964	9/1984	327453-327486, 333497, 333499, 405199, 240255-240256	39
2	09	Contracts and Agreements			C+15	1/1920	11/1994	210970, 235168-235169, 380523-380524, 380532-380533, 380538-380541, 383339	12
3	19	Engineering Studies and Reports			Y+10	3/1958	10/2006	240914, 244041-244042, 237138, 447814, 240759-240763, 272889-272893,	15
4	21	Equipment Maintenance Files			T+6	7/1918	12/1976	213379-213382, 228901-228902, 231531, 255801-255802, 276205-276212	17
5	23	Foreman's Reports of Station Equipment Change of Maintenance			Y+15	1/1992	12/1994	408932-408934 TOTAL BOXES	3 86

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 10/19/18

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Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division)
OPERATIONS AND MAINTENANCE FIBER OPERATIONS

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	26	Hazardous Materials and Waste Reports			Y+30	1/1980	12/1987	383293, 383295-383312, 383317-383318, 383321-383322, 389168,404330, 404346,	26
2	36	Operating Logs and Reports			T+2	4/1908	8/1978	231533-231534, 210953,216036, 231535-231536, 232729-237337, 233417, 235125-235144, 238081, 238333-238392, 239064-239065, 240411-240217, 245432, 246133-246134, 249448-249458, 249470-249471, 249476-250881, 259168, 404763-404767, TOTAL BOXES	134
TOTAL BOXES									160

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

By [Signature] AC By [Signature] Date 10/16/18 Page 9 of 18 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 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	36	Operating Logs and Reports			T+2	1/1917	12/2015	405093-405094, 405121, 202107-202114, 203879-203882, 204347-204352, 205134-205137, 205143, 206134, 207389, 207442-207445, 207823-207830, 207865, 210958-210963, 210976, 213171-213185, 213193-213196, 215977-215982, 216017-216022, 216028, 216030, 216147, 216192, 218113-218119, 220029-220031, 220891-220892,	95
TOTAL BOXES									95

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 10/19/18 Page 10 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (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	36	Operating Logs and Reports			T+2	3/1922	12/1980	220895-220896, 225056-225064, 225780-225788, 225880,225891, 227287-227294, 227371,227373, 227377, 227380-227387, 228187,228191, 228221-228223, 228282, 228399-228408, 228497-228503, 228889-228893, 228897-228899, 228907-228908, 229705-229708, 229880-229892, 230271-230279, 230282-230290, 230296-230303, 231519-231522, 231526,231537,	122
TOTAL BOXES									122

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

By [Signature] AR 10/19/18 Date 10/19/18 Page 11 of 18 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 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division)
OPERATIONS AND MAINTENANCE FIBER OPERATIONS

Location of Records Records Retention Center Records Retention Schedule No. DWP-23 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	Operating Logs and Reports.			T+2	1/1922	12/1978	232203-232204, 232210,232212, 232223, 232726-232728, 232741-232746, 233087, 233089-233090, 233407-233416, 233535-233539, 233542-233545, 233547,233551, 233947-233953, 233955, 233960-233962, 233964,234047, 234049-234058, 236264-236269, 236271-236272, 236553-236560, 237270-237273, 237599, 237698-237705,	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] Division Head By [Signature] Date 10/19/18 Page 12 of 18 Pages
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**Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2017

Power Supply Operations
POWER GENERATION
(Division)

WATER & POWER
(Department/Bureau)

OPERATIONS AND MAINTENANCE FIBER OPERATIONS
(Unit)

Location of Records: Records Retention Center Records Retention Schedule No. DWP-23

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	Operating Logs and Reports			T+2	1/1917	12/2015	238077-238079, 238683-238690, 238694, 238746-238747, 238750-238753, 238783-238785, 238845, 238989-238990, 238992, 238995-239006, 239058-239063, 239069-239072, 239096-239101, 239594, 239616, 239697-239699, 239705, 239873, 239875, 239878, 239881-239883, 239885, 239889-239890, 240171-240254, 240897-240913,	169
TOTAL BOXES									169

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

By *Cheryl Lynn* Division Head By *AR* Department Head

Date 10/16/18

Page 13 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS (Unit)

Location of Records Records Retention Center Records Retention Schedule No. DWP-23 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	Operating Logs and Reports			T+2	1/1932	12/2015	241273-241276, 241278-241287, 241391-241395, 241576-241579, 241581, 241778-241782, 241886-241890, 242223-242229, 242684-242692, 242997-243004, 243054-243057, 243107-243114, 243231,243321, 243326, 243717-243724, 244033-244039, 244044-244051, 244154, 244160-244162, 244351-244357, 244764, 244767-244770, 244773-244778,	117
TOTAL BOXES									117

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 10/19/16 Page 14 of 18 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) OPERATIONS AND MAINTENANCE FIBER OPERATIONS

Location of Records Records Retention Center Records Retention Schedule No. DWP-23 Original Records Duplicate Records

Item No.	Sch. Item No.	Record Title (Same as on Schedule)	Conf. Rec.	Form No.	Total Retain. Period	Inclusive Dates		Storage Location Nos.	Quantity
						From	To		
1	36	Operating Logs and Reports			T+2	1/1907	10/1972	245406-245425, 245427,245891, 245893-245894, 246135-246139, 248770-248771, 248800-248802, 248804, 249399-249400, 249441-249442, 249446, 249472-249473, 249482-249494, 249504-249505, 249510-249511, 250868-250870, 250874-250876, 250882-250884, 251042, 251443-251445, 251452-251457, 253238-253245, 253957-253960, 254542,	91
TOTAL BOXES									91

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 10/19/16 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 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division) OPERATIONS AND MAINTENANCE FIBER OPERATIONS

Location of Records Records Retention Center Records Retention Schedule No. DWP-23

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	Operating Logs and Reports			T+2	12/1934	12/1978	254669-254671, 255791-255793, 255804-255807, 256054-256061, 258410-258413, 259169,259184, 259189-259190, 259240-259241, 259245-259246, 259422-259426, 260654-260657, 262345-262353, 262363-262367, 262370-262375, 262909-262912, 262916-262918, 263285-263287, 263297-263298, 264322-264325, 264331-264333, 265176-265177, 265188,	81
TOTAL BOXES									81

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

By Cheryl Lynn Division Head AE Department Head

Date 10/19/18

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Request for AUTHORITY TO DESTROY OBSOLETE RECORDS

Year Ending 2017

Records of WATER & POWER
(Department/Bureau) Power Supply Operations
POWER GENERATION
(Division)

OPERATIONS AND MAINTENANCE FIBER OPERATIONS
(Unit)

Location of Records Records Retention Center DWP-23 x Original Records Duplicate Records

Records Retention Schedule No. 23

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	Operating Logs and Reports			T+2	1/1969	12/1980	267506-267509, 267519-267527, 268161-268172, 271579, 272894-272895, 272906-272907, 273184, 273193-273195, 273703-273709, 275521-275523, 275526,275534, 275545-275556, 275558-275568, 275617-275624, 275642-275643, 276203-276204, 277542-277545, 280098-280102, 281698-281707, 281761-281771, 284405-284410, 284425-284438,	131
TOTAL BOXES									131

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By [Signature] Division Head [Signature] Department Head
Date 10/19/16

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Page 17 of 18 Pages

**Request for
AUTHORITY TO DESTROY OBSOLETE RECORDS**

Year Ending 2017

Records of WATER & POWER (Department/Bureau) Power Supply Operations (Division)
POWER GENERATION (Division) OPERATIONS AND MAINTENANCE FIBER OPERATIONS

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	36	Operating Logs and Reports			T+2	1/1928	12/2015	287511-287516, 291649-291659, 292389-292393, 294306-294309, 380526, 380534-380536, 383292, 383323-383329, 394863, 397393-397396, 397401, 397404, 397656, 405101	47
TOTAL BOXES									47

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By [Signature] Division Head By [Signature] Date 10/19/18 Department Head

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