

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		
1	AUTOMOBILE USAGE REPORTS a. EMPLOYEE ACCOUNTS RECORDS a1. MONTHLY MILEAGE REPORT a2. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	LD035 ,02261	2	--	2		ACCOUNTING DIVISION, LEGAL
2	CASH MEMORANDUM RECEIPT a. INVOICES/PAYMENTS a1. CASH MEMORANDUM RECEIPT	,00982	A	--	A		OFFICIAL COPY IS RETAINED IN SPECIFIC LAND FILES, REAL ESTATE DIVISION
3	EQUIPMENT/SUPPLIES/SERVICE/TRAVEL AUTHORITY REQUESTS a. CONSULTING CONTRACTS a1. CONSULTING SERVICES AGREEMENT b. CONTRACT ADMINISTRATION RECORDS c. EMPLOYEE ACCOUNTS RECORDS c1. ITEMIZED STATEMENT OF PERSONAL EXPENSES d. INTRADEPARTMENTAL COMMUNICATIONS d1. INTRA-DEPARTMENTAL INVOICES/PAYMENTS e1. CHECK e2. INVOICE e3. INVOICE CORRECTION NOTICE e4. RECORD OF INVOICES PASSED e5. VOUCHER CONTROL FORM f. LEGAL APPLICATIONS f1. AGREEMENT g. LETTERS h. MEMORANDA h1. CORRECTION NOTICE h2. MEMORANDUM i. PURCHASE ORDERS	,00045 ,01455 ,03081 ,00261 ,01218	C+2	--	C+2		ACCOUNTING DIVISION, MANAGEMENT INFORMATION SYSTEMS, GENERAL SERVICES

NOTES:

Date: APRIL 6, 1990
 Sch. No. UP-06
 Rev. No.

Department/Bureau 01 714 FJ
 Department of Water and Power
 Division Real Estate

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

Page: 02 of 10
 Date 5-9-90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
11.	PURCHASE ORDER	.00003					
12.	PURCHASE ORDER ADJUSTMENT	.87-02-806					
13.	SUB-PURCHASE ORDER	.00008					
J.	TRANSMITTALS/ACKNOWLEDGEMENTS						
J1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
J2.	PURCHASING BID TRANSMITTAL	.02280					
J3.	TRANSMITTAL	.00028					
4	INTER- AND INTRA- DEPARTMENTAL MANUALS/BULLETINS/PUBLICATIONS & NOTICES		S	--	S		ORIGINATING OFFICE
a.	ANNOUNCEMENTS/BULLETINS						
b.	MANAGEMENT PROCEDURES						
c.	MANAGEMENT REPORTS						
c1.	REPORT						
d.	PUBLIC RELATIONS COMMUNICATIONS						
d1.	PUBLICATION						
5	PERSONNEL ADMINISTRATIVE FILES		1	--	1		INDUSTRIAL RELATIONS
a.	ANNOUNCEMENTS/BULLETINS						
b.	BID RECORDS						
b1.	BID NOTICE	.03214					
c.	CONVERSATION RECORDS						
c1.	CALL SLIP	.00148					
d.	EMPLOYEE BENEFITS/COMPENSATION RECORDS						
e.	EMPLOYMENT RECORDS						
e1.	APPLICATION FOR EMPLOYMENT	PDR-1					
e2.	INTERVIEW AND APPOINTMENT NOTICE	403,00403					
e3.	INTERVIEW DATA SHEET	3381					
f.	LETTERS						
9.	LOGS/INDICES						
g1.	INDEXING/INPUT WORKSHEET						

NOTES:

Date: APRIL 6, 1990
 Sch. No. WP-06
 Rev. No.

Department/Bureau 01
 Department of Water and Power
 Division Real Estate

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

Page: 03 of 10
 Date 5-9-90

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
h.	MEMORANDA						
h1.	MEMORANDUM	,01145					
6	PUBLICATIONS AND REFERENCE MATERIAL RECEIVED FROM OUTSIDE SOURCES		AR	--	AR		NON-RECORD MATERIAL.
a.	MANAGEMENT REPORTS						
a1.	REPORT						
b.	PUBLIC RELATIONS COMMUNICATIONS						
b1.	PUBLICATION						
7	RECORDS MANAGEMENT FILES		AR	--	AR		MANAGEMENT INFORMATION SERVICES
a.	DATA SHEETS						
a1.	VITAL RECORDS INFORMATION SHEET	GEN. 66					
b.	DESTRUCTION RECORDS						
b1.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48					
c.	LOGS/INDICES						
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					
9.	RETENTION SCHEDULES						
91.	RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60					

NOTES:

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER	DESTROY		
8	STREET IMPROVEMENTS/ASSESMENTS						OFFICE OF (ORIGINAL) RECORD
	a. DEPARTMENT REAL ESTATE RECORDS		C+2	--	C+2		DEPARTMENT & OFFICE
	a1. NOTICE OF IMPROVEMENT						DEPARTMENT OF WATER AND POWER ACCOUNTING DIVISION - VOUCHERS
	a2. NOTICE OF PROPOSED STREET LIGHTING INSTALLATION						
	b. DMP MAPS						
	c. INTRADEPARTMENTAL COMMUNICATIONS						
	c1. INTRA-DEPARTMENTAL	.01455					
	d. INVOICES/PAYMENTS						
	d1. BILL FOR ASSESSMENT	.AB-7-19					
	d2. REQUEST FOR PAYMENT	.03078					
	d3. VOUCHER CONTROL FORM	.01218					
	e. JUDGEMENTS						
	e1. RESOLUTION						
	f. LEGAL NOTIFICATIONS						
	g. LETTERS						
	h. MEMORANDA						
	h1. MEMORANDUM	.01145					
	i. TRANSMITTALS/ACKNOWLEDGEMENTS						
	i1. BOARD OF WATER AND POWER COMMISSIONERS	.03384					
	TRANSMITTAL						
	12. TRANSMITTAL	.00028					
9	STREET VACATIONS						BUREAU OF PUBLIC WORKS, CITY ENGINEERS OFFICE
	a. DEPARTMENT REAL ESTATE RECORDS		C+1	--	C+1		
	a1. APPLICATION FOR VACATION OF PUBLIC STREET, ALLEY, WALK AND OTHER RIGHT OF WAY	VAC-84					
	b. DMP MAPS						
	c. INTERDEPARTMENTAL COMMUNICATIONS						
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
	d. INTRADEPARTMENTAL COMMUNICATIONS						
	d1. INTRA-DEPARTMENTAL	.01455					

Date: APRIL 6, 1990
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Department/Bureau 91
 Department of Water and Power
 Division
 Real Estate

714 FJ
 By: (Dept. Head)
 By: (City Clerk, Rec. Mgt. Off.)

Page: 05 of 10
 Date: 5-9-90

**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	DESTROY		
e.	JUDGEMENTS					
e1.	RESOLUTION					
f.	LETTERS					
g.	MEMORANDA					
g1.	MEMORANDUM	.01147				
g2.	MEMORANDUM					
g3.	OFFICE MEMORANDUM	GEN. 53				
10	SURPLUS PRINTED MATERIALS		AR	--	AR	NON-RECORD MATERIAL
11	TIMEKEEPING RECORDS		18M	--	18M	ACCOUNTING DIVISION, RETIREMENT PLAN
a.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
a1.	CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016				
a2.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
a3.	RETURN TO WORK SLIP	.02202				
b.	EMPLOYMENT RECORDS					
c.	TIMEKEEPING RECORDS					
c1.	ABSENCE FROM DUTY RECORD	2588				
c2.	APPLICATION FOR OVERTIME OFF WITH PAY	.02549				
c3.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
c4.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
c5.	TIME ROLL CORRECTION AUTHORITY	2734				
12	VOUCHERS		5	--	5	ACCOUNTING DIVISION
a.	DEPARTMENT REAL ESTATE RECORDS					
a1.	BILL OF SALE					
b.	EMPLOYEE ACCOUNTS RECORDS					
b1.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
b2.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316				

NOTES:

Date: APRIL 6, 1990
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Department/Bureau 01
 Department of Water and Power
 Division

0714 FJ
 By: (City Clerk, Rec. Mgt. Off.)

OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE

SEE NOTE

RETICTION CENTER DESTROY

Page: 06 of 10
 Date 5-17-90

ITEM NO.	RECORD TITLE	FORM NO.	RETICTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
c.	INVOICES/PAYMENTS					
c1.	CHECK					
c2.	DEPARTMENT BILL	.03099				
c3.	DEPARTMENT TRANSFER POWER REVENUE FUND	.03103				
c4.	INVOICE					
c5.	REQUEST FOR PAYMENT	.03078				
c6.	VOUCHER CONTROL FORM	.01218				
d.	LETTERS					
e.	MEMORANDA					
e1.	MEMORANDUM	.01145				
f.	OPERATIONAL REPORTS					
f1.	MONTHLY REPORT	.03100				
g.	TIMEKEEPING RECORDS					
g1.	ATTENDANCE AUTHORITY	.02329				
13	AFFIRMATIVE ACTION FILES					
a.	AFFIRMATIVE ACTION/EEO RECORDS		AR		AR	
b.	AGENDA					
b1.	MEETING AGENDA					
c.	ANNOUNCEMENTS/BULLETINS					
d.	INTERDEPARTMENTAL COMMUNICATIONS					
d1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
e.	INTRADEPARTMENTAL COMMUNICATIONS					
e1.	INTRA-DEPARTMENTAL	.01455				
f.	JUDGEMENTS					
f1.	RESOLUTION					
g.	LETTERS					
h.	MANAGEMENT REPORTS					
h1.	JOB CLASSIFICATION ANALYSIS REPORT					
i.	MEETING MINUTES					
j.	MEMORANDA					

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
	j1. MEMORANDUM	,01145				
	k. PUBLIC RELATIONS COMMUNICATIONS					
	k1. NEWSLETTER					
	1. STATUS REPORTS					
	11. AFFIRMATIVE ACTION STATUS REPORT					
14	ADMINISTRATIVE SERVICES SUBJECT FILES		AR	--	AR	
	a. AFFIRMATIVE ACTION/EEO RECORDS					
	b. AGENDA					
	b1. BOARD AGENDA					
	b2. MEETING AGENDA					
	c. ANNOUNCEMENTS/BULLETINS					
	d. EDUCATION/TRAINING RECORDS					
	e. EMPLOYMENT RECORDS					
	f. FINANCIAL REPORTS					
	g. INTERDEPARTMENTAL COMMUNICATIONS					
	g1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	h. INTRADEPARTMENTAL COMMUNICATIONS					
	h1. INTRA-DEPARTMENTAL	,01455				
	i. INVOICES/PAYMENTS					
	i1. VOUCHER CONTROL FORM	,01218				
	j. JUDGEMENTS					
	j1. RESOLUTION					
	k. LEGAL NOTIFICATIONS					
	k1. NOTARY PUBLIC APPLICATION					
	l. LETTERS					
	11. COMMITTEE CORRESPONDENCE	2867,02867				
	m. MANAGEMENT REPORTS					
	n. MEETING MINUTES					
	o. MEMORANDA					
	o1. MEMORANDUM	,01145				

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
	o2. MEMORANDUM	.01147				
	p. PROPOSALS					
	p1. PROPOSAL					
	q. PUBLIC RELATIONS COMMUNICATIONS					
	r. PURCHASE ORDERS					
	r1. PURCHASE ORDER	.00001				
	s. REQUISITIONS					
	s1. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
	t. STATUS REPORTS					
	t1. AFFIRMATIVE ACTION STATUS REPORT					
	u. TRANSMITTALS/ACKNOWLEDGEMENTS					
15	GRIEVANCE/COMPLAINT FILES		C+2	--		C+2
	a. INTRADEPARTMENTAL COMMUNICATIONS					
	a1. INTRA-DEPARTMENTAL	.01455				
	b. LETTERS					
	c. MEMORANDA					
	c1. MEMORANDUM	.01147				
16	ACCIDENT/INJURY REPORTS		2	--		2
	a. CLAIMS					
	a1. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
	b. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	b1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
	b2. REPORT OF PERSONAL INJURIES	32,14031				
	c. INTRADEPARTMENTAL COMMUNICATIONS					
	c1. INTRA-DEPARTMENTAL	.01455				
	d. MEMORANDA					
	d1. MEMORANDUM	1334,15047				

NOTES:

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	DESTROY		
17	TRAINING FILES		T	--		
	a. ANNOUNCEMENTS/BULLETINS					
	a1. COURSE ANNOUNCEMENT					
	b. EDUCATION/TRAINING RECORDS					
	c. INTRA-DEPARTMENTAL COMMUNICATIONS					
	c1. INTRA-DEPARTMENTAL INVOICES/PAYMENTS	.01455				
	d1. CHECK					
	d2. INVOICE					
	e. LETTERS					
	f. MANAGEMENT REPORTS					
	f1. ORGANIZATION CHART					
	g. MEMORANDA					
	g1. MEMORANDUM	.01147				
	h. PUBLIC RELATIONS COMMUNICATIONS					
	h1. NEWSLETTER					
	h2. PUBLICATION					
	i. TIMEKEEPING RECORDS					
	i1. ATTENDANCE CARD					
	i2. ATTENDANCE ROSTER					
18	MICROFILM OF ITEMS #1 - 17 ABOVE		--	199		199
19	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M		6M
						HARDCOPY OF ITEMS #1 - 34 ON WP-06 ORIGINAL (EXCEPT #23). HARDCOPY OF ITEMS #1 - 17 ON WP-06 DUPLICATE.

NOTES:

Sch. No. 01
 Department/Bureau
 Department of Water and Power
 Division
 Real Estate

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

0714
 Certified per Sec. 12.3(e) of L.A. Admin. Code
 By: (Dept. Head)

Date 5-1-70

Date

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
20	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199		

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
1	AGREEMENTS (OPEN-END)		C-1	P	
	a. CONSTRUCTION CONTRACTS				
	a1. UTILITIES AGREEMENT				
	b. DATA SHEETS				
	b1. RECORD SECTION DATA SHEET				
	c. DEPARTMENT REAL ESTATE RECORDS				
	c1. DEED				
	c2. EASEMENT DEED				
	d. DMP MAPS				
	e. INTRA-DEPARTMENTAL COMMUNICATIONS				
	e1. INTRA-DEPARTMENTAL	1455,01455			
	e2. INTRA-DEPARTMENTAL	87-69-074			
	e3. INTRA-DEPARTMENTAL	,01455			
	f. JUDGEMENTS				
	f1. DECISION				
	f2. RESOLUTION				
	g. LEGAL NOTIFICATIONS				
	h. LEGAL ORDERS/FILINGS				
	i. LETTERS				
	j. LOGS/INDICES				
	j1. INDEXING/INPUT WORKSHEET				
	k. MEETING ATTENDANCE RECORDS				
	l. MEMORANDA				
	l1. MEMORANDUM	1146,01146			
	l2. MEMORANDUM	,01334			
	m. OPERATIONAL REPORTS				
	m1. PROJECT REPORT				
	n. PROCUREMENT/SALES CONTRACTS				
	n1. COVENANT AND AGREEMENT TO HOLD PROPERTY AS ONE PARCEL				
	o. TRANSMITTALS/ACKNOWLEDGEMENTS				
	o1. TRANSMITTAL	,00028			
2	AGREEMENTS (TEMPORARY)		T+2	--	
	a. DATA SHEETS				
	a1. LAND DIVISION DATA SHEET				
	b. DEPARTMENT REAL ESTATE RECORDS				
	b1. PERMISSION FOR TEMPORARY USE OF PROPERTY				
	b2. REQUEST FOR APPRAISAL				

Certified per Sec. 12.3(e) of L.A. Admin. Cod
By: (Dept. Head) *[Signature]*
By: (City Clerk, Rec. Mgt. Off.)

Department/Bureau 01 0713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Date: APRIL 5, 1990
Sch. No. WP-06
City of Los Angeles
Form Gen. (81)
RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
c.	DWP MAPS					
d.	INTRADPARTMENTAL COMMUNICATIONS					
d1.	INTRA-DEPARTMENTAL	.01455				
e.	INVOICES/PAYMENTS					
e1.	INVOICE					
e2.	REQUEST FOR PAYMENT	.03078				
e3.	VOUCHER CONTROL FORM	.01218				
f.	LEGAL APPLICATIONS					
f1.	AGREEMENT					
g.	LETTERS					
h.	MEMORANDA					
h1.	MEMORANDUM	.01145				
h2.	MEMORANDUM					
i.	PERMITS					
j.	TRANSMITTALS/ACKNOWLEDGEMENTS					
j1.	TRANSMITTAL	.00028				
3	BANK ACCOUNT RECORDS (TRUST FUND)					
a.	FINANCIAL REPORTS		5	--	5	
b.	INVOICES/PAYMENTS					
b1.	REQUEST FOR PAYMENT	.03078				
b2.	VOUCHER	1218				
b3.	VOUCHER CONTROL FORM	.01218				
4	BUDGET					
a.	AGENDA		5	--	5	
a1.	MEETING AGENDA					
b.	BID RECORDS					
b1.	BID NOTICE	.03214				
c.	BUDGET RECORDS - ACTUAL					
c1.	BUDGET REPORT					
d.	DEPARTMENT REAL ESTATE RECORDS					
d1.	DEED					
e.	EMPLOYMENT RECORDS					
e1.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453				
e2.	REQUEST FOR CERTIFICATION	PDAS 15				
f.	FINANCIAL REPORTS					

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

Department/Bureau 91 0713 FJ
Department of Water and Power
Office of (Original) Record
Real Estate

Sch. No. WP-06
Rev. No.
Date: APRIL 5, 1990
City of Los Angeles
Form Gen. 6 (81)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
9.	INFORMATION SERVICES RECORDS				
91.	POWER SYSTEM DEBUD DATA ENTRY FORM				
h.	INTRADEPARTMENTAL COMMUNICATIONS				
h1.	INTRA-DEPARTMENTAL	.01455			
i.	LETTERS				
j.	MANAGEMENT PROCEDURES				
k.	MEMORANDA				
k1.	MEMORANDUM	.01145			
k2.	MEMORANDUM	.01147			
l.	POSITION DESCRIPTIONS				
l1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346			
m.	PUBLIC RELATIONS COMMUNICATIONS				
m1.	PUBLICATION				
n.	PURCHASE ORDERS				
n1.	PURCHASE ORDER	.00001			
o.	REQUISITIONS				
o1.	TRAINING PROGRAM REQUEST	270			
o2.	WORK SHEET				
p.	TIMEKEEPING RECORDS				
p1.	INDIVIDUAL REPORT OF OVERTIME				
p2.	TIME ROLL CORRECTION AUTHORITY	2734			
5	CONDUIT GRANTS				
					PROPERTY OWNERS GRANT PRIVATELY INSTALLED UNDERGROUND ELECTRIC SYSTEM TO DWP FOR OWNERSHIP AND MAINTENANCE. PRACTICE DISCONTINUED IN 1972.
6	CORRESPONDENCE AND SUBJECT FILES				
a.	DATA SHEETS		2		
a1.	RECORD SECTION DATA SHEET				
b.	DEPARTMENT REAL ESTATE RECORDS				
b1.	DRIVEWAY RECONSTRUCTION PERMIT				
b2.	EASEMENT GRANT				
b3.	GRANT				
b4.	REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS				
b5.	RIGHT OF WAY DEED				
c.	DWP MAPS				
d.	FOREIGN MAPS				
d1.	TRACT MAP				
e.	INTRADEPARTMENTAL COMMUNICATIONS				

*Department Real Estate Records will be reworded.
Reference: 91 000865 FJ

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		Y	I	P	S	T	REMARKS
			OFFICE	CENTER						
e1.	INTRA-DEPARTMENTAL INVOICES/PAYMENTS	,01455								
f1.	INVOICE									
g1.	LEGAL APPLICATIONS AGREEMENT									* Legal Applications will be reworded. Reference: 91 000865 FJ
h.	LETTERS									
i.	LOGS/INDICES									
j1.	INDEXING/INPUT WORKSHEET									
j2.	MEMORANDA									
j1.	MEMORANDUM	,01145								
j2.	MEMORANDUM	,01334								
7	DAILY LOG BOOK (CERTIFIED MAIL)									
a.	LOGS/INDICES		C+2	--						COMPLETION OF LOG BOOK PLUS 2 YEARS
8	EASEMENTS (RECORDED)									
a.	DEPARTMENT REAL ESTATE RECORDS									
a1.	APPLICATION FOR LEASE, LICENSE OR EASEMENT									
a2.	CORPORATION GRANT DEED									
a3.	EASEMENT AGREEMENT									
a4.	EASEMENT FOR WATER FACILITIES									
a5.	REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	,01779								
a6.	RIGHT OF WAY DEED									
a7.	STATEMENT OF PARTNERSHIP									
b.	DMP MAPS									
c.	INTERDEPARTMENTAL COMMUNICATIONS									
c1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160								
d.	INTRADEPARTMENTAL COMMUNICATIONS									
d1.	INTRA-DEPARTMENTAL JUDGEMENTS	,01455								
e1.	RESOLUTION									
f.	LETTERS									
g.	MEMORANDA									
g1.	MEMORANDUM	,01334								
g2.	OFFICE MEMORANDUM	GEN. 53								
h.	TRANSMITTALS/ACKNOWLEDGEMENTS									
h1.	TRANSMITTAL	,00028								

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

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
9	EASEMENTS (UNRECORDED)					
	a. DATA SHEETS		C+1	P	--	PROPERTY OWNERS VOLUNTARILY GRANT DISTRIBUTION EASEMENT RIGHTS TO DWP FOR OPERATION OF ELECTRICAL AND WATER SYSTEMS.
	b. DEPARTMENT REAL ESTATE RECORDS					
	b1. EASEMENT AGREEMENT					
	b2. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	.01179				
	c. DWP MAPS					
	d. LETTERS					
	e. LOGS/INDICES					
	e1. INDEX CARD TRACT MAP	.02162				
	e2. INDEXING/INPUT WORKSHEET					
	f. MEMORANDA					
	f1. MEMORANDUM					
	g. TRANSMITTALS/ACKNOWLEDGEMENTS					
	g1. TRANSMITTAL	.00028				
10	INDEXES (REFERENCES AND CROSS-REFERENCE)					
	a. LOGS/INDICES		P	--	--	
11	LAND INVENTORY AND REAL ESTATE TAX BILL DISPOSITION					
	a. BUDGET RECORDS - ACTUAL		C+3	--	C+3	
	a1. TABULATION					
	b. LETTERS					
	c. TAX RECORDS					
12	LEASES (RENTALS)					
	a. BID RECORDS		C+1	9	C+10	
	b. DEPARTMENT REAL ESTATE RECORDS					
	b1. DEED					
	b2. LEASE					
	b3. NOTICE OF SUSPENSE COLLECTION	618,14469				
	b4. OIL & GAS LEASE					
	b5. RENEWAL OF LEASE					
	b6. REQUEST FOR APPRAISAL					
	b7. TERMINATION OF LEASE	LD041				
	c. DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
	c1. CERTIFICATE OF INSURANCE					
	d. DWP MAPS					
	e. INTRADEPARTMENTAL COMMUNICATIONS					
	e1. INTRA-DEPARTMENTAL	.01455				

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f.	INVOICES/PAYMENTS					
f1.	CASH MEMORANDUM RECEIPT	.00982				
f2.	INVOICE					
f3.	NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	1417,15138				
f4.	REQUEST FOR PAYMENT	.03078				
f5.	VOUCHER CONTROL FORM	.01218				
g.	JUDGEMENTS					
g1.	RESOLUTION					
h.	LEGAL APPLICATIONS					
h1.	AGREEMENT					
i.	LEGAL NOTIFICATIONS					
j.	LETTERS					
k.	MEMORANDA					
k1.	MEMORANDUM	1334,15047				
l.	REQUISITIONS					
l1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
m.	ROUTING SLIPS					
n.	TRANSMITTALS/ACKNOWLEDGEMENTS					
n1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
n2.	TRANSMITTAL	28				
13	LEDGER BOOKS BY LAND FILE NUMBER					
a.	DEPARTMENT REAL ESTATE RECORDS		P	--	--	
a1.	LEDGER BOOK BY LAND FILE NUMBER					
14	LETTERS OF ENCROACHMENT FILE					
a.	DATA SHEETS					
a1.	RECORD SECTION DATA SHEET					
b.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
c.	DWP INSPECTION RECORDS					
d.	DWP MAPS					
e.	FOREIGN MAPS					
e1.	LAYOUT PLAN					
f.	INTRADEPARTMENTAL COMMUNICATIONS					
f1.	INTRA-DEPARTMENTAL	.01455				
g.	LETTERS					
h.	LOGS/INDICES					

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)**

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		Y	P	S	T	REMARKS
			OFFICE	CENTER					
	h1. INDEXING/INPUT WORKSHEET								
	i. TRANSMITTALS/ACKNOWLEDGEMENTS								
15	LICENSE AGREEMENTS								
	a. DEPARTMENT REAL ESTATE RECORDS								
	a1. DEED		T+2	--					LICENSES ARE RENEWABLE AND CAN BE REVOKED BY EITHER PARTY. LICENSES ARE REVIEWED EVERY THREE YEARS AND DESTROYED TWO YEARS AFTER TERMINATION.
	a2. EASEMENT DEED								
	a3. RENTAL VALUE DETERMINATION								
	b. DWP MAPS								
	c. FOREIGN MAPS								
	d. INTRADEPARTMENTAL COMMUNICATIONS								
	d1. INTRA-DEPARTMENTAL	1455,15184							
	d2. INTRA-DEPARTMENTAL	1455							
	e. INVOICES/PAYMENTS								
	e1. CASH MEMORANDUM RECEIPT	982,14711							
	e2. CASH MEMORANDUM RECEIPT	,00982							
	e3. NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	,01417							
	e4. NOTICE OF SUSPENSION COLLECTION	618,14469							
	f. JUDGEMENTS								
	f1. RESOLUTION								
	g. LETTERS								
	h. LICENSES								
	i. LOGS/INDICES								
	i1. INDEXING/INPUT WORKSHEET								
	j. MEMORANDA								
	j1. MEMORANDUM	,01145							
	k. STOCKS								
	k1. SURETY BOND								
	l. TRANSMITTALS/ACKNOWLEDGEMENTS								
	l1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384							
	l2. TRANSMITTAL	28,14027							

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
16	MAPS AND REFERENCE MAP BOOKS (RECORDED) a. DWP MAPS a1. MAP (VITAL) b. LOGS/INDICES b1. MAP REFERENCE BOOK (VITAL)		P	--	
17	OWENS VALLEY HISTORICAL RECORDS		--	P	EVENTS OF WATER RIGHTS OWNERSHIP, INCLUDING LAND ACQUISITION POLICY OF THE DEPARTMENT AND HISTORICAL BACKGROUND OF OWENS VALLEY AS IT RELATES TO THE WATER NEEDS FOR THE CITY OF LOS ANGELES.
18	PERSONNEL FOLDERS a. DEPARTMENT AWARDS RECORDS b. EDUCATION/TRAINING RECORDS b1. TUITION REIMBURSEMENT APPLICATION c. EMPLOYEE ACCOUNTS RECORDS c1. PERSONAL AUTOMOBILE AUTHORITY d. EMPLOYMENT RECORDS d1. APPLICATION FOR EMPLOYMENT d2. EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION d3. NOMINATION FOR EMERGENCY APPOINTMENT d4. NOTICE OF COMMENDATION d5. PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP d6. REPORT OF APPOINTMENT e. INTRADEPARTMENTAL COMMUNICATIONS e1. INTRA-DEPARTMENTAL f. LETTERS g. MANAGEMENT REPORTS g1. TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT h. MEMORANDA h1. MEMORANDUM i. POSITION DESCRIPTIONS i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER j. TIMEKEEPING RECORDS j1. ATTENDANCE CARD k. WAGE/SALARY STRUCTURE RECORDS		T+1	79	T+80

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
k1.	SALARY ADJUSTMENT				
19	QUITCLAIMS				
a.	DATA SHEETS				
a1.	RECORD SECTION DATA SHEET				
b.	DEPARTMENT REAL ESTATE RECORDS				
b1.	APPLICATION FOR LOT SPLIT				
b2.	CONDITIONS OF APPROVAL				
b3.	CORPORATION GRANT DEED				
b4.	DEED				
b5.	PARTIAL QUITCLAIM OF EASEMENT				
b6.	QUIT CLAIM OF DEED				
b7.	REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS	.01179			
b8.	RIGHT OF WAY DEED				
c.	DWP MAPS				
d.	INTERDEPARTMENTAL COMMUNICATIONS				
d1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
e.	INTRA-DEPARTMENTAL COMMUNICATIONS				
e1.	INTRA-DEPARTMENTAL	.01455			
f.	INVOICES/PAYMENTS				
f1.	INVOICE				
g.	JUDGEMENTS				
g1.	RESOLUTION				
h.	LEGAL NOTIFICATIONS				
h1.	NOTICE OF PENDENCY ACTION				
i.	LEGAL ORDERS/FILINGS				
i1.	ORDINANCE				
j.	LETTERS				
k.	LOGS/INDICES				
k1.	INDEXING/INPUT WORKSHEET				
l.	MEETING MINUTES				
m.	MEMORANDA				
m1.	MEMORANDUM	.01145			
m2.	MEMORANDUM	.01334			
n.	PROCUREMENT/SALES CONTRACTS				
n1.	LAND DIVISION IMPROVEMENT CONSTRUCTION AGREEMENT				
o.	TRANSMITTALS/ACKNOWLEDGMENTS				
o1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384			

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
20	o2. TRANSMITTAL	,00028	C+5	5	WRITTEN ESTIMATES ON VALUE OF PROPERTY TO BE PURCHASED, SOLD, OR LEASED.
	a. ANNOUNCEMENTS/BULLETINS				
	b. BUDGET RECORDS - PROJECTED				
	b1. WORKSHEET				
	c. DEPARTMENT REAL ESTATE RECORDS				
	c1. APPRAISAL REPORT				
	c2. COMPLETED REAL ESTATE DIVISION ACQUISITION FOR IPP PROJECT				
	c3. CONDEMNATION GUARANTEE				
	c4. CONTINUATION GUARANTEE				
	c5. DESCRIPTION OF LAND PARCEL				
	c6. MARKET DATA SHEET	LD003			
	c7. ORDER FOR POSSESSION				
	c8. REQUEST FOR APPRAISAL				
	c9. RIGHT OF WAY DEED				
	c10. SUPPLEMENTAL GUARANTEE				
	c11. VALUATION REPORT				
	d. DETAIL PHOTOGRAPHS				
	e. DWP MAPS				
	f. INTRADEPARTMENTAL COMMUNICATIONS				
	f1. INTRA-DEPARTMENTAL	.01455			
	g. LEGAL APPLICATIONS				
	g1. AGREEMENT				
	h. LETTERS				
	i. LITIGATION RECORDS				
	i1. LITIGATION GUARANTEE				
	j. MEMORANDA				
	j1. MEMORANDUM	.01145			
21	REAL ESTATE PURCHASE				
	a. DATA SHEETS		C+1	P	PROPERTY RIGHTS PURCHASED AND ACQUIRED ARE RETAINED IN ORDER TO DEFEND DEPARTMENT'S OWNERSHIP.
	a1. LAND DIVISION DATA SHEET				
	b. DEPARTMENT REAL ESTATE RECORDS				
	b1. ACQUISITION OF PROPERTY SUBJECT TO AN ENCUMBRANCE - LIEN HOLDERS STATEMENT				
	b2. APPRAISAL SUMMARY				

Date: APRIL 5, 1990
Sch. No. WP-06
Rev. No.

Department/Bureau 91
Department of Water and Power
Office of (Original) Record
Real Estate

0713 FJ
By: (City Clerk, Rec. Mgt. Off.)

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

Page: 11 of 20
Date: 5-9-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
b3.	CERTIFICATION & NON-FOREIGN STATUS OF ENTITY TRANSFER					
b4.	CLOSING NOTICE					
b5.	CONDEMNATION GUARANTEE					
b6.	CORRECTION DEED					
b7.	DEED					
b8.	DEED OF RECONVEYANCE					
b9.	DEED OF TRUST & ASSIGNMENT OF RENTS					
b10.	EASEMENT DEED					
b11.	FIRST AND FINAL ACCOUNT & REPORT					
b12.	FULL RECONVEYANCE					
b13.	GRANT DEED					
b14.	INVENTORY & APPRAISEMENT					
b15.	LIEN HOLDERS STATEMENT - PARTIAL RECONVEYANCE TRUST DEED					
b16.	OPTION					
b17.	REAL ESTATE DIVISION DATA SHEET					
b18.	REAL PROPERTY GRANT					
b19.	REQUEST FOR APPRAISAL	LD041				
b20.	REQUEST FOR FULL RECONVEYANCE					
b21.	REQUEST FOR NOTICE UNDER SECTION 2924B CIVIL CODE					
b22.	REQUEST FOR PARTIAL RECONVEYANCE					
b23.	SHORT FORM DEED OF TRUST & ASSIGNMENT OF RENTS					
b24.	SUBSTITUTION OF TRUSTEE & DEED OF RECONVEYANCE					
b25.	TRANSMISSION LINE RIGHT OF WAY					
c.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
c1.	POLICY OF TITLE INSURANCE					
d.	DWP MAPS					
e.	INTRADPARTMENTAL COMMUNICATIONS					
e1.	INTRA-DEPARTMENTAL	1455, 15184				
e2.	INTRA-DEPARTMENTAL	1455, 15185				
e3.	INTRA-DEPARTMENTAL	87-69-074				
f.	INVOICES/PAYMENTS					
f1.	INVOICE					
f2.	REQUEST FOR PAYMENT	.03078				
f3.	VOUCHER CONTROL FORM	.01218				
g.	JUDGEMENTS					
g1.	JUDGEMENT CONDEMNATION					

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

713 FJ

Department/Bureau 01
Department of Water and Power
Office of (Original) Record
Real Estate

Sch. No. WP-06
Rev. No.

Date: APRIL 5, 1990
City of Los Angeles
Form Gen. 6 (81)
RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
g2.	RESOLUTION					
h.	LEGAL APPLICATIONS					
h1.	PETITION FOR CONFIRMATION OF SALE OF REAL PROPERTY					
h2.	PETITION FOR PROBATE					
i.	LEGAL NOTIFICATIONS					
i1.	NOTICE OF PENDING ACTION					
j.	LEGAL ORDERS/FILINGS					
k.	LETTERS					
l.	LITIGATION RECORDS					
l1.	LITIGATION GUARANTEE					
m.	MANAGEMENT REPORTS					
m1.	CONDEMNATION REPORT					
n.	MEETING MINUTES					
o.	MEMORANDA					
o1.	MEMORANDUM	1146,14857				
o2.	MEMORANDUM	1334,15047				
o3.	MEMORANDUM	,01145				
o4.	MEMORANDUM	,01146				
o5.	MEMORANDUM	,01335				
o6.	MEMORANDUM					
p.	PURCHASE ORDERS					
q.	REQUISITIONS					
q1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,00392				
q2.	REQUISITION FOR PURCHASE OR TRANSFER SUPPLIES	393,14303				
r.	TRANSMITTALS/ACKNOWLEDGEMENTS					
r1.	BOARD OF WATER AND POWER COMMISSIONERS	,03384				
r2.	TRANSMITTAL	28				
22	REAL PROPERTY ORIGINAL SIGNED DOCUMENTS					
a.	DEPARTMENT REAL ESTATE RECORDS		C	P	--	TRANSFER TO UNDERGROUND VAULTS AND STORAGE HUTCHINSON, KANSAS
a1.	DEED (VITAL)					V
a2.	EASEMENT DEED (VITAL)					V
a3.	GRANT DEED (VITAL)					V
a4.	LEASE (VITAL)					V
a5.	OPTION (VITAL)					V
a6.	QUITCLAIM OF DEED (VITAL)					V
a7.	RIGHT OF ENTRY (VITAL)					V

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	
a8.	RIGHT OF WAY DEED (VITAL)					
a9.	RIGHT OF WAY LICENSE AGREEMENT (VITAL)					
a10.	TEMPORARY GRANT OF EASEMENT (VITAL)					
b.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
b1.	POLICY OF TITLE INSURANCE (VITAL)					
c.	DWP MAPS					
c1.	MAP (VITAL)					
c2.	RIGHT OF WAY MAP (VITAL)					
d.	FOREIGN MAPS					
d1.	TRACT MAP (VITAL)					
e.	JUDGEMENTS					
e1.	GRANT OF RIGHTS (VITAL)					
e2.	JUDGEMENT & FINAL ORDER (VITAL)					
e3.	RESOLUTION					
e4.	RESOLUTION TO VACATE (VITAL)					
f.	LEGAL APPLICATIONS					
f1.	AGREEMENT (VITAL)					
g.	LEGAL ORDERS/FILINGS					
g1.	FINAL ORDER OF CONDEMNATION (VITAL)					
g2.	INJUNCTION AND DECREE QUIETING TITLE (VITAL)					
h.	LETTERS					
i.	LICENSES					
i1.	LICENSE (VITAL)					
j.	MANAGEMENT REPORTS					
j1.	SITE PLAN (VITAL)					
k.	MEMORANDA					
k1.	MEMORANDUM					
l.	PERMITS					
l1.	PERMIT (VITAL)					
23	REAL PROPERTY ORIGINAL SIGNED DOCUMENTS (MICROFILM)					
a.	DEPARTMENT REAL ESTATE RECORDS					
a1.	DEED					
a2.	EASEMENT DEED					
a3.	GRANT DEED					
a4.	LEASE					
a5.	OPTION					
a6.	QUIT CLAIM OF DEED					
a7.	RIGHT OF ENTRY					

Date: APRIL 5, 1990
 Sch. No. WP-06
 Department/Bureau 01

0713 FJ
 Certified per Sec. 12.3(e) of L.A. Admin. Code
 By: (Dept. Head)

Department of Water and Power
 Office of (Original) Record
 Real Estate

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

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 Date 5-9-90

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
a8.	RIGHT OF WAY DEED				
b.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS				
b1.	POLICY OF TITLE INSURANCE				
c.	DWP MAPS				
d.	FOREIGN MAPS				
d1.	TRACT MAP				
e.	JUDGEMENTS				
e1.	GRANT OF RIGHTS				
e2.	JUDGEMENT & FINAL ORDER				
e3.	RESOLUTION				
f.	LEGAL APPLICATIONS				
f1.	AGREEMENT				
g.	LEGAL ORDERS/FILINGS				
h.	LETTERS				
i.	LICENSES				
j.	MANAGEMENT REPORTS				
j1.	SITE PLAN				
k.	MEMORANDA				
k1.	MEMORANDUM				
l.	PERMITS				
24	RECORDED TRACT MAPS				
a.	DEPARTMENT REAL ESTATE RECORDS		C+2		
a1.	FILING NOTIFICATION & DISTRIBUTION				
a2.	REQUEST FOR TENTATIVE TRACT MODIFICATION				
b.	FOREIGN MAPS				
b1.	TRACT MAP (VITAL)			V	
c.	INTRADEPARTMENTAL COMMUNICATIONS				
c1.	INTRA-DEPARTMENTAL	.01455			
d.	LETTERS				
e.	MEMORANDA				
e1.	MEMORANDUM				
25	RELOCATION ASSISTANCE PROGRAM FILE				
a.	BUDGET RECORDS - PROJECTED		C+2	8	C+10
a1.	ESTIMATED COST OF SERVICE				
b.	CLAIMS				
c.	DEPARTMENT REAL ESTATE RECORDS				
c1.	ESTIMATE OF REPAIRS				

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
c2.	RECEIPT OF RELOCATION INFORMATION				
c3.	REPLACEMENT HOUSING INSPECTION REPORT	R/W 1245			
d.	DMP MAPS				
e.	INTRADEPARTMENTAL COMMUNICATIONS				
e1.	INTRA-DEPARTMENTAL	.01455			
f.	INVOICES/PAYMENTS				
f1.	INVOICE				
f2.	REQUEST FOR PAYMENT	.03078			
f3.	VOUCHER CONTROL FORM	.01218			
g.	LETTERS				
h.	LOGS/INDICES				
i.	MANAGEMENT REPORTS				
i1.	PROGRAM DESCRIPTION				
j.	MEMORANDA				
j1.	MEMORANDUM	.01145			
k.	PROPOSALS				
k1.	PROPOSAL				
26	SALES OF REAL PROPERTY		C+1	P	SALE OF EXCESS OR SUBSTANDARD DMP PARCELS THROUGH THE PUBLIC AUCTION AND DIRECT SALE PROCESS.
a.	ANNOUNCEMENTS/BULLETINS				
b.	CLAIMS				
b1.	COMPLAINT IN EMINENT DOMAIN				
c.	CONSTRUCTION CONTRACTS				
c1.	UTILITIES AGREEMENT				
d.	DEPARTMENT REAL ESTATE RECORDS				
d1.	ADDENDUM TO ESCROW INSTRUCTIONS				
d2.	CONVEYANCE				
d3.	DEED				
d4.	DIRECTOR'S DEED				
d5.	EASEMENT DEED				
d6.	ESCROW INSTRUCTIONS				
d7.	GRANT, BARGAIN, SALE DEED				
d8.	HIGHWAY EASEMENT				
d9.	INDENTURE OF LEASE				
d10.	OFFER TO PURCHASE				
d11.	PROPERTY DESCRIPTION				
d12.	REQUEST FOR APPRAISAL				
d13.	RIGHT OF ENTRY				
e.	DETAIL PHOTOGRAPHS				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f.	DWP MAPS					
g.	INTERDEPARTMENTAL COMMUNICATIONS					
g1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
h.	INTRA-DEPARTMENTAL COMMUNICATIONS					
h1.	INTRA-DEPARTMENTAL	1455, 01455				
h2.	INTRA-DEPARTMENTAL	87-69-074				
i.	INVOICES/PAYMENTS					
i1.	CASH MEMORANDUM RECEIPT					
i2.	CHECK					
i3.	NOTICE OF MONEY AND/OR CHECKS DELIVERED OR TRANSMITTED TO ACCOUNTING DIVISION	.01417				
i4.	VOUCHER CONTROL FORM					
j.	JUDGEMENTS					
j1.	RESOLUTION					
k.	LEGAL NOTIFICATIONS					
k1.	AFFIDAVIT AND AGREEMENT					
k2.	NOTICE OF SALE					
k3.	SUMMONS					
l.	LEGAL ORDERS/FILINGS					
l1.	ORDINANCE					
m.	LETTERS					
n.	LOGS/INDICES					
n1.	INDEXING/INPUT WORKSHEET					
o.	MEMORANDA					
o1.	MEMORANDUM	1146, 01146				
o2.	MEMORANDUM	1335, 01335				
o3.	MEMORANDUM	.01145				
o4.	MEMORANDUM	.01146				
o5.	MEMORANDUM	.14857				
p.	PROCUREMENT/SALES CONTRACTS					
p1.	CONSENT TO COMMON USE AGREEMENT					
q.	REQUISITIONS					
q1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
r.	TRANSMITTALS/ACKNOWLEDGEMENTS					
r1.	BOARD OF WATER AND POWER COMMISSIONERS	.03384				
r2.	TRANSMITTAL	.00028				

Date: APRIL 5, 1990

CITY CLERK
City of Los Angeles
Form Gen. 60 (4-81)

Sch. No. WP-06
Rev. No.

Department/Bureau 91
Department of Water and Power
Office of (Original) Record
Real Estate

0713 FJ

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

Page: 17 of 20
Date 5-9-90

RECORDS RETENTION SCHEDULE
(Original/Official Records)

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
27	SAN FERNANDO WATER - LEGAL ISSUES a. DETAIL PHOTOGRAPHS b. LETTERS		--	P	--	HISTORICAL DATA RELATING TO LAWSUIT AND APPEALS REGARDING WATER RIGHTS BELONGING TO THE CITY OF LOS ANGELES.
28	SCRIP FILES		C-2	P	--	GOVERNMENT ISSUED VOUCHERS FOR PURCHASE OF FEDERAL LANDS. PROGRAM TERMINATED AND UNUSED DWP SCRIP WAS REDEEMED BY GOVERNMENT.
29	TAX RATE BOOKS AND TAX TABULATIONS a. MANAGEMENT REPORTS b. TAX RECORDS		S+2	--	S+2	
30	ZONE VARIANCE/CONDITIONAL USE APPROVALS a. ANNOUNCEMENTS/BULLETINS b. CONVERSATION RECORDS b1. CALL SLIP c. DEPARTMENT REAL ESTATE RECORDS c1. APPROVAL OF PLANS REPORT c2. EASEMENT c3. RECOMMENDATIONS TABLE c4. REQUEST FOR ACQUISITION OF REAL PROPERTY RIGHTS c5. ZONING APPLICATION FOR CONDITIONAL USE d. DETAIL PHOTOGRAPHS e. DWP MAPS f. INTRA-DEPARTMENTAL COMMUNICATIONS f1. INTRA-DEPARTMENTAL COMMUNICATIONS g. JUDGEMENTS g1. RESOLUTION h. LEGAL NOTIFICATIONS i. LEGAL ORDERS/FILINGS i1. ORDINANCE j. LETTERS k. MANAGEMENT REPORTS l. MEETING MINUTES m. MEMORANDA m1. MEMORANDUM m2. MEMORANDUM m3. MEMORANDUM n. PUBLIC RELATIONS COMMUNICATIONS o. TRANSMITTALS/ACKNOWLEDGEMENTS		C-1	P	--	,00148 ,01455

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

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
31	SPECIAL APPRAISER FILES	.00028	10	--	10	
	a. CHANGE DOCUMENTS					
	a1. CHANGE ORDER					
	b. EMPLOYMENT RECORDS					
	b1. RESUME					
	c. INVOICES/PAYMENTS					
	c1. INVOICE					
	c2. REQUEST FOR PAYMENT	.03078				
	c3. VOUCHER CONTROL FORM	.01218				
	d. JUDGEMENTS					
	d1. RESOLUTION					
	e. LETTERS					
	f. PURCHASE ORDERS					
	f1. PURCHASE ORDER	.00001				
	f2. PURCHASE ORDER ADJUSTMENT	.87-02-806				
	g. STATUS REPORTS					
	h. TRANSMITTALS/ACKNOWLEDGEMENTS					
	h1. TRANSMITTAL	.00028				
32	WORK ORDER FILES		C+5	--	C+5	
	a. CHANGE DOCUMENTS					
	a1. WORK ORDER SENSITIVE DATA CHANGE					
	b. INTRADEPARTMENTAL COMMUNICATIONS					
	b1. INTRA-DEPARTMENTAL	.01455				
	c. INVOICES/PAYMENTS					
	c1. REQUEST FOR PAYMENT	.03078				
	c2. VOUCHER CONTROL FORM	.01218				
	d. MANAGEMENT REPORTS					
	d1. LAND DIVISION MASTER WORK ORDER LIST					
	d2. REAL ESTATE DIVISION WORK ORDER LIST					
	e. MEMORANDA					
	e1. MEMORANDUM	.01145				
	e2. MEMORANDUM	.01334				
	f. REQUISITIONS					
	f1. WORK ORDER ZIP FORM	.02822				

