

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
1	BALLOT MEASURES - DEPARTMENT-RELATED ISSUES		AR	P	--	COVERED BY THE HISTORICAL RECORDS PROGRAM
2	CONSUMER RELATIONS PUBLICATIONS a. PUBLIC RELATIONS COMMUNICATIONS a1. DWP PUBLICATION (HISTORICAL)		AR	P	--	
3	CORRESPONDENCE AND SUBJECT FILES a. AFFIRMATIVE ACTION/EEO RECORDS a1. NOTICE OF DISCHARGE OR SUSPENSION b. AGENDA c. AGENDA ITEMS c1. MEETING ASSIGNMENT SLIP c2. PUBLIC AFFAIRS DIVISION ASSIGNMENT SLIP d. ANNOUNCEMENTS/BULLETINS e. BID RECORDS f. BUDGET RECORDS - ACTUAL g. BUDGET RECORDS - PROJECTED h. CLAIMS h1. ACCIDENT ANALYSIS i. CLERICAL PROCEDURES/INSTRUCTIONS j. CONFERENCE/SEMINAR ARRANGEMENTS k. CONSERVATION REPORTS l. CONTRACT ADMINISTRATION RECORDS m. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS n. CONVERSATION RECORDS n1. CALL SLIP o. CUSTOMER SERVICE RECORDS p. DATA SHEETS p1. ENGINEERING DATA SHEET q. DETAIL PHOTOGRAPHS r. DWP MAPS s. EDUCATION/TRAINING RECORDS t. EMPLOYEE ACCOUNTS RECORDS t1. AUTHORITY TO OBTAIN TRANSPORTATION t2. ITEMIZED STATEMENT OF PERSONAL EXPENSES u. EMPLOYEE BENEFITS/COMPENSATION RECORDS u1. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS v. EMPLOYMENT RECORDS	GEN. 77 PA001 PA007 02747 0014C 01155 00280 00045 5020	AR AR AR	2 P H	AR+2	

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
v1.	APPLICATION FOR EMPLOYMENT	PDR-1			
v2.	APPLICATION FOR EXAMINATION	PDR1			
v3.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453			
v4.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76			
v5.	NOTICE OF TERMINATION OF EMPLOYMENT	723,14529			
v6.	REQUEST FOR CERTIFICATION	PDAS 15			
v7.	REQUEST TO FILL POSITION	424,14325			
v8.	RESUME				
v9.	TERMINATION OF EMPLOYMENT	723,14529			
w.	ENGINEERING STUDIES				
x.	ENVIRONMENTAL REPORTS				
y.	FEASIBILITY STUDIES				
z.	FINANCIAL REPORTS				
aa.	FOREIGN EQUIPMENT DRAWINGS				
ab.	INFORMATION SERVICES RECORDS				
ac.	INTERDEPARTMENTAL COMMUNICATIONS				
ad.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
ae.	INTERDEPARTMENTAL COMMUNICATIONS				
ae1.	INTRA-DEPARTMENTAL	1455,15184			
ae2.	INTRA-DEPARTMENTAL	,01455			
af.	INVOICES/PAYMENTS				
af1.	ACCOUNTS PAYABLE VOUCHER	AC286			
af2.	INTERNAL RESOLUTION FORM	AP7			
af3.	INVOICE				
af4.	VOUCHER CONTROL FORM	,01218			
ag.	JOB SCHEDULES				
ah.	JUDGEMENTS				
ah1.	RESOLUTION				
ai.	LEGAL APPLICATIONS				
ai1.	AGREEMENT				
aj.	LEGAL NOTIFICATIONS				
ak.	LEGAL ORDERS/FILINGS				
al.	LETTERS				
am.	LOGS/INDICES				
an.	MANAGEMENT PROCEDURES				
ao.	MANAGEMENT REPORTS				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ao1.	REPORT FROM CITY ADMINISTRATIVE OFFICER	CAO 649				
ap.	MANAGEMENT SCHEDULES					
aq.	MEETING ATTENDANCE RECORDS					
ar.	MEETING MINUTES					
as.	MEMORANDA					
as1.	MEMORANDUM	.01145				
as2.	MEMORANDUM	.01146				
as3.	MEMORANDUM	.01147				
as4.	MEMORANDUM	.01334				
as5.	MEMORANDUM	.01335				
as6.	MEMORANDUM					
as7.	OFFICE MEMORANDUM	GEN. 53				
at.	MICROFILM/SLIDES					
au.	NEGATIVES					
av.	OPERATIONAL REPORTS					
aw.	OPERATIONS & MAINTENANCE PROCEDURES					
ax.	PARTICIPANT CONTRACTS					
ay.	POSITION DESCRIPTIONS					
ay1.	DUTIES DESCRIPTION RECORD NUMBER	.02346				
ay2.	POSITION DESCRIPTION	PDES 3				
az.	PROPOSALS					
az1.	PROPOSAL					
ba.	PUBLIC RELATIONS COMMUNICATIONS					
ba1.	NEWSLETTER					
ba2.	PUBLICATION					
bb.	PURCHASE ORDERS					
bb1.	PURCHASE ORDER	.00001				
bb2.	PURCHASE ORDER	.00002				
bb3.	PURCHASE ORDER	.00003				
bb4.	PURCHASE ORDER	.0002				
bb5.	PURCHASE ORDER ADJUSTMENT	87-02-806				
bc.	REQUISITIONS					
bc1.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
bc2.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
bc3.	TRANSPORTATION ORDER	.01089				
bd.	ROUTING SLIPS					
bd1.	PHOTO ASSIGNMENT					
be.	SKETCHES	MS-246				
bf.	SPACE/EQUIPMENT ALLOCATION RECORDS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	bg. SPECIFICATIONS					
	bh. STANDARDS					
	bi. STATUS REPORTS					
	bj. SURVEYS/QUESTIONNAIRES					
	bk. TELEX/TWX/TELECOPY COMMUNICATIONS					
	bk1. TELECOPY COVER SHEET	OM-283				
	bk2. TELECOPY COVER SHEET	OM-65				
	bl. TEST RECORDS					
	bm. TIMEKEEPING RECORDS					
	bm1. CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
	bm2. VACATION FORM	.01113				
	bn. TRANSMITTALS/ACKNOWLEDGEMENTS					
	bn1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	3384				
	bn2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	bn3. PURCHASING BID TRANSMITTAL	.02280				
	bn4. TRANSMITTAL	.00028				
	bo. VENDOR MANUALS/CATALOGS					
	bp. VIDEOTAPES					
	bq. WATER QUALITY STUDIES					
4	EMPLOYEE PERSONNEL FOLDERS		T	80	T+80	
	a. CLAIMS					
	a1. ACCIDENT ANALYSIS	.02747				
	a2. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	b1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016				
	b2. EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
	b3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
	c. EMPLOYMENT RECORDS					
	c1. INTERVIEW AND APPOINTMENT NOTICE	403.00403				
	c2. NOTICE OF COMMENDATION	GEN. 79				
	c3. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878				
	c4. REPORT OF APPOINTMENT	2762.16597				
	c5. REPORT OF APPOINTMENT	.02-762				

Date: JULY 12, 1990
 Sch. No. WP-05
 Department/Bureau 01
 Department of Water and
 Office of (Original) Record
 Public Affairs

0711 FJ
 Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (Dept. Head)

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

Page: 5 of 8
 Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
c6.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24				
c7.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B				
c8.	TERMINATION OF EMPLOYMENT	723,14529				
d.	INTRADPARTMENTAL COMMUNICATIONS					
d1.	INTRA-DEPARTMENTAL JUDGEMENTS	.01455				
e1.	RESOLUTION					
f.	LETTERS					
g.	MANAGEMENT REPORTS					
g1.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069				
h.	MEMORANDA					
h1.	MEMORANDUM	.01147				
h2.	MEMORANDUM	.01334				
i.	POSITION DESCRIPTIONS					
i1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
j.	TIMEKEEPING RECORDS					
j1.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485				
j2.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
j3.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
j4.	TIME ROLL CORRECTION AUTHORITY	87-02-734				
j5.	VACATION FORM	.01113				
5	GRAPHIC DESIGN ORIGINAL ART WORK		C	3	C+3	SEE DUPLICATE RRS FOR PUBLIC AFFAIRS (WP-05)
6	HISTORICAL ITEMS		--	P	--	COVERED BY THE HISTORICAL RECORDS PROGRAM
7	INTRA-DEPARTMENTAL PUBLICATIONS, BULLETINS, NOTICES		AR	P	--	REVIEW FOR HISTORICAL VALUE
8	DIVISION REPORTS		2	8	10	
a.	INTRADPARTMENTAL COMMUNICATIONS					
a1.	INTRA-DEPARTMENTAL LOGS/INDICES	.01455				
c.	MANAGEMENT PROCEDURES					
d.	MANAGEMENT SCHEDULES					
e.	MEMORANDA					
e1.	MEMORANDUM	.01145				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e2.	MEMORANDUM	.01146				
e3.	MEMORANDUM	.01147				
e4.	MEMORANDUM	.01334				
f.	OPERATIONAL REPORTS					
g.	STATUS REPORTS					
h.	TRANSMITTALS/ACKNOWLEDGEMENTS					
h1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
9	PICTURE FILMS AND VIDEOTAPES					
a.	VIDEOTAPES		S	--	S	REVIEW FOR HISTORICAL VALUE
a1.	VIDEOTAPE (HISTORICAL)					H
10	NEWSPAPER AND MAGAZINE CLIPPINGS		--	P	--	SEE DUPLICATE RRS FOR PUBLIC AFFAIRS (WP-05).
11	NEWSPAPER AND MAGAZINE CLIPPINGS - MICROFILM		P	--	--	SEE DUPLICATE RRS FOR PUBLIC AFFAIRS (WP-05).
12	NEWS RELEASES ISSUED BY THE DEPARTMENT					
a.	PUBLIC RELATIONS COMMUNICATIONS					
a1.	NEWS RELEASE (HISTORICAL)		3	P	--	HISTORICAL DOCUMENTS
13	RECORDS RETENTION FILES					
a.	ANNOUNCEMENTS/BULLETINS					
b.	DESTRUCTION RECORDS					
b1.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48	S+2	--	S+2	
c.	LOGS/INDICES					
c1.	RECORDS CENTER STORAGE SPACE	MS884				
d.	MEMORANDA					
d1.	MEMORANDUM	.01145				
e.	RECORD TRANSMITTALS					
e1.	RECORDS TRANSFER CONTROL	2673,16508				
e2.	RECORDS TRANSFER CONTROL	.02673				
f.	RECORDS RETENTION AUTHORIZATIONS					
f1.	RECORDS RETENTION AUTHORIZATION	.02317				
g.	RETENTION SCHEDULES					
g1.	RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61				
g2.	RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
14	BUDGET PREPARATION FILES					
	a. BUDGET RECORDS - ACTUAL		4	6	10	
	b. BUDGET RECORDS - PROJECTED					
	c. INTRA-DEPARTMENTAL COMMUNICATIONS					
	c1. INTRA-DEPARTMENTAL LOGS/INDICES	.01455				
	d. MANAGEMENT REPORTS					
	e. MEETING MINUTES					
	f. MEMORANDA					
	g1. MEMORANDUM	.01145				
	g2. MEMORANDUM PROPOSALS	.01147				
	h. PUBLIC RELATIONS COMMUNICATIONS					
	i. STATUS REPORTS					
	j. LOGS AND INDICES		S	--	S	
15	LOGS/INDICES					
	a1. ASSIGNMENT LOG SHEET	PA0013				
16	PERSONNEL ADMINISTRATIVE FILES					
	a. AGENDA ITEMS					
	a1. PUBLIC AFFAIRS DIVISION ASSIGNMENT SLIP	PA007				
	b. BID RECORDS					
	b1. BID NOTICE	.03214				
	c. EMPLOYMENT RECORDS					
	c1. APPLICATION FOR EMPLOYMENT	PDR-1				
	c2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453				
	c3. INTERVIEW AND APPOINTMENT NOTICE	403,00403				
	c4. INTERVIEW DATA SHEET	3381				
	c5. NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76				
	c6. REQUEST TO FILL POSITION	424,14325				
	c7. RESUME					
	d. INTRA-DEPARTMENTAL COMMUNICATIONS					
	d1. INTRA-DEPARTMENTAL LETTERS	.01455				
	e. LOGS/INDICES					
	f. MANAGEMENT SCHEDULES					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			Y	I	C	O	P	R	REMARKS
			OFFICE	CENTER	DESTROY							
h. MEMORANDA												
h1. MEMORANDUM		.01147										
h2. MEMORANDUM		.01334										
i. POSITION DESCRIPTIONS												
i1. POSITION DESCRIPTION		PDES 3										
j. PUBLIC RELATIONS COMMUNICATIONS												
k. REQUISITIONS												
k1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES		.02211										
17 PHOTOGRAPHS												
a. DETAIL PHOTOGRAPHS			5	P	--							REVIEW FOR HISTORICAL VALUE
a1. PHOTOGRAPHIC PRINT (HISTORICAL)										H		
b. NEGATIVES												
b1. PHOTOGRAPHIC NEGATIVE (HISTORICAL)										H		
18 MICROFILM OF ITEMS #1 - 16 ABOVE (EXCEPT #5, 9, 10, & 11)			--	199	199							
19 HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK			--	199	199							

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Date: JULY 12, 1990
 Sch. No. WP-05
 Rev. No. 1

Department/Bureau
 Department of Water and Power
 Division
 Public Affairs

00712 FJ
 Certified per Sec. 12.3(e) of L.A. Adm'n. Code:
 By: (Dept. Head) *Norman L. Buckley*
 By: (City Clerk, Rec. Mgt. Off.) *b. ex*

Page: 1 of 6
 Date: 8-6-90

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		
1	ACCOUNTING/PURCHASING RECORDS		2	--	2		PURCHASING/ACCOUNTING/MIS
	a. AGENDA						
	b. ANNOUNCEMENTS/BULLETINS						
	c. BUDGET RECORDS - ACTUAL						
	d. BUDGET RECORDS - PROJECTED						
	e. CONFERENCE/SEMINAR ARRANGEMENTS						
	f. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
	g. CONVERSATION RECORDS						
	g1. CALL SLIP	,00148					
	h. DEPARTMENT REAL ESTATE RECORDS						
	i. EMPLOYEE ACCOUNTS RECORDS						
	11. AUTHORITY TO OBTAIN TRANSPORTATION	,00280					
	12. AUTOMOBILE MILEAGE	,01794					
	13. ITEMIZED STATEMENT OF PERSONAL EXPENSES	,00045					
	14. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	,02261					
	15. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT	2316,02316					
	16. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316					
	j. FINANCIAL LEDGERS						
	j1. PUBLIC RELATIONS DIVISION EXPENDITURES	PA011					
	k. FINANCIAL REPORTS						
	1. INTRADEPARTMENTAL COMMUNICATIONS						
	11. INTRA-DEPARTMENTAL	,01455					
	12. INTRA-DEPARTMENTAL	,14694					
	m. INVOICES/PAYMENTS						
	m1. ACCOUNTS PAYABLE VOUCHER	AC286					
	m2. ADVANCEMENT OF FUNDS	PA004					
	m3. CASH MEMORANDUM RECEIPT	,00982					
	m4. DEPARTMENT BILL POWER REVENUE FUND	,03099					

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
m5.	DEPARTMENT BILL WATER REVENUE FUND	87-03-105					
m6.	DEPARTMENT BILL WATER REVENUE FUND	.03105					
m7.	DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	.01407					
m8.	DEPARTMENT TRANSFER POWER REVENUE FUND	.03103					
m9.	INTERFUND BILLING WATER REVENUE FUND	.03105					
m10.	INVOICE						
m11.	JOURNAL VOUCHER	.03103					
m12.	JOURNAL VOUCHER SUPPLEMENT	.01407					
m13.	PETTY CASH VOUCHER	.00724					
m14.	REQUEST FOR PAYMENT	.03078					
m15.	SUB VOUCHER	.00046					
m16.	VOUCHER CONTROL FORM	.01218					
n.	JUDGEMENTS						
n1.	RESOLUTION						
o.	LEGAL APPLICATIONS						
o1.	AGREEMENT						
p.	LETTERS						
q.	LOGS/INDICES						
r.	MANAGEMENT SCHEDULES						
s.	MEMORANDA						
s1.	CORRECTION NOTICE	993,00993					
s2.	MEMORANDUM	.01145					
s3.	MEMORANDUM	.01147					
s4.	MEMORANDUM	.01334					
s5.	MEMORANDUM	.01335					
s6.	MEMORANDUM FOR INVOICE COLLECTIBLE	.01400					
t.	PROFESSIONAL DEVELOPMENT RECORDS						
u.	PUBLIC RELATIONS COMMUNICATIONS						
v.	PURCHASE ORDERS						
v1.	PURCHASE ORDER	.00001					
v2.	PURCHASE ORDER	.00003					

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	v3. PURCHASE ORDER ADJUSTMENT	87-02-806					
	v4. SUB-PURCHASE ORDER	,00009					
	w. REQUISITIONS						
	w1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
	x. TELEX/TWX/TELECOPY COMMUNICATIONS						
	x1. TELECOPY COVER SHEET	0M-65					
	y. TIMEKEEPING RECORDS						
	y1. ATTENDANCE AUTHORITY	,02329					
	z. TRANSMITTALS/ACKNOWLEDGEMENTS						
	z1. BID TRANSMITTAL	,02280					
	z2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384					
	z3. TRANSMITTAL	,00028					
2	PERSONNEL DOCUMENTS		3	7	10		SEE ORIGINAL/OFFICIAL RRS FOR PUBLIC AFFAIRS (WP-05)
3	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	AR	1	
4	SURPLUS PRINTED MATERIALS		AR	--	AR	2	
5	TIMEKEEPING RECORDS		1	1	2		ACCOUNTING
	a. ANNOUNCEMENTS/BULLETINS						
	b. CONVERSATION RECORDS						
	b1. CALL SLIP	,00148					
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016					
	d. EMPLOYMENT RECORDS						
	e. MEMORANDA						

By: (City Clerk, Rec. Mgt. Off.) *L. J. J.*
 Division Public Affairs
 Date:

NOTES:
 1. NON-RECORD MATERIALS
 2. NON-RECORD MATERIALS

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
e1.	MEMORANDUM	,01334					
f.	POSITION DESCRIPTIONS						
f1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346					
g.	TIMEKEEPING RECORDS						
g1.	ABSENCE SLIP	MS 122					
g2.	CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
h.	WAGE/SALARY STRUCTURE RECORDS						
			C+2	--	C+2		HUMAN RESOURCES
6	DISCIPLINARY FILES						
a.	AFFIRMATIVE ACTION/EEO RECORDS						
a1.	GRIEVANCE INITIATION	LR-001					
a2.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
b.	ANNOUNCEMENTS/BULLETINS						
c.	CLAIMS						
c1.	ACCIDENT ANALYSIS	,02747					
d.	CONVERSATION RECORDS						
d1.	CALL SLIP	,00148					
e.	EMPLOYEE BENEFITS/COMPENSATION RECORDS						
e1.	DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948					
e2.	EMPLOYEE CERTIFICATE OF DISABILITY	,02864					
e3.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032					
e4.	RETURN TO WORK ORDER						
f.	EMPLOYMENT RECORDS	MS-10					
f1.	INTERVIEW AND APPOINTMENT NOTICE	,00403					
f2.	INTERVIEW DATA SHEET	3381					
f3.	TERMINATION OF EMPLOYMENT	,00723					
g.	INTRADPARTMENTAL COMMUNICATIONS						
g1.	INTRA-DEPARTMENTAL						
h.	LEGAL NOTIFICATIONS	,01455					

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	GENTER	DESTROY		
	h1. NOTICE OF DECISION	DL 419					
	h2. NOTICE OF FINDINGS AND DECISION	DL 433					
	h3. NOTICE TO APPEAR	CHP 215					
	i. LEGAL ORDERS/FILINGS						
	j. LETTERS						
	k. MANAGEMENT REPORTS						
	k1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069					
	l. MEMORANDA						
	l1. MEMORANDUM	.01145					
	l2. MEMORANDUM	.01147					
	m. POSITION DESCRIPTIONS						
	m1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
	m2. DUTIES DESCRIPTION RECORD	MS 131					
	n. TIMEKEEPING RECORDS						
	n1. VACATION FORM	.01113					
7	NEWSPAPER AND MAGAZINE CLIPPINGS		6M	--	6M	1,2	
8	GRAPHIC DESIGN ORIGINAL ART WORK		C	3	C+3	3	
9	MICROFILM OF ITEMS # 1 - 8 ABOVE		--	199	199		
10	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 16 ON WP-05 ORIGINAL (EXCEPT #5, 9, 10, & 11). HARDCOPY OF ITEMS #1 - 8 ON WP-05 DUPLICATE.

NOTES:
 1. NON-RECORD MAINTAINED FOR DEPARTMENT REFERENCE.
 2. REVIEW FOR HISTORICAL VALUE.
 3. NON-RECORD.

