

**RECORDS RETENTION SCHEDULE** (Original/Official Records) Rev. No. 1  
 Department of Water and Power Board of Water and Power Commissioners  
 Office of (Original) Record  
 11 20705 FJ  
 Date APR 13 1990

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
1	BOARD RESOLUTIONS					
	a. BID RECORDS		10	P		
	b. BUDGET RECORDS - PROJECTED					
	b1. MAJOR ORGANIZATION BUDGET AMENDMENT	.00060				ORIGINAL, FULLY SIGNED COPY
	c. CONTRACT ADMINISTRATION RECORDS					
	c1. NOTICE OF AWARD	.02846				
	d. INVOICES/PAYMENTS					
	e. JUDGEMENTS					
	e1. RESOLUTION (VITAL)				V	
	f. LEGAL APPLICATIONS					
	f1. AGREEMENT					
	g. MEMORANDA					
	g1. MEMORANDUM	.01145				
	h. TRANSMITTALS/ACKNOWLEDGEMENTS					
	h1. TRANSMITTAL	.00028				
2	COMMITTEE MEETINGS, MINUTES		10	P		MINUTES OF COMMITTEE MEETINGS INCLUDING THE SAFETY AND PERSONNEL COMMITTEE
	a. MEETING MINUTES					
3	COMMITTEE MEETINGS, SOUND RECORDINGS		5	--	5	RECORDINGS OF MEETING PROCEEDINGS OF ALL COMMITTEES EXCEPT THE SAFETY AND PERSONNEL COMMITTEE
	a. MEETING MINUTES					
4	DECENNIAL MANAGEMENT AUDITS		AR	P	--	DOCUMENTS OF THE REQUIRED DECENNIAL MANAGEMENT AUDITS OF THE DEPARTMENT
	a. EMPLOYMENT RECORDS					
	b. INTRADEPARTMENTAL COMMUNICATIONS					
	b1. INTRA-DEPARTMENTAL	.01455				
	c. INVOICES/PAYMENTS					
	c1. VOUCHER CONTROL FORM	.01218				
	d. LETTERS					
	e. MANAGEMENT REPORTS					
	f. MEMORANDA					
	f1. MEMORANDUM	.01145				
	f2. MEMORANDUM	.01147				
	g. OPERATING AND MAINTENANCE SCHEDULES					
	h. PROPOSALS					
	h1. PROPOSAL					
	i. PUBLIC RELATIONS COMMUNICATIONS					
	j. REQUISITIONS					
	k. TELEX/TWX/TELECOPY COMMUNICATIONS					

Retention Code: A = Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superseded T = Termination

**RECORDS RETENTION SCHEDULE**  
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
5	1. TRANSMITTALS/ACKNOWLEDGEMENTS					
	11. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	m. WATER QUALITY STUDIES					
	a. ANNOUNCEMENTS/BULLETINS		T	80	T+80	COMMISSION OFFICE EMPLOYEES ONLY
	b. CLAIMS					
	b1. ACCIDENT ANALYSIS	.02747				
	c. DEPARTMENT AWARDS RECORDS					
	d. EDUCATION/TRAINING RECORDS					
	e. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	e1. DISABILITY AND DEATH BENEFITS WHILE ON LEAVE WITHOUT PAY	RP0128				
	e2. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948				
	e3. EMPLOYEE - EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
	e4. EMPLOYEE CERTIFICATE OF DISABILITY	2864				
e5. EMPLOYEE CERTIFICATE OF DISABILITY	.02864					
e6. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032					
e7. REPORT OF PERSONAL INJURIES	.00032					
f. EMPLOYMENT RECORDS						
f1. APPLICATION FOR EMPLOYMENT	PD6-1					
f2. CERTIFICATION LIST	PDAS 4					
f3. EMPLOYEE PERSONNEL JACKET	2759, 02759					
f4. EMPLOYEES RECORD	2757, 16592					
f5. INTERVIEW AND APPOINTMENT NOTICE	.00403					
f6. INTERVIEW DATA SHEET	3381					
f7. NOTICE OF COMMENDATION	GEN. 79					
f8. NOTICE OF TERMINATION OF EMPLOYMENT	723					
f9. REPORT OF APPOINTMENT	2762, 16597					
f10. REPORT OF APPOINTMENT	.02762					
f11. REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360					
f12. REQUEST FOR CERTIFICATION	PDAS 15/PC					
f13. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24					
f14. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B					

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**RECORDS RETENTION SCHEDULE (Original/Official Records)** Rev. No. **001**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
15.	REQUEST FOR TRANSFER, VOLUNTARY REVISION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B				
16.	REQUEST TO FILL POSITION	424, 00424				
17.	RESUME					
18.	TELEPHONE INFORMATION RECORD REPORT	, 02069				
19.	TERMINATION OF EMPLOYMENT	, 00723				
9.	INTRADEPARTMENTAL COMMUNICATIONS					
91.	INTRA-DEPARTMENTAL LETTERS	, 01455				
1.	MANAGEMENT REPORTS					
11.	TELEPHONE INFORMATION RECORD REPORT	2069, 02069				
12.	TELEPHONE INFORMATION RECORD REPORT	, 02069				
J.	MEMORANDA					
J1.	MEMORANDUM	, 01145				
J2.	MEMORANDUM	, 01146				
J3.	MEMORANDUM	, 01147				
J4.	MEMORANDUM	, 01335				
K.	POSITION DESCRIPTIONS					
K1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER PERMANENT	, 16169				
K2.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	2346, 02346				
K3.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	, 02346				
1.	TIMEKEEPING RECORDS					
11.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	2485, 02485				
12.	APPLICATION FOR OVERTIME OFF WITH PAY	, 02549				
13.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	, 02346				
14.	CONFIRMATION OF TIME OFF FOR JURY DUTY	, 03075				
15.	NOTICE OF TRANSFER TIME ROLL DATA	2531, 16356				
16.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
17.	TIME ROLL CORRECTION AUTHORITY	2734, 02734				
18.	TIME ROLL CORRECTION AUTHORITY	2734				
19.	TIME ROLL CORRECTION AUTHORITY	, 02734				
110.	VACATION FORM	1113, 01113				
111.	VACATION FORM	1113, 14824				
112.	VACATION FORM	, 01113				

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**RECORDS RETENTION SCHEDULE**  
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
6	HISTORICAL DOCUMENTS		AR	P	--	ARCHIVAL COPY OF SELECTED DOCUMENTS JUDGED TO HAVE HISTORICAL VALUE BY THE ARCHIVIST
	a. BID RECORDS					
	b. CONTRACT ADMINISTRATION RECORDS					
	c. DEPARTMENT REAL ESTATE RECORDS					
	d. DETAIL PHOTOGRAPHS					
	e. ENGINEERING STUDIES					
	f. FOREIGN MAPS					
	f1. TRACT MAP					
	g. JUDGEMENTS					
	g1. RESOLUTION					
	h. LEGAL APPLICATIONS					
	h1. AGREEMENT					
	i. LEGAL NOTIFICATIONS					
	j. LEGAL ORDERS/FILINGS					
	j1. ORDINANCE					
	k. LETTERS					
	l. LITIGATION RECORDS					
	m. LOGS/INDICES					
	n. MANAGEMENT REPORTS					
	o. MANAGEMENT SCHEDULES					
	p. MEETING ATTENDANCE RECORDS					
	q. MEETING MINUTES					
	r. MEMORANDA					
	r1. MEMORANDUM					
	s. OPERATING AND MAINTENANCE SCHEDULES					
	t. OPERATIONAL REPORTS					
	u. PARTICIPANT CONTRACTS					
	v. PERMITS					
	w. PROCUREMENT/SALES CONTRACTS					
	w1. CONTRACT					
	x. PROPOSALS					
	y. PUBLIC RELATIONS COMMUNICATIONS					
	z. SPECIFICATIONS					
	z1. SPECIFICATION	724-A-1M				
	aa. SURVEYS/QUESTIONNAIRES					

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**RECORDS RETENTION SCHEDULE (Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
7	INDEX TO SUBJECT AND CORRESPONDENCE FILES a. LOGS/INDICES		P	--	--	CARD FILE TERMINATED IN 1986, CONTINUED BY COMPUTER INDEX
8	MEETING AGENDAS a. AGENDA a1. MEETING AGENDA		AR	P	--	MEETING AGENDAS SUPPLEMENTED TO SHOW DISPOSITION OF ITEMS
9	MEETINGS OF THE BOARD, SOUND RECORDINGS a. LOGS/INDICES b. MEETING MINUTES		P	--	--	SOUND RECORDINGS OF THE PROCEEDINGS OF BOARD MEETINGS
10	MINUTES OF THE BOARD a. JUDGEMENTS a1. RESOLUTION b. LOGS/INDICES c. MEETING MINUTES c1. MEETING MINUTES (VITAL)		P	--	--	FULLY SIGNED, BOUND COPY ONLY
11	PERSONNEL ADMINISTRATIVE FILES		AR+2	--	AR+2	FILES FOR COMMISSION OFFICE POSITIONS ONLY.
12	RECORDS MANAGEMENT FILES a. DESTRUCTION RECORDS a1. REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS b. LOGS/INDICES b1. RECORDS CENTER STORAGE SPACE b2. RECORDS CENTER STORAGE SPACE c. RECORD TRANSMITTALS c1. RECORDS TRANSFER CONTROL d. RECORDS RETENTION AUTHORIZATIONS d1. RECORDS RETENTION AUTHORIZATION e. RETENTION SCHEDULES e1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS e2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS		S+2	--	S+2	

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
13	SAFETY AND PERSONNEL COMMITTEE MEETINGS, SOUND RECORDINGS a. MEETING MINUTES		T+80	--	T+80	
14	SAFETY AND PERSONNEL COMMITTEE MINUTES		P	--	--	
15	SUBJECT AND CORRESPONDENCE FILES a. AFFIRMATIVE ACTION/EEO RECORDS a1. CHARGE OF DISCRIMINATION a2. DISCRIMINATION COMPLAINT APPEAL a3. DISCRIMINATION COMPLAINT INITIATION a4. DISCRIMINATION COMPLAINT RESPONSE a5. GRIEVANCE INITIATION a6. NOTICE OF DISCHARGE OR SUSPENSION a7. SUPPLEMENTAL SHEET: DISCRIMINATION COMPLAINT APPEAL a8. SUPPLEMENTAL SHEET: DISCRIMINATION COMPLAINT INITIATION	EEOC 5 EEO-003 EEO-001 EEO-002 LR-001 GEN. 77 EEO-004 EEO-005	AR	P	--	THIS ITEM NUMBER NOT USED AFTER JANUARY 2, 1990. DOCUMENTS ADDRESSED TO, CREATED BY, OR CREATED FOR THE BOARD OR ITS ADMINISTRATIVE AND CLERICAL SUPPORT SYSTEM. INCLUDES DOCUMENTATION FOR MATTERS BROUGHT TO THE ATTENTION OF THE FULL BOARD OR A COMMITTEE FOR ACTION OR CONSIDERATION. INCLUDES OFFICIAL MINUTES OF COMMITTEE MEETINGS.
	b. AGENDA c. ANNOUNCEMENTS/BULLETINS d. BID RECORDS d1. BID NOTICE e. BUDGET RECORDS - ACTUAL e1. OPERATION AND MAINTENANCE PROGRAM f. BUDGET RECORDS - PROJECTED f1. CAPITAL ITEM DETAIL f2. CAPITAL ITEM DETAIL f3. CAPITAL PROGRAM SUMMARY f4. DETAIL OF ESTIMATED COSTS f5. EXPENDITURE ITEM DETAIL f6. EXPENSE ITEM DETAIL	2748.02748 .02748 2754.02754 2753.02753 2750.02750 2750.02750				
	g. CLAIMS g1. CITY OF LOS ANGELES CLAIM FOR REFUND OVER \$5000 g2. CLAIM FOR DAMAGES g3. CLAIM FOR DAMAGES TO PERSON OR PROPERTY g4. CLAIM FOR DAMAGES TO PERSON OR PROPERTY h. CONTRACT ADMINISTRATION RECORDS h1. CONTRACT AMENDMENTS j. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS	GEN. 65 CONT. 100-A 100-A CONT. 100-A				

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Certified per Sec. 12.3(e) of (A. Admin. Code)  
 By: Dept. Head  
 By: City Clerk, Rec. Mgt. Off.

**RECORDS RETENTION SCHEDULE**  
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
K.	DEPARTMENT REAL ESTATE RECORDS					
K1.	APPRAISAL REPORT					
K2.	ESTIMATE OF REPAIRS					
K3.	LEASE					
L.	DESTRUCTION RECORDS					
11.	OBsolete RECORDS RECOMMENDED FOR DESTRUCTION	3140, 03140				
12.	RECORDS RECOMMENDED FOR DESTRUCTION	3129, 03129				
13.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	3139, 03139				
M.	DETAIL PHOTOGRAPHS					
N.	DWP INSPECTION RECORDS					
O.	DWP MAPS					
P.	EMPLOYEE ACCOUNTS RECORDS					
P1.	AUTHORITY TO OBTAIN TRANSPORTATION	280, 00280				
P2.	AUTHORIZED RELOCATION ORDER	66-155				
P3.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045				
P4.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	,03045				
P5.	STATEMENT OF ACCOUNT	,00010				
Q.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
R.	EMPLOYMENT RECORDS					
R1.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24				
S.	ENGINEERING STUDIES					
T.	FINANCIAL REPORTS					
T1.	ANALYTICAL INCOME STATEMENT WATER SYSTEM	2551, 16377				
T2.	CAPITAL PROGRAM	2599, 16453				
T3.	EXPENDITURE REPORT	,15253				
U.	INTERDEPARTMENTAL COMMUNICATIONS					
U1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
V.	INTRA-DEPARTMENTAL COMMUNICATIONS					
V1.	INTRA-DEPARTMENTAL	1455, 01455				
V2.	INTRA-DEPARTMENTAL	1455, 15184				
V3.	INTRA-DEPARTMENTAL	1455, 15185				
V4.	INTRA-DEPARTMENTAL	1455				
V5.	INTRA-DEPARTMENTAL	1456, 01456				
V6.	INTRA-DEPARTMENTAL	87-69-074				
V7.	INTRA-DEPARTMENTAL	,01455				
V8.	INTRA-DEPARTMENTAL	,01456				
W.	INVOICES/PAYMENTS					
W1.	CASH MEMORANDUM RECEIPT	982, 00982				

**RECORDS RETENTION SCHEDULE** Rev. No. (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
w2.	CASH MEMORANDUM RECEIPT	.00982				
w3.	DELIVERY RECEIPT	817,00817				
w4.	DELIVERY RECEIPT	817,14580				
w5.	DELIVERY RECEIPT	.00817				
w6.	DEPARTMENT TRANSFER WATER REVENUE FUND	3109,03109				
w7.	GENERAL RECEIPT	.03196				
w8.	INVOICE					
w9.	INVOICE COLLECTIBLE	861,00861				
w10.	PETTY CASH VOUCHER	.00724				
w11.	STATEMENT OF SETTLEMENT	.02122				
w12.	VOUCHER CONTROL FORM	.01218				
x.	JOB SCHEDULES					
y.	JUDGEMENTS					
y1.	RESOLUTION					
z.	LEGAL APPLICATIONS					
z1.	AGREEMENT					
aa.	LEGAL NOTIFICATIONS					
a1.	SUMMONS					
ab.	LEGAL ORDERS/FILINGS					
ab1.	ORDINANCE					
ac.	LETTERS					
ad.	LITIGATION RECORDS					
ae.	LOGS/INDICES					
af.	MANAGEMENT PROCEDURES					
ag.	MANAGEMENT REPORTS					
ag1.	ORGANIZATION CHART					
ag2.	REPORT FROM CITY ADMINISTRATIVE OFFICER CONTINUATION SHEET	CA0 649A				
ag3.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CA0 649				
ag4.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CA0 661				
ah.	MANAGEMENT SCHEDULES					
a1.	MEETING MINUTE ITEMS					
aj.	MEETING MINUTES					
ak.	MEMORANDA					
ak1.	MEMORANDUM	1146,01146				
ak2.	MEMORANDUM	1146,14657				
ak3.	MEMORANDUM	1146,14658				
ak4.	MEMORANDUM	1147,01147				
ak5.	MEMORANDUM	1334,15047				

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APR 13 1990

**RECORDS RETENTION SCHEDULE** (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ak6.	MEMORANDUM	1335.01335				
ak7.	MEMORANDUM	1344.15047				
ak8.	MEMORANDUM	.01145				
ak9.	MEMORANDUM	.01146				
ak10.	MEMORANDUM	.01147				
ak11.	MEMORANDUM	.01334				
ak12.	MEMORANDUM	.01335				
ak13.	MEMORANDUM					
ak14.	OFFICE MEMORANDUM	140				
ak15.	OFFICE MEMORANDUM	GEN. 53				
a1.	OPERATIONAL REPORTS					
a11.	T&C EQUIPMENT ASSIGNMENT FORM	.00690				
am.	PARTICIPANT CONTRACTS					
an.	PERMITS					
an1.	NOTICE OF DETERMINATION	GEN. 156				
ao.	PERSONNEL CONTRACTS					
ap.	POSITION DESCRIPTIONS					
ap1.	POSITION DESCRIPTION	PDES 3				
aq.	PROCUREMENT/SALES CONTRACTS					
aq1.	CONTRACT					
ar.	PROPOSALS					
ar1.	PROPOSAL					
as.	PUBLIC RELATIONS COMMUNICATIONS					
as1.	IMPORTANT NOTICE ABOUT YOUR ELECTRIC SERVICE	PD-089				
as2.	NEWSLETTER					
as3.	PUBLICATION					
at.	PURCHASE ORDERS					
at1.	PURCHASE ORDER	3,00003				
at2.	PURCHASE ORDER	.00001				
at3.	PURCHASE ORDER	.00002				
at4.	PURCHASE ORDER ADJUSTMENT	.87-02-506				
au.	REQUISITIONS					
au1.	EQUIPMENT TRANSFER	1217.14930				
au2.	EQUIPMENT TRANSFER	.01217				
au3.	INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE	.03247				
au4.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
av.	ROUTING SLIPS					
av1.	REFERENCE SLIP	185				
aw.	SPACE/EQUIPMENT ALLOCATION RECORDS					

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RECORDS RETENTION SCHEDULE (Original/Official Records) Rev. No. Wp-01

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aw1.	TRANSPORTATION AND CONSTRUCTION EQUIPMENT ASSIGNMENT FORM	.00590				
ax.	STATUS REPORTS					
ax1.	AFFIRMATIVE ACTION STATUS REPORT					
ay.	TELETYPE/TELECOPY COMMUNICATIONS					
az.	TIMEKEEPING RECORDS					
az1.	ATTENDANCE AUTHORITY	2329, 02329				
ba.	TRANSMITTALS/ACKNOWLEDGEMENTS					
ba1.	AUDIT TRANSMITTAL	1111, 01111				
ba2.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	33B4				
ba3.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03364				
ba4.	TRANSMITTAL	28, 14027				
ba5.	TRANSMITTAL	28				
ba6.	TRANSMITTAL	AT-010				
ba7.	TRANSMITTAL	CAO 649D				
ba8.	TRANSMITTAL	.00028				
ba9.	TRANSMITTAL SLIP	3014, 08014				
bb.	WAGE/SALARY STRUCTURE RECORDS					
16	TIMEKEEPING FILES		2		2	
17	MICROFILM OF ITEMS #1 - 16 ABOVE (EXCEPT #3, 9 & 13)			199	199	SOURCE TIMEKEEPING DOCUMENTS FOR COMMISSION OFFICE EMPLOYEES. THIS ITEM NUMBER NOT USED AFTER JANUARY 2, 1990.
18	HANDBOOK OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK			199	199	

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**RECORDS RETENTION SCHEDULE** (Duplicate Records) Rev. No. 1

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
1	COMMISSIONER AND EMPLOYEE TRAVEL AND EXPENSE FILES		AR	--	AR		ACCOUNTING
	a. EDUCATION/TRAINING RECORDS						
	b. EMPLOYEE ACCOUNTS RECORDS	IR269					
	a1. TUITION REIMBURSEMENT APPLICATION						
	b1. AUTHORITY TO OBTAIN TRANSPORTATION	.00280					
	b2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045					
	b3. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316					
	c. FINANCIAL REPORTS						
	d. INTERDEPARTMENTAL COMMUNICATIONS						
	e. INVOICES/PAYMENTS						
	e1. PETTY CASH VOUCHER	.00724					
	e2. VOUCHER CONTROL FORM						
	f. PURCHASE ORDERS						
	f1. PURCHASE ORDER	.00003					
	g. TIMEKEEPING RECORDS						
	g1. ATTENDANCE AUTHORITY	.02329					
2	INTER- AND INTRA-DEPARTMENTAL BULLETINS, MANUALS, AND PROCEDURES		S	--	S		ISSUING OFFICE
	a. ANNOUNCEMENTS/BULLETINS						
	b. JOB SCHEDULES						
	c. LEGAL NOTIFICATIONS						
	d. LETTERS						
	e. MANAGEMENT PROCEDURES						
	e1. PROCEDURE INSTRUCTIONS	2643, 14383					
	e2. PROCEDURE INSTRUCTIONS CONTINUATION	2644, 14381					
	f. MANAGEMENT REPORTS						
	g. MEMORANDA						
	g1. MEMORANDUM						
	h. PUBLIC RELATIONS COMMUNICATIONS						
	i. REQUISITIONS						

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**RECORDS RETENTION SCHEDULE** (Duplicate Records)  
 Rev. No. DIVISION  
 Certified per Sec. 12.31(e) of L.A. Admin. Code.  
 By: (Dept. Head) [Signature]  
 By: (City Clerk, Rec. Mgmt. Off.) [Signature]  
 Date: APR 13 1990

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
3	11. PRINTING REQUISITION	.03068	AR				
3	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR			1	
	a. MANAGEMENT REPORTS						
	b. OPERATIONAL REPORTS						
	c. STANDARDS						
4	PURCHASE ORDER, CONTRACT, AND REQUISITION FILES		C+1	--	C+1		ACCOUNTING
	a. BUDGET RECORDS - ACTUAL						
	a1. GENERAL LEDGER SHEET	.03368					
	a2. GENERAL LEDGER SHEET - WATER	.14183					
	b. FINANCIAL REPORTS						
	b1. ANALYTICAL INCOME STATEMENT POWER SYSTEM	2554,16332					
	b2. ANALYTICAL INCOME STATEMENT WATER SYSTEM	2551,16377					
	c. INVOICES/PAYMENTS						
	c1. DELIVERY RECEIPT	.00817					
	c2. INTERFUND BILLING WATER REVENUE FUND	.03105					
	c3. INVOICE						
	c4. VOUCHER CONTROL FORM	.01218					
	d. PURCHASE ORDERS						
	d1. PURCHASE ORDER	.00001					
	d2. PURCHASE ORDER	.00003					
	e. REQUISITIONS						
	e1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068					
	e2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392					
	e3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211					
	e4. REQUISITION FOR STATIONERY SUPPLIES	.00903					

NOTES:  
 1. NON-RECORD MATERIAL

