

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
1	BUDGET AND PERFORMANCE REVIEW FILES		4	--	
	a. BUDGET RECORDS - ACTUAL			4	MATERIAL RE GENERAL MANAGER'S REVIEW OF DMP BUDGET-CURRENT AND PROPOSED
	a1. EXPENDITURE DETAIL	,03193			
	b. BUDGET RECORDS - PROJECTED				
	c. EMPLOYMENT RECORDS				
	d. FINANCIAL REPORTS				
	d1. EXPENDITURE HISTORY/MULTI-YEAR CONTRACT	,03195			
	e. INTRADEPARTMENTAL COMMUNICATIONS				
	e1. INTRA-DEPARTMENTAL	,01455			
	f. INVOICES/PAYMENTS				
	g. MANAGEMENT REPORTS				
	h. MEMORANDA				
	h1. MEMORANDUM	,01145			
	h2. MEMORANDUM	,01147			
	i. PROPOSALS				
	j. PUBLIC RELATIONS COMMUNICATIONS				
	k. REQUISITIONS				
	l. STATUS REPORTS				
	m. SURVEYS/QUESTIONNAIRES				
	n. TRANSMITTALS/ACKNOWLEDGEMENTS				
	n1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384			
2	CORRESPONDENCE/SUBJECT FILES		AR	2	
	a. AFFIRMATIVE ACTION/EEO RECORDS				
	b. AGENDA				
	c. ANNOUNCEMENTS/BULLETINS				
	d. BID RECORDS				
	e. BUDGET RECORDS - ACTUAL				
	e1. BUDGET REPORT				
	f. BUDGET RECORDS - PROJECTED				
	e1. BUDGET REPORT				
	f1. COST ESTIMATE	QSAL: [S1-13]	COSTEST		
	f2. PRELIMINARY ESTIMATE	QSAL: [S1-13]	COSTEST		
	g. CLAIMS				
	h. CONFERENCE/SEMINAR ARRANGEMENTS				
	i. CONGRESSIONAL REPORTS				
	j. CONSERVATION REPORTS				
	k. CONSTRUCTION CONTRACTS				
	l. CONSULTING CONTRACTS				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
m.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS				
mi.	APPENDIX F UNITED STATES COMPANIES DOING BUSINESS IN SOUTH AFRICA SOLELY THROUGH LICENSEES, FRANCHISES, SALES REPRESENTATIVES, DISTRIBUTORS OR PROFESSIONAL PARTNERSHIPS	IRRC			
n.	CONVERSATION RECORDS				
ni.	CALL SLIP	,00148			
o.	CUSTOMER SERVICE RECORDS				
p.	DATA SHEETS				
pi.	ENGINEERING DATA SHEET	,01155			
q.	DEPARTMENT REAL ESTATE RECORDS				
qi.	TITLE/ESCROW SETTLEMENT SHEET	ES45			
r.	DETAIL PHOTOGRAPHS				
s.	DWP FLOW DIAGRAMS				
t.	DWP MAPS				
t1.	SPACE REQUIREMENT MAP				
t2.	SPACE UTILIZATION				
u.	DWP PROJECT LAYOUT DRAWINGS				
v.	EMPLOYEE BENEFITS/COMPENSATION RECORDS				
v1.	EMPLOYEE CERTIFICATE OF DISABILITY	,02864			
w.	EMPLOYMENT RECORDS				
w1.	RESUME				
w2.	STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730			
w3.	TERMINATION OF EMPLOYMENT				
x.	ENGINEERING STUDIES	,00723			
y.	FEASIBILITY STUDIES				
z.	FINANCIAL LEDGERS				
za.	FINANCIAL REPORTS				
zab.	FLOWCHARTS				
zac.	FOREIGN MAPS				
zad.	INTERDEPARTMENTAL COMMUNICATIONS				
zadi.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
zae.	INTERROGATORIES				
zaf.	INTRADEPARTMENTAL COMMUNICATIONS				
zafi.	INTRA-DEPARTMENTAL INVOICES/PAYMENTS	,01455			
zag1.	INVOICE				
zag2.	VOUCHER CONTROL FORM	,01218			

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
ah.	JOB FILE DATA				
ai.	JOB SCHEDULES				
aj.	JUDGEMENTS				
aj1.	DECISION				
aj2.	RESOLUTION				
ak.	LEGAL APPLICATIONS				
ak1.	AGREEMENT				
al.	LEGAL NOTIFICATIONS				
am.	LEGAL ORDERS/FILINGS				
am1.	ORDINANCE				
an.	LETTERS				
ao.	LOGS/INDICES				
ap.	MANAGEMENT PROCEDURES				
aq.	MANAGEMENT REPORTS				
aq1.	CONSTRUCTION ORGANIZATION	ELECT.CONST. 0GN			
aq2.	GENERALIZED SUMMARY OF ZONING REGULATIONS	CP-7150			
aq3.	ORGANIZATION CHART				
aq4.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649A			
aq5.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649			
ar.	MANAGEMENT SCHEDULES				
as.	MEETING ATTENDANCE RECORDS				
at.	MEETING MINUTES				
au.	MEMORANDA				
au1.	MEMORANDUM	CRE: 90			
au2.	MEMORANDUM	,01145			
au3.	MEMORANDUM	,01146			
au4.	MEMORANDUM	,01147			
au5.	MEMORANDUM				
au6.	OFFICE MEMORANDUM	GEN. 53			
av.	OPERATIONAL REPORTS				
aw.	OPERATIONS & MAINTENANCE PROCEDURES				
ax.	PARTICIPANT CONTRACTS				
ay.	PERMITS				
ay1.	APPLICATION FOR PERMIT TO CONSTRUCT AND PERMIT TO OPERATE AND EXCAVATE AND PLANS REQUIRED BY THE EXECUTIVE OFFICER	400A			
ay2.	BOILER AND LIQUID HEATER INFORMATION TO ACCOMPANY PERMIT APPLICATION FORM 400-A	500154			
ay3.	NOTICE OF DETERMINATION	GEN. 156			

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
az.	POSITION DESCRIPTIONS					
az1.	DUTIES DESCRIPTION RECORD	880				
az2.	POSITION DESCRIPTION	PDES 3				
ba.	PROCUREMENT/SALES CONTRACTS					
bb.	PROFESSIONAL DEVELOPMENT RECORDS					
bc.	PROPOSALS					
bc1.	PROPOSAL					
bc2.	PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353, 02353				
bd.	PUBLIC RELATIONS COMMUNICATIONS					
bd1.	NEWSLETTER					
be.	PURCHASE ORDERS					
be1.	PURCHASE ORDER	,00001				
bf.	REQUISITIONS					
bf1.	REQUISITION FOR MATERIAL/SERVICES	,01660				
bf2.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392				
bg.	ROUTING SLIPS					
bh.	SPACE/EQUIPMENT ALLOCATION RECORDS					
bi.	SPECIFICATIONS					
bj.	STANDARDS					
bk.	STATUS REPORTS					
bl.	SURVEYS/QUESTIONNAIRES					
bl1.	INITIAL STUDY AND CHECKLIST	GEN. 159				
bm.	TECHNICAL REPORTS					
bn.	TELEX/TWX/TELECOPY COMMUNICATIONS					
bn1.	TELECOPY COVER SHEET	OM-65				
bn2.	WESTERN UNION MAILGRAM	5241				
bo.	TIMEKEEPING RECORDS					
bo1.	APPLICATION FOR OVERTIME OFF WITH PAY	,02549				
bo2.	ATTENDANCE SHEET	DC 435				
bo3.	VACATION FORM	,01113				
bp.	TRANSMITTALS/ACKNOWLEDGEMENTS					
bp1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384				
bp2.	TRANSMITTAL SLIP	,00148				
bq.	VENDOR MANUALS/CATALOGS					
br.	WATER QUALITY STUDIES					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
3	EMERGENCY (WORK STOPPAGE) PLANNING DOCUMENTS		S	2	RETIRE - RESPONSIBILITY TRANSFERRED TO POWER OPERATION AND MAINTENANCE DIVISION (POMM).
4	EMPLOYEE PERSONNEL FOLDERS		T	80	
	a. EMPLOYMENT RECORDS				
	a1. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B			
	b. MEMORANDA				
	b1. MEMORANDUM	,01147			
	c. POSITION DESCRIPTIONS				
	c1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346			
	d. TIMEKEEPING RECORDS				
	d1. VACATION FORM	,01113			
5	LEGISLATIVE FILES		AR	2	RETIRE - REFER TO RRS ITEM 2 ABOVE.
6	MINUTES OF MEETINGS		2	--	RETIRE - NO LONGER MAINTAINED WITHIN GENERAL MANAGER'S OFFICE. * See below
7	SIGNATURE AUTHORITIES		S	2	MAINTAINED BY EXTERNAL & ORGANIZATIONAL SERVICES (E80S) EXECUTIVE OFFICE
	a. INTRADEPARTMENTAL COMMUNICATIONS	,01455			
	a1. INTRA-DEPARTMENTAL				
	b. JUDGEMENTS				
	b1. RESOLUTION				
	c. LETTERS				
	d. LOGS/INDICES				
	e. MEMORANDA				
	e1. MEMORANDUM	,01145			
	e2. MEMORANDUM				
	f. TRANSMITTALS/ACKNOWLEDGEMENTS				
	f1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384			
8	SPACE UTILIZATION PROJECT FILES		AR	2	RETIRE - RESPONSIBILITY TRANSFERRED TO GENERAL SERVICES DIVISION
9	SPACE UTILIZATION STRUCTURAL FILES		T	2	RETIRE - RESPONSIBILITY TRANSFERRED TO GENERAL SERVICES DIVISION
					*These records are identified on the Board of Water & Power Commissioners Records Retention Schedule (w/p-01). Dm

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
10	RECORDS MANAGEMENT FILES		S+2	--	S+2	SOURCE DOCUMENTS FOR DIVISION RECORDS MANAGEMENT PROGRAM
a.	AGENDA					
b.	ANNOUNCEMENTS/BULLETINS					
c.	BID RECORDS					
c1.	BID NOTICE	.03214				
d.	BUDGET RECORDS - PROJECTED					
e.	ENGINEERING STUDIES					
f.	EXTERNAL INSPECTION RECORDS					
f1.	FIRE/LIFE SAFETY VIOLATION	F-340-C				
g.	FINANCIAL REPORTS					
h.	INTERDEPARTMENTAL COMMUNICATIONS					
h1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160H				
h2.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
i.	INVOICES/PAYMENTS					
i1.	VOUCHER CONTROL FORM	.01218				
j.	JOB FILE DATA					
k.	JUDGEMENTS					
k1.	RESOLUTION					
l.	LEGAL ORDERS/FILINGS					
l1.	ORDINANCE					
m.	LETTERS					
n.	LOGS/INDICES					
o.	MANAGEMENT PROCEDURES					
p.	MANAGEMENT REPORTS					
p1.	REPORT ON APPEAL FROM DETERMINATION OF SUPERINTENDENT BUILDING FIRE SAFETY STANDARDS	B&S 6-9				
q.	REPAIR ORDER					
q.	MANAGEMENT SCHEDULES					
r.	MEETING MINUTES					
s.	MEMORANDA					
s1.	MEMORANDUM	.01145				
s2.	MEMORANDUM	.01147				
t.	OPERATIONS & MAINTENANCE PROCEDURES					
u.	PERMITS					
v.	PUBLIC RELATIONS COMMUNICATIONS					
w.	PURCHASE ORDERS					
w1.	PURCHASE ORDER	0002				
x.	RECORDS RETENTION AUTHORIZATIONS					
x1.	RECORDS RETENTION AUTHORIZATION	.02317				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
y.	REQUISITIONS					
y1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
z.	RETENTION SCHEDULES					
z1.	RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61				
z2.	RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60				
aa.	ROUTING SLIPS					
ab.	STATUS REPORTS					
ac.	SURVEYS/QUESTIONNAIRES					
11	MERIT PAY PLAN		5	2	7	
a.	CONVERSATION RECORDS					
a1.	CALL SLIP	.00148				
b.	INTERDEPARTMENTAL COMMUNICATIONS					
b1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
c.	INTRADEPARTMENTAL COMMUNICATIONS					
c1.	INTRA-DEPARTMENTAL	.01455				
d.	JUDGEMENTS					
e.	LETTERS					
f.	MANAGEMENT REPORTS					
f1.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649				
g.	MANAGEMENT SCHEDULES					
h.	MEMORANDA					
h1.	MEMORANDUM	.01145				
h2.	MEMORANDUM	.01147				
i.	PUBLIC RELATIONS COMMUNICATIONS					
j.	STATUS REPORTS					
k.	TRANSMITTALS/ACKNOWLEDGEMENTS					
k1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
12	RECRUITING FILES		2	8	10	
a.	BID RECORDS					
a1.	BID NOTICE	.03214				
b.	CONVERSATION RECORDS					
b1.	CALL SLIP	.00148				
c.	EDUCATION/TRAINING RECORDS					
d.	EMPLOYMENT RECORDS					
d1.	APPLICATION FOR EMPLOYMENT	PDR-1				

Sch. No. WP-04
 Department/Bureau 92
 Office of (Original) Record
 General Manager's Office

0401 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (Dept. Head) ORIGINAL SIGNEL
 DANIEL W. WATERS
 By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
d2.	APPLICATION FOR EMPLOYMENT (CONFIDENTIAL)	PDR-1				
d3.	INTERVIEW DATA SHEET	.01334				C
d4.	INTERVIEW DATA SHEET (CONFIDENTIAL)	3381				C
d5.	INTERVIEW PACKAGE (CONFIDENTIAL)					C
d6.	INTERVIEW QUESTIONS (CONFIDENTIAL)					C
d7.	PERSONAL DATA	3381				
d8.	REQUEST FOR CERTIFICATION	PDAS 15/PC				
d9.	REQUEST FOR CERTIFICATION	PDAS 15				
d10.	RESUME					
d11.	RESUME (CONFIDENTIAL)					C
e.	LETTERS					
f.	MANAGEMENT SCHEDULES					
g.	MEMORANDA					
g1.	MEMORANDUM	.01145				
g2.	MEMORANDUM	.01147				
g3.	MEMORANDUM	.01334				
g4.	MEMORANDUM	.01335				
g5.	MEMORANDUM					
h.	POSITION DESCRIPTIONS					
h1.	POSITION DESCRIPTION	PDOS 3				
i.	ROUTING SLIPS					
j.	SPECIFICATIONS					
k.	STATUS REPORTS					
k1.	AFFIRMATIVE ACTION STATUS REPORT					
l.	TIMEKEEPING RECORDS					
m.	TRANSMITTALS/ACKNOWLEDGEMENTS					
m1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
13	UTILITY STAFFING SURVEY		10	--	10	
a.	EMPLOYMENT RECORDS					
b.	LETTERS					
c.	MANAGEMENT REPORTS					
c1.	REPORT					
d.	MEETING MINUTES					
e.	MEMORANDA					
e1.	MEMORANDUM	.01145				
e2.	MEMORANDUM	.01147				
f.	SURVEYS/QUESTIONNAIRES					

**RECORDS RETENTION SCHEDULE
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
14	DECENTRAL SURVEY FILES				
a.	AFFIRMATIVE ACTION/EEO RECORDS		2	10	12
b.	AGENDA				
c.	ANNOUNCEMENTS/BULLETINS				
d.	BID RECORDS				
d1.	BID NOTICE	.03214			
e.	CLAIMS				
f.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS				
g.	CONVERSION RECORDS				
h.	CUSTOMER SERVICE RECORDS				
i.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS				
i1.	AUTOMOBILE LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 134/AU			
i2.	EXCESS LIABILITY - ADDITIONAL INSURED ENDORSEMENT	GEN. 135/GL			
i3.	GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	GEN. 135			
j.	DWP MAPS				
k.	EMPLOYMENT RECORDS				
k1.	RESUME				
l.	ENGINEERING STUDIES				
m.	EXTERNAL INSPECTION RECORDS				
n.	FEASIBILITY STUDIES				
o.	FINANCIAL REPORTS				
p.	INTRADEPARTMENTAL COMMUNICATIONS				
p1.	INTRA-DEPARTMENTAL INVOICES/PAYMENTS	.01455			
q1.	INVOICE				
q2.	PETTY CASH VOUCHER	.00724			
r.	JOB FILE DATA				
s.	JOB SCHEDULES				
t.	JUDGEMENTS				
t1.	RESOLUTION				
u.	LEGAL APPLICATIONS				
u1.	AGREEMENT				
v.	LETTERS				
w.	LOGS/INDICES				
x.	MANAGEMENT PROCEDURES				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
y.	MANAGEMENT REPORTS				
y1.	ORGANIZATION CHART				
y2.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CA0 649			
z.	MANAGEMENT SCHEDULES				
aa.	MEETING ATTENDANCE RECORDS				
ab.	MEETING MINUTES				
ac.	MEMORANDA				
ac1.	INTER-OFFICE MEMORANDUM	7012N			
ac2.	MEMORANDUM	,01145			
ac3.	MEMORANDUM	,01146			
ac4.	MEMORANDUM	,01147			
ac5.	MEMORANDUM				
ad.	OPERATING AND MAINTENANCE SCHEDULES				
ae.	OPERATIONAL REPORTS				
af.	OPERATIONS & MAINTENANCE PROCEDURES				
af1.	INSTRUCTIONS FOR COMPLETING, EXECUTING, & SUBMITTING EVIDENCE OF INSURANCE TO THE LOS ANGELES DEPARTMENT OF WATER & POWER	GEN. 133			
ag.	PROPOSALS				
ag1.	PROPOSAL				
ah.	PUBLIC RELATIONS COMMUNICATIONS				
ai.	PURCHASE ORDERS				
ai1.	PURCHASE ORDER	,00001			
aj.	REQUISITIONS				
aj1.	INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE REQUEST	,03247			
aj2.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068			
aj3.	WORK SHEET				
ak.	SPECIFICATIONS				
ak1.	CLASS SPECIFICATION	PDES 8			
al.	STANDARDS				
am.	STATUS REPORTS				
an.	SURVEYS/QUESTIONNAIRES				
ao.	TELEX/TWX/TELECOPY COMMUNICATIONS				
ao1.	TELECOPY COVER SHEET	OM-652			
ap.	TIMEKEEPING RECORDS				
ap1.	ATTENDANCE ROSTER				
aq.	TRANSMITTALS/ACKNOWLEDGEMENTS				
aq1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384			

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
	aq2. TRANSMITTAL	.00028			
	ar. WATER QUALITY STUDIES				
15	ADMINISTRATIVE MANUALS FILES		S	2	S+2
	a. AGENDA				
	b. ANNOUNCEMENTS/BULLETINS				
	c. CHANGE DOCUMENTS				
	d. INTERDEPARTMENTAL COMMUNICATIONS				
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
	e. INTRADEPARTMENTAL COMMUNICATIONS				
	f. LETTERS				
	g. LOGS/INDICES				
	h. MANAGEMENT PROCEDURES				
	i. MANAGEMENT REPORTS				
	j. MANAGEMENT SCHEDULES				
	k. MEETING MINUTES				
	l. MEMORANDA				
	11. MEMORANDUM	.01145			
	12. MEMORANDUM	.01147			
	m. PUBLIC RELATIONS COMMUNICATIONS				
	m1. PUBLICATION				
	n. STANDARDS				
	o. STATUS REPORTS				
	p. SURVEYS/QUESTIONNAIRES				
16	LABOR RELATIONS GRIEVANCE FILES		C	--	FORWARD CLOSED FILES TO LABOR RELATIONS FOR FINAL DISPOSITION. MAY CONTAIN RECORDS OF A CONFIDENTIAL NATURE.
	a. AFFIRMATIVE ACTION/EEO RECORDS				
	a1. GRIEVANCE APPEAL	LR-003			
	a2. GRIEVANCE INITIATION	LR-001			
	a3. GRIEVANCE RESPONSE	LR-002			
	a4. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77			
	b. ANNOUNCEMENTS/BULLETINS				
	c. BID RECORDS				
	c1. BID NOTICE	.03214			
	d. BUDGET RECORDS - ACTUAL				
	e. CHANGE DOCUMENTS				
	f. DATA SHEETS				
	f1. ENGINEERING DATA SHEET	.03091			

Date: JUNE 19, 1991

Sch. No. WP-04
Rev. No. 1

Department/Bureau 92
Department of Water and Power
Office of (Original) Record
General Manager's Office

Certified per Sec. 12.3(e) of LA Admin. Code:
By: (Dept. Head) ORIGINAL SIGNATURE
DANIEL W. WATERS
By: (City Clerk, Rec. Mgt. Off.)

0401 FJ

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Date 3/1-92

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
g.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
g1.	EMPLOYEE CERTIFICATE OF DISABILITY	,02864				
h.	EMPLOYMENT RECORDS					
h1.	EMPLOYEE EVALUATION REPORT	PDAS 28				
h2.	EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008				
i.	INTRADPARTMENTAL COMMUNICATIONS					
i1.	INTRA-DEPARTMENTAL	,01455				
j.	JOB SCHEDULES					
k.	JUDGEMENTS					
k1.	RESOLUTION					
l.	LEGAL NOTIFICATIONS					
m.	LETTERS					
n.	LOGS/INDICES					
n1.	PROGRESS LOG	GS-044				
o.	MANAGEMENT PROCEDURES					
p.	MANAGEMENT REPORTS					
p1.	ORGANIZATION CHART					
q.	MANAGEMENT SCHEDULES					
r.	MEDICAL RECORDS					
r1.	CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016				
r2.	DMP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948				
s.	MEETING MINUTES					
t.	MEMORANDA					
t1.	MEMORANDUM	,01145				
t2.	MEMORANDUM	,01147				
t3.	MEMORANDUM	,01334				
u.	POSITION DESCRIPTIONS					
u1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
v.	PUBLIC RELATIONS COMMUNICATIONS					
w.	SURVEYS/QUESTIONNAIRES					
x.	TIMEKEEPING RECORDS					
x1.	DAILY TIME REPORT	,03244				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
17	CONSULTANTS AND CONTRACTS FILES		5	2	7	
	a. AFFIRMATIVE ACTION/EEO RECORDS					
	b. AGENDA					
	b1. MEETING AGENDA					
	c. ANNOUNCEMENTS/BULLETINS					
	d. CONFERENCE/SEMINAR ARRANGEMENTS					
	e. CONSULTING CONTRACTS					
	e1. CONSULTING SERVICES AGREEMENT	.00028				
	f. CONTRACT AMENDMENTS					
	g. CONVERSATION RECORDS					
	g1. CALL SLIP	.00148				
	h. CUSTOMER SERVICE RECORDS					
	i. DATA SHEETS					
	j. EDUCATION/TRAINING RECORDS					
	k. EMPLOYMENT RECORDS					
	k1. RESUME					
	l. FINANCIAL REPORTS					
	m. FLOWCHARTS					
	n. INTRADEPARTMENTAL COMMUNICATIONS					
	n1. INTRA-DEPARTMENTAL	.01445				
	n2. INTRA-DEPARTMENTAL	.01455				
	o. INVOICES/PAYMENTS					
	o1. INVOICE					
	o2. VOUCHER CONTROL FORM	.01218				
	p. JOB SCHEDULES					
	q. JUDGEMENTS					
	q1. RESOLUTION					
	r. LEGAL APPLICATIONS					
	r1. AGREEMENT					
	s. LETTERS					
	t. LOGS/INDICES					
	u. MANAGEMENT PROCEDURES					
	v. MANAGEMENT REPORTS					
	v1. ORGANIZATION CHART					
	w. MANAGEMENT SCHEDULES					
	x. MEETING MINUTES					
	y. MEMORANDA					
	y1. CORRECTION NOTICE	.00993				
	y2. MEMORANDUM	.01145				

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 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
y3.	MEMORANDUM	.01147				
y4.	MEMORANDUM					
z.	OPERATIONAL REPORTS					
z1.	PROJECT REPORT					
aa.	PERSONNEL CONTRACTS					
ab.	POSITION DESCRIPTIONS					
ac.	PROCUREMENT/SALES CONTRACTS					
ad.	PROPOSALS					
ad1.	PROPOSAL					
ae.	PUBLIC RELATIONS COMMUNICATIONS					
ae1.	PUBLICATION					
af.	PURCHASE ORDERS					
af1.	PURCHASE ORDER	.00001				
af2.	PURCHASE ORDER	.00002				
af3.	PURCHASE ORDER	.0002				
af4.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
ag.	REQUISITIONS					
ag1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
ah.	ROUTING SLIPS					
aj.	STATUS REPORTS					
aj.	SURVEYS/QUESTIONNAIRES					
aj1.	FUNCTIONAL APPLICATION SYSTEM REVIEW	A-41				
ak.	TELEX/TWX/TELECOPY COMMUNICATIONS					
ak1.	TELECOPY COVER SHEET	OM				
al.	TRANSMITTALS/ACKNOWLEDGEMENTS					
al1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
am.	TRIP REPORTS					
18	AFFIRMATIVE ACTION ADVISORY COUNCIL (AAAC) FILES		5	25	710 yrs. 5-21-92	
a.	AFFIRMATIVE ACTION/EEO RECORDS					
b.	AGENDA					
c.	ANNOUNCEMENTS/BULLETINS					
d.	BID RECORDS					
d1.	BID NOTICE	.03214				
e.	EDUCATION/TRAINING RECORDS					
e1.	NEW EMPLOYEE ORIENTATION CHECKLIST FOR SUPERVISORS	163				
f.	EMPLOYMENT RECORDS					

CITY CLF Date: JUNE 19, 1991

City of Los Angeles Form Gen. 60 (R 10-81)

Sch. No. WP-04

Department/Bureau 92 Department of Water and Power

0401 FJ

Certified per Sec. 12.3(e) of L.A. Adm'n. Code: By: (Dept. Head) ORIGINAL SIGNEL DANIEL W. WATERS

Page: 15 of 19 Date 2-1-92

Office of (Original) Record General Manager's Office

Rev. No. 1

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
g.	INTERDEPARTMENTAL COMMUNICATIONS					
g1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
h.	INTRADEPARTMENTAL COMMUNICATIONS					
h1.	INTRA-DEPARTMENTAL LETTERS	.01455				
j.	LOGS/INDICES					
k.	MANAGEMENT REPORTS					
l.	MANAGEMENT SCHEDULES					
m.	MEETING MINUTES					
n.	MEMORANDA					
n1.	MEMORANDUM	.01145				
n2.	MEMORANDUM	.01147				
o.	PUBLIC RELATIONS COMMUNICATIONS					
p.	STATUS REPORTS					
p1.	AFFIRMATIVE ACTION STATUS REPORT					
q.	TIMEKEEPING RECORDS					
q1.	DAILY TIME REPORT	.03244				
19	GENERAL MANAGER'S OFFICE PERSONNEL					
a.	AGENDA		5	2	7	
a1.	BOARD AGENDA					
b.	ANNOUNCEMENTS/BULLETINS					
c.	BID RECORDS					
c1.	BID NOTICE	.03214				
d.	EMPLOYMENT RECORDS					
d1.	NOTICE OF COMMENDATION	GEN. 79				
d2.	REPORT OF EXAMINATION	PDAS 21				
d3.	REQUEST FOR CERTIFICATION	PDAS 15/PC				
d4.	RESUME					
e.	INTERDEPARTMENTAL COMMUNICATIONS					
e1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
f.	INTRADEPARTMENTAL COMMUNICATIONS					
f1.	INTRA-DEPARTMENTAL LEGAL ORDERS/FILINGS	.01455				
g.	LETTERS					
i.	LOGS/INDICES					
j.	MANAGEMENT REPORTS					
j1.	ORGANIZATION CHART					
k.	MEMORANDA					

Retention Codes: A - Audit AR = Annual Review C = Closed or Completion E = Expiration P = Permanent S = Superceded T = Terminatic

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
k1.	MEMORANDUM	.01145				
k2.	MEMORANDUM	.01147				
1.	POSITION DESCRIPTIONS					
11.	DUTIES DESCRIPTION RECORD	655				
12.	DUTIES DESCRIPTION RECORD	880				
13.	DUTIES DESCRIPTION RECORD	MS 131				
14.	POSITION DESCRIPTION	PDES 3				
15.	POSITION DESCRIPTION	PDR 20				
m.	PUBLIC RELATIONS COMMUNICATIONS					
m1.	NEWSLETTER					
n.	SPECIFICATIONS					
o.	STATUS REPORTS					
p.	TIMEKEEPING RECORDS					
q.	WAGE/SALARY STRUCTURE RECORDS					
20	MICROFILM OF ITEMS #1 - 19 AND #22 - 24		--	199	199	
21	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199	
22	COUNCIL COMPLAINTS		2	8	10	RECORD SERIES TRANSFERRED FROM RECORDS RETENTION SCHEDULE WP-29 EFFECTIVE APRIL 1, 1991.
a.	CONVERSATION RECORDS					
b.	CUSTOMER SERVICE RECORDS					
b1.	COMPLAINT/INQUIRY CALL	GM 1003				
c.	LETTERS					
d.	LOGS/INDICES					
e.	MEETING MINUTES					
f.	MEMORANDA					
f1.	MEMORANDUM					
g.	OPERATIONS & MAINTENANCE PROCEDURES					
23	CONFLICTS OF INTEREST		2	8	10	RECORD SERIES TRANSFERRED FROM RECORDS RETENTION SCHEDULE WP-29 EFFECTIVE APRIL 1, 1991.
a.	EMPLOYMENT RECORDS					
a1.	STATEMENT OF ECONOMIC INTERESTS FOR DESIGNATED EMPLOYEES	730				
b.	INTRADEPARTMENTAL COMMUNICATIONS					
b1.	INTRA-DEPARTMENTAL	.01455				
c.	JUDGEMENTS					
d.	MANAGEMENT PROCEDURES					
e.	MEMORANDA					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e1.	MEMORANDUM					
24	GENERAL MANAGER'S OFFICE HISTORICAL RECORDS		AR	P	--	
a.	ANNOUNCEMENTS/BULLETINS					
a1.	BULLETIN (HISTORICAL)					H
a2.	DWP BULLETIN (HISTORICAL)					H
a3.	VENDOR BULLETIN (HISTORICAL)					H
b.	BUDGET RECORDS - PROJECTED					
b1.	COST ESTIMATE (HISTORICAL)					H
c.	CONSTRUCTION CONTRACTS					
c1.	CONSTRUCTION CONTRACT (HISTORICAL)					H
d.	CONSULTING CONTRACTS					
d1.	CONSULTING CONTRACT (HISTORICAL)					H
e.	CONTRACT ADMINISTRATION RECORDS					
e1.	DRAFT CONTRACT (HISTORICAL)					H
f.	CONTRACT AMENDMENTS					
f1.	CONTRACT AMENDMENT (HISTORICAL)					H
g.	DEPARTMENT REAL ESTATE RECORDS					
g1.	LEASE (HISTORICAL)					H
g2.	LEASE RECORD (HISTORICAL)					H
h.	DETAIL PHOTOGRAPHS					
h1.	DETAIL PHOTOGRAPH (HISTORICAL)					H
i.	DWP CONSTRUCTION DRAWINGS					
i1.	DWP CONSTRUCTION DRAWING (HISTORICAL)					H
j.	DWP EQUIPMENT DRAWINGS					
j1.	DWP EQUIPMENT DRAWING (HISTORICAL)					H
k.	DWP MAPS					
k1.	DWP MAP (HISTORICAL)					H
l.	ENGINEERING STUDIES					
l1.	ENGINEERING STUDY (HISTORICAL)					H
m.	ENVIRONMENTAL REPORTS					
m1.	ENVIRONMENTAL IMPACT REPORT (HISTORICAL)					H
n.	FINANCIAL REPORTS					
n1.	FINANCIAL REPORT (HISTORICAL)					H
o.	INTERROGATORIES					
o1.	TESTIMONY (HISTORICAL)					H
p.	INTRADEPARTMENTAL COMMUNICATIONS					
p1.	INTRA-DEPARTMENTAL CORRESPONDENCE (HISTORICAL)					H
q.	LEGAL NOTIFICATIONS					

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
q1.	BRIEF (HISTORICAL)				
r.	LETTERS				
r1.	LETTER (HISTORICAL)				
s.	LICENSES				
s1.	APPLICATION FOR LICENSE (HISTORICAL)				
t.	LITIGATION RECORDS				
t1.	LEGISLATION (HISTORICAL)				
t2.	PREPARED TESTIMONY (HISTORICAL)				
u.	LOGS/INDICES				
u1.	INDEX TO FILES (HISTORICAL)				
v.	MANAGEMENT PROCEDURES				
v1.	MANUAL (HISTORICAL)				
w.	MANAGEMENT REPORTS				
w1.	ANNUAL REPORT (HISTORICAL)				
w2.	DIVISION ANNUAL REPORT (HISTORICAL)				
w3.	DIVISION MONTHLY REPORT (HISTORICAL)				
w4.	DMP ANNUAL REPORT (HISTORICAL)				
w5.	MANAGEMENT REPORT (HISTORICAL)				
w6.	ORGANIZATION CHART (HISTORICAL)				
x.	MEETING MINUTES				
x1.	MEETING MINUTES (HISTORICAL)				
x2.	NOTES ON MEETING (HISTORICAL)				
x3.	TRANSCRIPT OF PROCEEDINGS - PUBLIC MEETINGS (HISTORICAL)				
y.	OPERATIONAL REPORTS				
y1.	LOAD FORECAST (HISTORICAL)				
z.	PARTICIPANT CONTRACTS				
z1.	PARTICIPANT CONTRACT (HISTORICAL)				
aa.	PROCUREMENT/SALES CONTRACTS				
aa1.	PROCUREMENT/SALES CONTRACT (HISTORICAL)				
ab.	PROGRESS PHOTOGRAPHS				
ab1.	PROGRESS PHOTOGRAPH (HISTORICAL)				
ac.	PUBLIC RELATIONS COMMUNICATIONS				
ac1.	ADVERTISEMENT (HISTORICAL)				
ac2.	ARTICLE (HISTORICAL)				
ac3.	BROCHURE (HISTORICAL)				
ac4.	NEWS RELEASE (HISTORICAL)				
ac5.	NEWSLETTER (HISTORICAL)				
ac6.	NEWSPAPER CLIPPING (HISTORICAL)				

Date: JUNE 19, 1991

Sch. No.

MP-04

Department/Bureau **92**

00401 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code:

By: (Dept. Head)

Page: 19 of 19

Date

3-1-92

ORIGINAL SIGNED

DANIEL W. WATERS

Date

By: (City Clerk, Rec. Mgt. Off.)

Department of Water and Power
Office of (Original) Record

General Manager's Office

ITEM NO.

RECORD TITLE

FORM NO.

RETENTION
OFFICE CENTER DESTROY

Y
T
A

Y
T
A

REMARKS

ac7. PUBLICATION (HISTORICAL)

ac8. SPEECH (HISTORICAL)

ad. SPECIFICATIONS

ad1. SPECIFICATION (HISTORICAL)

ae. STATUS REPORTS

ae1. MONTHLY PROGRESS REPORT (HISTORICAL)

ae2. WEEKLY PROGRESS REPORT (HISTORICAL)

af. TECHNICAL REPORTS

af1. TECHNICAL LITERATURE (HISTORICAL)

af2. TECHNICAL REPORT (HISTORICAL)

Retention Code: A - Audit

AR = Annual Review

C = Closed or Completion

E = Expiration

P = Permanent

S = Superseded

T = Terminat

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER		
1	EMERGENCY OPERATIONS (CIVIL DEFENSE) FILES		2	--	2	DEPARTMENT & OFFICE RETIRED - RESPONSIBILITY TRANSFERRED TO HUMAN RESOURCES. NO FILES MAINTAINED IN GENERAL MANAGER'S OFFICE AREA. ORIGINATING OFFICE
2	INTER- & INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS, & NOTICES a. ANNOUNCEMENTS/BULLETINS b. LOGS/INDICES		S	--	S	MANAGER'S OFFICE AREA. ORIGINATING OFFICE
3	TIMEKEEPING DOCUMENTS a. LOGS/INDICES b. MEMORANDA b1. MEMORANDUM c. TIMEKEEPING RECORDS c1. DAILY TIME REPORT c2. TIME ROLL CORRECTION AUTHORITY c3. TIME ROLL CORRECTION AUTHORITY	.01145 .03244 87-02-734 .2734	2	--	2	ACCOUNTING - PAYROLL & TIMEKEEPING
4	SURPLUS PRINTED MATERIALS		AR	--	AR	1 ORIGINATING OFFICE
5	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES a. AFFIRMATIVE ACTION/EEO RECORDS b. BUDGET RECORDS - PROJECTED c. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS d. EMPLOYMENT RECORDS e. FINANCIAL REPORTS f. INTERDEPARTMENTAL COMMUNICATIONS f1. INTER-DEPARTMENTAL CORRESPONDENCE g. INTRADEPARTMENTAL COMMUNICATIONS g1. INTRA-DEPARTMENTAL h. LETTERS i. MANAGEMENT PROCEDURES	GEN. 160 .01455	AR	--	AR	ORIGINATING OFFICE

NOTES:

1. NON-RECORD; NO LONGER USED

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	DESTROY		
	j. MANAGEMENT REPORTS					
	k. MANAGEMENT SCHEDULES					
	l. OPERATIONS & MAINTENANCE PROCEDURES					
	m. PROPOSALS					
	m1. PROPOSAL					
	n. PUBLIC RELATIONS COMMUNICATIONS					
	o. STANDARDS					
	p. TRANSMITTALS/ACKNOWLEDGEMENTS					
	p1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384				
	q. VIDEOTAPES					
6	VOUCHERS		2	---	2	FINANCE & ACCOUNTING - ACCOUNTING DIVISION
	a. DEPARTMENT REAL ESTATE RECORDS					
	b. EMPLOYEE ACCOUNTS RECORDS					
	b1. AUTHORITY TO OBTAIN TRANSPORTATION	,00280				
	b2. AUTOMOBILE MILEAGE	,01794				
	b3. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045				
	b4. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316				
	c. FINANCIAL REPORTS					
	d. INTERDEPARTMENTAL COMMUNICATIONS					
	d1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	e. INVOICES/PAYMENTS					
	e1. CHECK					
	e2. INTERFUND BILLING POWER REVENUE FUND	,03099				
	e3. INVOICE					
	e4. INVOICE CORRECTION NOTICE	,03081				
	e5. REQUEST FOR PAYMENT	,03078				
	e6. VOUCHER CONTROL FORM	,01218				
	f. LETTERS					

NOTES:

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
g.	MEMORANDA					
g1.	MEMORANDUM	.01145				
g2.	MEMORANDUM	.01147				
g3.	MEMORANDUM					
h.	PUBLIC RELATIONS COMMUNICATIONS					
i.	PURCHASE ORDERS					
i1.	PURCHASE ORDER	.00001				
i2.	PURCHASE ORDER	.00003				
j.	REQUISITIONS					
j1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392.00392				
k.	TIMEKEEPING RECORDS					
k1.	ATTENDANCE AUTHORITY	.02329				
l.	TRANSMITTALS/ACKNOWLEDGEMENTS					
7	FISCAL YEAR EXPENSES		2	2	4	ORIGINATING OFFICE
a.	ANNOUNCEMENTS/BULLETINS					
b.	BUDGET RECORDS - PROJECTED					
c.	INVOICES/PAYMENTS					
c1.	INVOICE					
c2.	VOUCHER CONTROL FORM	.01218				
d.	LETTERS					
e.	LOGS/INDICES					
f.	MEMORANDA					
f1.	CORRECTION NOTICE	.00993				
f2.	MEMORANDUM	.01145				
g.	PUBLIC RELATIONS COMMUNICATIONS					
h.	PURCHASE ORDERS					
h1.	PURCHASE ORDER	0002				
h2.	PURCHASE ORDER	.00001				
h3.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
i.	REQUISITIONS					

NOTES:

RECORDS RETENTION SCHEDULE
 (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
8	i1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392				
	a. AGENDA		5	2	7	ORIGINATING OFFICE - MAY CONTAIN RECORDS OF A CONFIDENTIAL NATURE
	a1. MEETING AGENDA					
	b. ANNOUNCEMENTS/BULLETINS					
	c. CONVERSATION RECORDS					
	d. DWP MAPS					
	e. EMPLOYMENT RECORDS					
	f. FINANCIAL REPORTS					
	g. INTERDEPARTMENTAL COMMUNICATIONS					
	h. INTRADEPARTMENTAL COMMUNICATIONS					
	h1. INTRA-DEPARTMENTAL	,01455				
	i. JUDGEMENTS					
	i1. RESOLUTION					
	j. LEGAL NOTIFICATIONS					
	j1. SUMMONS					
	k. LEGAL ORDERS/FILINGS					
	l. LETTERS					
	m. LITIGATION RECORDS					
	n. LOGS/INDICES					
	o. MANAGEMENT PROCEDURES					
	p. MANAGEMENT REPORTS					
	p1. REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649				
	q. MEETING ATTENDANCE RECORDS					
	r. MEETING MINUTES					
	s. MEMORANDA					
	s1. MEMORANDUM	1146,01146				
	s2. MEMORANDUM	,01145				
	s3. MEMORANDUM	,01146				
	s4. MEMORANDUM	,01147				

NOTES:

RECORDS RETENTION SCHEDULE
 (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
s5.	MEMORANDUM	.01335					
s6.	MEMORANDUM						
t.	PUBLIC RELATIONS COMMUNICATIONS						
t1.	NEWSLETTER						
u.	TRANSMITTALS/ACKNOWLEDGEMENTS						
9	DAY-FORWARD SUBJECT/CORRESPONDENCE FILES		AR	--	AR		FORWARDED TO EXECUTIVE RECORDS MANAGEMENT CENTER FOR DATA ENTRY (INDEXING) AND MICROFILMING
a.	ANNOUNCEMENTS/BULLETINS						
b.	INTERDEPARTMENTAL COMMUNICATIONS						
c.	INTRADPARTMENTAL COMMUNICATIONS	1458					
c1.	INTRA-DEPARTMENTAL						
d.	LETTERS						
e.	MANAGEMENT REPORTS						
f.	MEETING MINUTES						
g.	MEMORANDA						
g1.	MEMORANDUM	.01145					
h.	TRANSMITTALS/ACKNOWLEDGEMENTS	.00028					
h1.	TRANSMITTAL						
10	MICROFILM OF ITEMS #1 - 9 ABOVE		--	199	199		
11	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED			GM	GM		HARDCOPY OF ITEMS #1 - 9 & #22 ORIGINAL HARDCOPY OF ITEMS #1 DUPLICATE. DM
12	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		

NOTES: