

Sch. No. WP-02
 Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
1	CLAIM FILES THROUGH ROUTINE LITIGATION		C	10	C+10	RECORDS OF ROUTINE CLAIMS BY AND AGAINST DWP RESULTING FROM PROPERTY DAMAGE, PERSONAL INJURY, BREACH OF CONTRACT, UNPAID BILLS, WRONGFUL DEATH, AND LAND MATTERS.
	a. BUDGET RECORDS - PROJECTED					
	a1. COST ESTIMATE AND REQUISITION FOR SHOP WORK	76-25				
	b. CLAIMS					
	b1. REPORT OF TRAFFIC ACCIDENT	SR 1				
	b2. STATEMENT OF ACCIDENT	,00970				
	b3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	,02364				
	c. CONVERSATION RECORDS					
	c1. CALL SLIP	,00148				
	d. CUSTOMER SERVICE RECORDS					
	d1. CUSTOMER REQUEST MEMO	,03308				
	d2. STATEMENT OF ACCOUNT	,00010				
	e. DATA SHEETS					
	f. DETAIL PHOTOGRAPHS					
	g. DWP MAPS					
	h. EMPLOYMENT RECORDS					
	h1. DRIVER RECORD INFORMATION	DL 414				
	h2. GOVERNMENT AGENCY REQUEST FOR DRIVER RECORD INFORMATION	DL 254				
	i. INTERROGATORIES					
	i1. LEGAL INFORMATION FOR SUIT	,00024				
	j. INTRADEPARTMENTAL COMMUNICATIONS					
	j1. INTRA-DEPARTMENTAL INVOICES/PAYMENTS	,01455				
	k. INVOICES/PAYMENTS					
	k1. CHECK					
	k2. INVOICE					
	k3. INVOICE COLLECTIBLE	,00859				
	k4. INVOICE COLLECTIBLE	,00861				
	k5. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417				
	l. JUDGEMENTS					
	m. LEGAL APPLICATIONS					
	n. LEGAL NOTIFICATIONS					
	o. LETTERS					
	p. LICENSES					
	q. LOGS/INDICES					
	q1. PROGRESS SHEET	,00777				
	r. MEMORANDA					
	r1. MEMORANDUM	,01145				

Certified per Sec.-12.3(e) of L.A. Admin. Code:
 By: (Dept. Head) **ORIGINAL SIGNED**
BY EDWARD C. FARRELL
 By: (City Clerk, Rec. Mgt. Off.)

Department/Bureau **91 709 FJ**
 Department of Water and Power
 Office of (Original) Record
 City Attorney's Office - Water and Power Division

CITY CLERK
 City of Los Angeles
 Form Gen. 60
 Date: AUGUST 28, 1990
 Sch. No. MP-02
 Rev. No. 1
RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
r2.	MEMORANDUM	.01147				
r3.	MEMORANDUM	.01334				
r4.	MEMORANDUM					
s.	NEGATIVES					
t.	OPERATIONAL REPORTS					
t1.	REPORT OF DAMAGE BY OUTSIDE PARTIES	DM-307				
u.	REQUISITIONS					
u1.	GOVERNMENT AGENCY REQUEST FOR DRIVER RECORD INFORMATION	DL 254				
u2.	REQUISITION FOR MATERIAL/SERVICES	.01660				
v.	STATUS REPORTS					
w.	TELEX/TWX/TELECOPY COMMUNICATIONS					
2	CLAIMS LEDGERS					
a.	FINANCIAL LEDGERS		C+5	45	C+50	LEDGER OF CLAIMS FILED SHOWING PERTINENT INFORMATION PERTAINING THERETO.
a1.	RECORD OF ACCIDENTS AND DAMAGES	.14384				
b.	LOGS/INDICES					
3	DOCKET FILES					
			C+5	45	C+50	TYPED OR COMPUTER GENERATED DOCKET OF ALL CASES IN LITIGATION INVOLVING DWP.
4	EMINENT DOMAIN ACTIONS FILES					
a.	DEPARTMENT REAL ESTATE RECORDS		C	50	C+50	LEGAL PROCEEDINGS TO ACQUIRE PROPERTY FOR DWP PROJECTS AND FACILITIES.
b.	DWP MAPS					
c.	INTERROGATORIES					
d.	LETTERS					
e.	MEETING MINUTES					
f.	MEMORANDA					
f1.	MEMORANDUM					
g.	SURVEYS/QUESTIONNAIRES					
5	FEDERAL, STATE AND LOCAL REGULATORY MATTERS					
			C	50	C+50	PROCEEDINGS BEFORE AGENCIES SUCH AS: PUBLIC UTILITIES COMMISSION, CALIFORNIA ENVIRONMENTAL QUALITY AGENCY, SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, FEDERAL ENERGY COMMISSION, BONNEVILLE POWER ADMINISTRATION, AIR RESOURCES BOARD, ENVIRONMENTAL PROTECTION AGENCY, STATE DEPARTMENT OF WATER RESOURCES, AIR POLLUTION CONTROL DISTRICT.

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Department/Bureau 91 C 709 FJ
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 City Attorney's Office - Water and Power Division

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
6	LITIGATION FILES - MAJOR SIGNIFICANCE		C	50	C+50	RECORDS PERTAINING TO ACTUAL OR POTENTIAL LITIGATION INVOLVING PROJECTS AND SERVICES OF DWP, INCLUDING THOSE WHERE DWP IS A PARTICIPANT ORGANIZATION.
	a. CLAIMS					
	b. DATA SHEETS					
	b1. INFORMATION SHEET	AT037				
	c. DETAIL PHOTOGRAPHS					
	d. INTERROGATORIES					
	e. INVOICES/PAYMENTS					
	e1. INVOICE					
	f. LEGAL NOTIFICATIONS					
	f1. SUMMONS					
	g. LETTERS					
	h. LITIGATION RECORDS					
	i. LOGS/INDICES					
	j. MEDICAL RECORDS					
	k. MEMORANDA					
	k1. MEMORANDUM	,01147				
	k2. MEMORANDUM					
	l. NEGATIVES					
	m. OPERATIONAL REPORTS					
	n. STATUS REPORTS					
7	EMPLOYEE RELATIONS		C	T+80	T+80	RECORDS PERTAINING TO ON THE JOB INJURIES TO EMPLOYEES, DISCIPLINARY PROCEEDINGS, CIVIL SERVICE COMMISSION PROCEEDINGS, AND EMPLOYEE CLAIMS AGAINST DWP.
	a. AFFIRMATIVE ACTION/EEO RECORDS					
	b. CLAIMS					
	c. MEMORANDA					
	c1. MEMORANDUM					
8	EMPLOYEE PERSONNEL FILES		T	80	T+80	
	a. AFFIRMATIVE ACTION/EEO RECORDS					
	a1. GRIEVANCE RESPONSE	LR-002				
	a2. NOTICE TO CORRECT DEFICIENCIES	GEN. 78				
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	b1. DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948				
	b2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
	b3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032				
	b4. INJURY REPORT	HR 964				
	c. EMPLOYMENT RECORDS					

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Department/Bureau 91 0 09 FJ
Department of Water and Power
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City Attorney's Office - Water and Power Division

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By: (Dept. Head) **ORIGINAL SIGNED**
BY EDWARD C. FARRELL
By: (City Clerk, Rec. Mgt. Off.) *EE*

Page: 04 of 10
ate 9-26-90
Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	c1. CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	,00012				
	c2. EMPLOYEE PERSONNEL JACKET	2759,02759				
	c3. INTERVIEW AND APPOINTMENT NOTICE	403,00403				
	c4. INTERVIEW DATA SHEET	3381				
	c5. REPORT OF APPOINTMENT	,02-762				
	c6. REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24				
	c7. TERMINATION OF EMPLOYMENT	,00723				
	d. INTRADEPARTMENTAL COMMUNICATIONS					
	d1. INTRA-DEPARTMENTAL	,01455				
	e. LETTERS					
	f. MANAGEMENT REPORTS					
	f1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069				
	g. MEMORANDA					
	g1. MEMORANDUM	,01146				
	g2. MEMORANDUM	,01147				
	g3. MEMORANDUM	,01334				
	h. POSITION DESCRIPTIONS					
	h1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
	i. PURCHASE ORDERS					
	i1. PURCHASE ORDER	,00003				
	j. TIMEKEEPING RECORDS					
	j1. NOTICE OF TRANSFER TIME ROLL DATA	2531,16356				
9	CONTRACTS		T	10	T+10	
	a. BID RECORDS					
	a1. BIDDING DOCUMENT	1799-B				
	a2. CONTRACTOR'S PERFORMANCE BOND	,09282				
	b. BONDS					
	c. CONTRACT ADMINISTRATION RECORDS					
	c1. NOTICE OF AWARD	,02846				
	d. CONVERSATION RECORDS					
	d1. CALL SLIP	,00148				
	e. DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
	e1. AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134				
	e2. CERTIFICATE OF INSURANCE					
	e3. COMPREHENSIVE AUTOMOBILE LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02462				

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e4.	COMPREHENSIVE GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-458				
e5.	EXCESS LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-460				
e6.	GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135				
e7.	INSURANCE REQUIREMENTS	GEN. 133				
e8.	PROFESSIONAL LIABILITY SPECIAL ENDORSEMENT	GEN. 140				
e9.	SPECIAL ENDORSEMENT	,02-463				
f.	INTRADPARTMENTAL COMMUNICATIONS					
f1.	INTRA-DEPARTMENTAL	,01455				
g.	INVOICES/PAYMENTS					
h.	LETTERS					
i.	MEMORANDA					
i1.	MEMORANDUM	,01145				
j.	POWER OF ATTORNEY RECORDS					
k.	PROCUREMENT/SALES CONTRACTS					
k1.	CONTRACT	AT-011				
l.	PUBLIC RELATIONS COMMUNICATIONS					
m.	SPECIFICATIONS					
m1.	SPECIFICATION	1799				
n.	TELEX/TWX/TELECOPY COMMUNICATIONS					
o.	TRANSMITTALS/ACKNOWLEDGEMENTS					
10	RECORDS MANAGEMENT FILES					
a.	AGENDA		S	2	S+2	
b.	INTRADPARTMENTAL COMMUNICATIONS					
b1.	INTRA-DEPARTMENTAL	,01455				
c.	JUDGEMENTS					
c1.	RESOLUTION					
d.	MANAGEMENT PROCEDURES					
e.	MANAGEMENT SCHEDULES					
f.	MEETING MINUTES					
g.	MEMORANDA					
g1.	MEMORANDUM	,01145				
g2.	MEMORANDUM	,01334				
g3.	MEMORANDUM	,01335				
h.	RECORD TRANSMITTALS					
h1.	RECORDS TRANSFER CONTROL	,02673				
i.	RECORDS RETENTION AUTHORIZATIONS					
i1.	RECORDS RETENTION AUTHORIZATION	,02317				

Date: AUGUST 28, 1990
Sch. No. WP-02
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Department/Bureau 91
Department of Water and Power
Office of (Original) Record
City Attorney's Office - Water and Power Division

709 FJ
Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
BY EDWARD C. FARRELL
By: (City Clerk, Rec. Mgt. Off.)

9-26-90
Date

Page: 06 of 10

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
11	MUNICIPAL BONDS					
	a. AGENDA					
	a1. BOARD AGENDA					
	b. BID RECORDS					
	c. BONDS					
	d. INTRADEPARTMENTAL COMMUNICATIONS					
	d1. INTRA-DEPARTMENTAL	.01455	E	75	E+75	COMPLETE RECORD OF BOND SALES, ONLY. POST SALES RECORDS ARE MAINTAINED BY FINANCE AND ACCOUNTING DIVISION.
	e. INVOICES/PAYMENTS					
	f. JUDGEMENTS					
	g. LETTERS					
	h. MANAGEMENT REPORTS					
	i. MANAGEMENT SCHEDULES					
	j. MEMORANDA					
	j1. MEMORANDUM	.01145				
	j2. MEMORANDUM					
	k. TAX RECORDS					
	1. TRANSMITTALS/ACKNOWLEDGEMENTS					
12	SUBJECT AND CORRESPONDENCE FILES					
	a. AGENDA		AR	5	AR+5	
	b. ANNOUNCEMENTS/BULLETINS					
	b1. AUDIT CANCELLATION NOTICE	.01114				
	b2. INVOICE CORRECTION NOTICE	.03080				
	c. BUDGET RECORDS - PROJECTED					
	d. CONGRESSIONAL REPORTS					
	e. CONSTRUCTION CONTRACTS					
	f. CONSULTING CONTRACTS					
	g. CONTRACT ADMINISTRATION RECORDS					
	h. CONTRACT AMENDMENTS					
	i. CONVERSATION RECORDS					
	j. DEPARTMENT REAL ESTATE RECORDS					
	j1. LEASE					
	k. DRAWINGS					
	1. DWP MAPS					
	m. EDUCATION/TRAINING RECORDS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
n.	EMPLOYEE ACCOUNTS RECORDS					
n1.	AUTHORITY TO OBTAIN TRANSPORTATION	,00280				
n2.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045				
n3.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316				
o.	EMPLOYMENT RECORDS					
o1.	RESUME					
p.	ENGINEERING STUDIES					
q.	ENVIRONMENTAL REPORTS					
r.	FEASIBILITY STUDIES					
s.	FINANCIAL REPORTS					
t.	INTERROGATORIES					
u.	INTRADEPARTMENTAL COMMUNICATIONS					
u1.	INTRA-DEPARTMENTAL	,01455				
u2.	INTRA-DEPARTMENTAL	,01456				
v.	INVOICES/PAYMENTS					
v1.	CHECK					
v2.	DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407				
v3.	DEPARTMENT TRANSFER POWER REVENUE FUND	,03104				
v4.	INVOICE					
v5.	MAILING SLIP	ED 1				
v6.	VOUCHER CONTROL FORM	,01218				
w.	JUDGEMENTS					
w1.	RESOLUTION					
x.	LEGAL APPLICATIONS					
x1.	AGREEMENT					
y.	LEGAL NOTIFICATIONS					
y1.	CERTIFICATE OF DOCUMENT	CLERK 22				
y2.	SUMMONS					
z.	LEGAL ORDERS/FILINGS					
z1.	ORDINANCE					
aa.	LETTERS					
ab.	LOGS/INDICES					
ac.	MANAGEMENT PROCEDURES					
ad.	MANAGEMENT REPORTS					
ae.	MANAGEMENT SCHEDULES					
af.	MEETING MINUTES					
ag.	MEMORANDA					
ag1.	MEMORANDUM	,01145				

Certified per Sec. 1233(e) of L.A. Admin. Code:
 By: (Dept. Head) **ORIGINAL SIGNED**
 By: (City Clerk, Rec. Mgt. Off.) **BY EDWARD C. FARRELL**

Department/Bureau **91** **10709** **FJ**
 Department of Water and Power
 Office of (Original) Record
 City Attorney's Office - Water and Power Division

Sch. No. **1**
 WP-02
 Rev. No. **1**

CITY CLERK
 City of Los Angeles
 Form Gen. 60 (d1)
RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ag2.	MEMORANDUM	,01146				
ag3.	MEMORANDUM	,01147				
ag4.	MEMORANDUM	,01334				
ag5.	MEMORANDUM					
ah.	OPERATIONAL REPORTS					
ai.	OPERATIONS & MAINTENANCE PROCEDURES					
aj.	PARTICIPANT CONTRACTS					
ak.	PERMITS					
al.	PROCUREMENT/SALES CONTRACTS					
am.	PUBLIC RELATIONS COMMUNICATIONS					
an.	RECORDS RETENTION AUTHORIZATIONS					
ao.	REQUISITIONS	,02317				
ap.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392				
aq.	WORK ORDER STANDARD FORM	,02821				
ar.	WORK ORDER ZIP FORM	,02822				
as.	RETENTION SCHEDULES	GEN. 60				
at.	RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS					
au.	SPECIFICATIONS					
av.	STANDARDS					
aw.	STATUS REPORTS					
ax.	TELEX/TWX/TELECOPY COMMUNICATIONS					
ay.	TELECOPY COVER SHEET	OM-65				
az.	TEST RECORDS					
ba.	TIMEKEEPING RECORDS	,02329				
bb.	ATTENDANCE AUTHORITY					
bc.	TRANSMITTALS/ACKNOWLEDGEMENTS	,03384				
bd.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,02825				
be.	WORK ORDER DATA TRANSMITTAL					
bf.	TRUST FUND - LEGAL DIVISION		A	10	A+10	
bg.	FINANCIAL REPORTS					
bh.	INTRADEPARTMENTAL COMMUNICATIONS					
bi.	INTRA-DEPARTMENTAL	,01455				
bj.	INVOICES/PAYMENTS					
bk.	ACCOUNTS PAYABLE VOUCHER	AC286				
bl.	CHECK					

CITY CLERK
City of Los Angeles
Form Gen. 60 (81)

Date: AUGUST 28, 1990
Sch. No. WP-02
Rev. No. 1

Department/Bureau 9
Department of Water and Power
Office of (Original) Record

00709
Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
BY EDWARD C. FARRELL

By: (City Clerk, Rec. Mgt. Off.)
City Attorney's Office - Water and Power Division

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
c3.	CIVIL TRUST FUND WITHDRAWALS	76C214B-322				
c4.	INVOICE					
c5.	NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417				
c6.	PETTY CASH VOUCHER	,00724				
c7.	RECORD OF INVOICES PASSED	,00261				
c8.	REMITTANCE ADVICE	5042-A				
c9.	REQUEST FOR PAYMENT	,03078				
c10.	SUB VOUCHER	,00046				
c11.	VOUCHER CONTROL FORM	,01218				
d.	LEGAL NOTIFICATIONS					
e.	LETTERS					
f.	LOGS/INDICES					
g.	MEMORANDA					
g1.	MEMORANDUM	,01147				
g2.	MEMORANDUM					
g3.	MEMORANDUM FOR INVOICE COLLECTIBLE	,01400				
h.	TRANSMITTALS/ACKNOWLEDGEMENTS					
14	BUDGET FILES		2	3	5	
a.	BUDGET RECORDS - ACTUAL					
b.	BUDGET RECORDS - PROJECTED					
c.	EMPLOYMENT RECORDS					
d.	FINANCIAL REPORTS					
e.	INTRADEPARTMENTAL COMMUNICATIONS					
e1.	INTRA-DEPARTMENTAL	,01455				
f.	JUDGEMENTS					
f1.	RESOLUTION					
g.	MEMORANDA					
g1.	MEMORANDUM	,01145				
g2.	MEMORANDUM	,01147				
h.	STATUS REPORTS					
i.	TRANSMITTALS/ACKNOWLEDGEMENTS					
i1.	TRANSMITTAL SLIP	,03104				

709 FJ
Certified per Sec. 12.23(e) of L.A. Admin. Code:
By: (Dept. Head) ORIGINAL SIGNED
By: (City Clerk, Rec. Mgt. Off.) BY EDWARD C. FARRELL

9-26-90
Date

Page: 10 of 10
Title

ITEM NO.	RECORD TITLE	FORM NO.	OFFICE	RETENTION		REMARKS
				CENTER	DESTROY	
15	MICROFILM OF ITEMS #1 - 14 ABOVE		--	199	199	
16	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199	

Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (Dept. Head) **ORIGINAL SIGNED BY EDWARD C. FARRELL**
 By: (City Clerk, Rec. Mgt. City) **BY EDWARD C. FARRELL**
 Date **9-26-90**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
1	AUTOMOBILE USAGE REPORTS		2	--	2		
2	EQUIPMENT/SUPPLIES/SERVICE DOCUMENTS		C-5	--	C-5		*Accounting Division
3	INTER-INTRA DEPARTMENTAL MANUALS/PUBLICATIONS/BULLETINS AND NOTICES		S	--	S		*Accounting Division
4	PUBLICATIONS AND REFERENCE MATERIALS FROM OUTSIDE SOURCES		AR	--	AR	1	*Originating Office
	a. CONGRESSIONAL REPORTS						
	b. LEGAL ORDERS/FILINGS						*Non-Record Material
	c. LOGS/INDICES						
5	SURPLUS PRINTED MATERIALS		AR	--	AR	2	*Non-Record Material
6	TIMEKEEPING RECORDS		18M	--	18M		*Accounting Division
	a. ANNOUNCEMENTS/BULLETINS						
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	b1. EMPLOYEE CERTIFICATE OF DISABILITY	.02864					
	c. LETTERS						
	d. LOGS/INDICES						
	e. MANAGEMENT PROCEDURES						
	f. MEMORANDA						
	f1. MEMORANDUM	.01145					
	f2. MEMORANDUM	.01146					
	f3. MEMORANDUM	.01334					
	g. POSITION DESCRIPTIONS						
	g1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
	h. TIMEKEEPING RECORDS						
	h1. APPLICATION FOR OVERTIME OFF WITH PAY	.02549					
	h2. BI-WEEKLY TIME SHEET	22-166					

NOTES:
 1. NON-RECORD MATERIALS
 2. NON-RECORD MATERIALS
 * Reference: 91 000865 FJ

CITY CLERK Date: AUGUST 28, 1990 Sch. No. WP-02 Rev. No. 1

City of Los Angeles Form Gen. 61

Department/Bureau 91010 FJ

Department of Water and Power Division

Certified per Sec. 12.3(e) of L.A. Admin. Code: ORIGINAL SIGNED BY EDWARD C. FARRELL

By: (City Clerk, Rec. Mgt. Off.) [Signature]

Date: 9-26-90

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
h3.	DAILY TIME REPORT	.03244					
h4.	DAILY TIME REPORT AUTHORITY FOR CHANGE	AC-324					
h5.	TIME ROLL CORRECTION AUTHORITY	87-02-734					
h6.	VACATION FORM	.01113					
1.	WAGE/SALARY STRUCTURE RECORDS						
7	VOUCHERS	2	--	2			*Accounting Division
8	MICROFILM OF ITEMS #1 - 7 ABOVE	--	199	199			
9	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED	--	6M	6M			HARDCOPY OF ITEMS #1 - 14 ON WP-02 ORIGINAL.
10	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK	--	199	199			HARDCOPY OF ITEMS #1 - 7 ON WP-02 DUPLICATE.

NOTES:

*Reference: 91 000865 FJ

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