

Date: JANUARY 10, 1990
Sch. No. WP-13
Rev. No. 1

Department/Bureau 91 726 FJ
Department of Water and Power
Division
Internal Auditing *WTK*

Certified per S.C. 12.31(e) L.A. Admin. Code
By: (Dept. Head) *[Signature]*
By: (City Clerk, Rec. Mgt. Off.) *[Signature]*

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Date 8-15-90

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER		
1	INTER- AND INTRA-DEPARTMENTAL MANUALS, PUBLICATIONS, BULLETINS & NOTICES a. PUBLIC RELATIONS COMMUNICATIONS		AR	--	AR	ORIGINATING OFFICE
2	PUBLICATIONS AND REFERENCE MATERIALS RECEIVED FROM OUTSIDE SOURCES		AR	--	1	
3	SURPLUS PRINTED MATERIALS		AR	--	2	
4	SUBJECT/CORRESPONDENCE FILES a. ANNOUNCEMENTS/BULLETINS b. DATA SHEETS c. INTRADEPARTMENTAL COMMUNICATIONS c1. INTRA-DEPARTMENTAL d. JUDGEMENTS e. LETTERS f. MANAGEMENT REPORTS g. MEETING MINUTES h. MEMORANDA h1. MEMORANDUM	,01455	5	--	5	
5	TIMEKEEPING RECORDS a. BUDGET RECORDS - PROJECTED b. EMPLOYEE BENEFITS/COMPENSATION RECORDS b1. EMPLOYEE CERTIFICATE OF DISABILITY c. TIMEKEEPING RECORDS c1. ABSENCE FROM DUTY RECORD c2. REQUEST FOR LEAVE OF ABSENCE c3. TIME ROLL CORRECTION AUTHORITY c4. VACATION FORM	,02864 ,02588 GEN. 38 2734 ,01113	6	--	6	

NOTES:
1. NON-RECORD MATERIALS. THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 3, 1990
2. NON-RECORD MATERIALS. THIS ITEM NUMBER NO LONGER USED AFTER JANUARY 3, 1990

