

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
1	AUTHORIZATION FOR EXPENDITURES AND WORK ORDER FILES		C-3	10	C+13	COMPLETION OF PROJECT
	a. ANNOUNCEMENTS/BULLETINS					
	b. BUDGET RECORDS - ACTUAL					
	c. BUDGET RECORDS - PROJECTED					
	c1. AUTHORIZATION FOR EXPENDITURE	2911				
	c2. AUTHORIZATION FOR EXPENDITURE	.01611				
	c3. AUTHORIZATION FOR EXPENDITURE	.01612				
	c4. COST ESTIMATE	.03038				
	c5. CREDIT ESTIMATE	.03038				
	c6. MATERIAL AND LABOR ESTIMATE	0377.				
	c7. MATERIAL AND LABOR ESTIMATE	.03248				
	c8. WATER REVENUE FUND CODE SHEET	.14098				
	c9. WORK ORDER	.02821				
	d. CUSTOMER SERVICE RECORDS					
	d1. UNDERGROUND SERVICE ALERT	W0361				
	e. DATA SHEETS					
	e1. ADDITIONAL DATA	.01615				
	f. DWP MAPS					
	g. FINANCIAL REPORTS					
	h. INVOICES/PAYMENTS					
	h1. WATER REVENUE FUND	.03107				
	i. LOGS/INDICES					
	i1. TRACT INDEX CARD	W0317				
	j. OPERATIONAL REPORTS					
	j1. FOREMAN'S DAILY REPORT - WATER OPERATING DIVISION	W0081				
	k. PERMITS					
	k1. APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT	ENG. 3.654				
	l. REQUISITIONS					
	l1. FOREMAN'S MATERIAL REQUISITION	106,00106				
	l2. FOREMAN'S MATERIAL REQUISITION	107				
	m. TIMEKEEPING RECORDS					
	m1. REPORT OF OVERTIME WORKED	W0016				
	n. TRANSMITTALS/ACKNOWLEDGEMENTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
2	BILLINGS		2	4	6	
a.	BUDGET RECORDS - ACTUAL					
a1.	BILLING DETAIL	JV68-32072				
b.	BUDGET RECORDS - PROJECTED					
c.	CLAIMS					
c1.	PRELIMINARY INVESTIGATION					
d.	CUSTOMER SERVICE RECORDS	03.01.0				
d1.	WATER TROUBLE ORDER	,01871				
e.	DWP INSPECTION RECORDS					
f.	DWP PIPING DRAWINGS					
g.	FINANCIAL REPORTS					
h.	INVOICES/PAYMENTS					
h1.	BILL OF LADING	87-00056				
h2.	DEPARTMENT BILL WATER REVENUE FUND	,03105				
h3.	FOREMAN'S MATERIAL CREDIT	,00039				
h4.	INTERFUND BILLING WATER REVENUE FUND	,03105				
h5.	INVOICE	,03793				
h6.	INVOICE					
h7.	JOURNAL VOUCHER	,03109				
h8.	JOURNAL VOUCHER - WATER REVENUE FUND	,03109				
h9.	JOURNAL VOUCHER SUPPLEMENT	,01407				
h10.	SUPPLEMENT TO WATER FUND JOURNAL VOUCHER, POWER FUND, INTERFUND BILLING	,01407				
h11.	VOUCHER CONTROL FORM	,01218				
h12.	WATER SERVICE FACILITY RECEIPT	,02328				
i.	MEMORANDA					
i1.	MEMORANDUM	,01334				
j.	OPERATIONAL REPORTS					
j1.	REPAIR REPORT	,00452				
j2.	REPORT OF DAMAGE	68-131				
j3.	REPORT OF DAMAGE	W0343				
k.	PURCHASE ORDERS					
k1.	PURCHASE ORDER	,00001				
k2.	SUB-PURCHASE ORDER	,00009				
l.	REQUISITIONS					
l1.	BILL OF MATERIAL REQUISITION	DC545				
l2.	CONCRETE WORK ORDER AND REPORT	,00451				
l3.	REQUISITION FOR MATERIAL/SERVICES	,01660				
m.	TIMEKEEPING RECORDS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
3	BUDGETARY DOCUMENTS - CAPITAL & EXPENSE PROGRAMS a. BUDGET RECORDS - PROJECTED b. FINANCIAL REPORTS c. INTRADEPARTMENTAL COMMUNICATIONS d. MEMORANDA d1. MEMORANDUM e. OPERATIONAL REPORTS		3	5	8	
4	EMPLOYEE PERSONNEL FILES (RECORDS) a. AFFIRMATIVE ACTION/EEO RECORDS a1. GRIEVANCE RESPONSE a2. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION a3. NOTICE TO CORRECT DEFICIENCIES b. BID RECORDS b1. BID NOTICE c. CLAIMS c1. ACCIDENT ANALYSIS c2. ACCIDENT ANALYSIS c3. STATEMENT OF ACCIDENT MOBILE EQUIPMENT c4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT d. CUSTOMER SERVICE RECORDS e. EDUCATION/TRAINING RECORDS f. EMPLOYEE BENEFITS/COMPENSATION RECORDS f1. EMPLOYEE CERTIFICATE OF DISABILITY f2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS f3. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS f4. REPORT OF PERSONAL INJURIES f5. REPORT OF PERSONAL INJURIES f6. REPORT OF PERSONAL INJURIES f7. REQUEST FOR CREDIT TO RETIREMENT PLAN g. EMPLOYMENT RECORDS g1. ACQUITA ORDER g2. APPLICATION FOR EMPLOYMENT g3. APPLICATION FOR EMPLOYMENT g4. CHANGE OF HOME ADDRESS	LR-002 GEN. 77 GEN. 78 ,03214 2447,02747 ,02747 2364,16187 ,02364	T+1 79 T+80		TERMINATION OF EMPLOYEE	

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
95.	INTERVIEW DATA SHEET	3381				
96.	MONTHLY SERVICE RATING - 1ST MONTH	42-39 303				
97.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76				
98.	NOTIFICATION OF CHANGE IN SHIFT OR CHANGE IN REPORTING LOCATION	W0369				
99.	TERMINATION OF EMPLOYMENT	723,14529				
g10.	TERMINATION OF EMPLOYMENT	,00723				
h.	INTRADEPARTMENTAL COMMUNICATIONS					
h1.	INTRA-DEPARTMENTAL	,01455				
i.	LETTERS					
j.	LOGS/INDICES					
k.	MEMORANDA					
k1.	MEMORANDUM	,01145				
k2.	MEMORANDUM	,01146				
k3.	MEMORANDUM	,01335				
l.	POSITION DESCRIPTIONS					
l1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
m.	PROPOSALS					
m1.	PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,02353				
n.	STATUS REPORTS					
o.	TIMEKEEPING RECORDS					
o1.	APPLICATION FOR OVERTIME OFF WITH PAY	,02549				
o2.	NOTICE OF ABSENCE	,02728				
o3.	NOTICE OF TRANSFER TIME ROLL DATA	,02531				
o4.	REQUEST FOR LEAVE OF ABSENCE	CSC 8				
o5.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
o6.	TIME ROLL CORRECTION AUTHORITY	87-02-734				
5	EXCAVATION PERMITS AND RESURFACING FILES		2	4	6	
a.	CONTRACT ADMINISTRATION RECORDS					
a1.	CONTRACT NOTICE	ENG. 3.454				
b.	DWP INSPECTION RECORDS					
b1.	EXCAVATION INSPECTION ORDER AND REPORT	1176,01176				
c.	DWP MAPS					
d.	FINANCIAL REPORTS					
e.	LETTERS					
e1.	NOTICE OF PROPOSED IMPROVEMENTS	ENG. 3.452				
f.	LOGS/INDICES					

CITY OF LOS ANGELES

Form Gen. 60 (R 10-81)

City of Los Angeles

Form Gen. 60 (R 10-81)
Date: MAY 13, 1991
Sch. No. WP-16
Rev. No. **RECORDS RETENTION SCHEDULE (Original/Official Records)**

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

000731 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code
By: **JAMES F. WALKER**
By: (City Clerk, Rec. Mgt. Off.)

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Date

Date

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f1.	MOBILE CRANE DAILY MAINTENANCE LOG	.03300				
g.	MEMORANDA					
g1.	MEMORANDUM	.01145				
h.	OPERATIONAL REPORTS					
h1.	FOREMAN'S EXCAVATION REPORT	278,14208				
i.	PERMITS					
i1.	APPLICATION FOR GENERAL DEPOSIT EXCAVATION PERMIT	ENG.3.654				
i2.	EXCAVATION PERMIT	984,14713				
i3.	GENERAL DEPOSIT EXCAVATION AND CLASS "A" PERMANENT RESURFACING APPLICATION/PERMIT	ENG.3.650				
i4.	GENERAL PERMIT	109				
i5.	GENERAL PERMIT	HE-230				
i6.	NOTICE OF PERMIT ISSUED	ENG.3.456				
i7.	NOTICE OF PERMIT PLAN APPROVAL	ENG.3.455				
j.	REQUISITIONS					
j1.	TRENCH RESURFACING REQUEST	86A				
k.	SPECIFICATIONS					
6	MAJOR CONSTRUCTION PROJECTS OUTSIDE AGENCIES COST DETAIL		C+3	10	C+13	COMPLETION OF AGREEMENTS
a.	BUDGET RECORDS - PROJECTED					
a1.	MATERIAL AND LABOR ESTIMATE	376,14284				
a2.	MATERIAL AND LABOR ESTIMATE	.03248				
b.	CONTRACT ADMINISTRATION RECORDS					
c.	INVOICES/PAYMENTS					
c1.	INVOICE					
d.	MEMORANDA					
d1.	CORRECTION NOTICE	.00993				
e.	PROPOSALS					
f.	PURCHASE ORDERS					
f1.	PURCHASE ORDER	.00001				
f2.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
g.	REQUISITIONS					
g1.	REQUISITION FOR MATERIAL/SERVICES	.01658				
g2.	WORK ORDER STANDARD FORM	W0374				
h.	SPECIFICATIONS					
i.	TEST RECORDS					

Sch. No. **000731 FJ**
 Department/Bureau (**Water Operating**)
 Department of Water and Power
 Office of (Original) Record

Page: 06 of
 Certified per Sec. 12.3(e) of L.A. Admin. Code
 By: **JAMES F. WICKS** Original Signed By
 By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
7	PERSONNEL ADMINISTRATIVE FILES a. ANNOUNCEMENTS/BULLETINS b. EDUCATION/TRAINING RECORDS c. EMPLOYEE BENEFITS/COMPENSATION RECORDS c1. APPLICATION FOR MILITARY SERVICE COMPENSATION d. EMPLOYMENT RECORDS d1. NOTIFICATION OF CHANGE IN SHIFT OR CHANGE IN REPORTING LOCATION d2. REPORT OF APPOINTMENT d3. REQUEST FOR CERTIFICATION e. INTRADEPARTMENTAL COMMUNICATIONS e1. INTRA-DEPARTMENTAL f. LETTERS g. MANAGEMENT SCHEDULES h. MEMORANDA h1. MEMORANDUM h2. MEMORANDUM i. POSITION DESCRIPTIONS i1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER i2. POSITION DESCRIPTION j. TIMEKEEPING RECORDS j1. CONFIRMATION OF TIME OFF FOR JURY DUTY j2. NOTICE OF ABSENCE j3. REPORT OF OVERTIME WORKED j4. VACATION FORM	2808, 02808 W0369 .02-762 PDAS 15 .01456 .01335 2346, 16169 PDES 3 .03075 .02728 W0016 .01113	5	5	10	
8	PUMPING STATION DATA a. OPERATIONAL REPORTS a1. MONTHLY PUMP AND WELL REPORT a2. MONTHLY PUMP AND WELL REPORT a3. WEEKLY PUMP AND WELL REPORT a4. WEEKLY PUMP AND WELL REPORT	W0327 .03223 .00071 .02543	2	10	12	
9	REPORTS AND CORRESPONDENCE a. BUDGET RECORDS - ACTUAL b. CONSTRUCTION PROCEDURES c. DWP PIPING DRAWINGS d. EMPLOYMENT RECORDS e. FINANCIAL REPORTS		2	4	6	

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f.	INVOICES/PAYMENTS					
f1.	INVOICE					
g.	LOGS/INDICES					
h.	MANAGEMENT REPORTS					
i.	MEETING MINUTES					
j.	MEMORANDA					
j1.	MEMORANDUM	1146, 01146				
j2.	MEMORANDUM	1147, 01147				
j3.	MEMORANDUM	1334, 15047				
j4.	MEMORANDUM	.01147				
j5.	MEMORANDUM	.01334				
j6.	MEMORANDUM	.01335				
j7.	MEMORANDUM					
k.	OPERATIONAL REPORTS					
k1.	FOREMAN'S JOB LOCATION REPORT	W0050				
k2.	GATE OPERATION REPORT	.00501				
k3.	GATE REPORT	501, 00501				
k4.	METER AND SERVICES ACTIVITIES DAILY RECORDING SHEET	W0196				
l.	PROGRESS PHOTOGRAPHS					
m.	SPECIFICATIONS					
n.	STATUS REPORTS					
o.	TELEX/TWX/TELECOPY COMMUNICATIONS					
p.	TIMEKEEPING RECORDS					
p1.	PARTICIPANT DAILY TIME RECORD	CDTJ18				
10	TIMEROLLS (TIMEKEEPING RECORDS)		3	10	13	
a.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
a1.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
a2.	RETURN TO WORK SLIP	.01844				
a3.	RETURN TO WORK SLIP	.02202				
b.	EMPLOYMENT RECORDS					
b1.	NOTIFICATION OF CHANGE IN SHIFT OR CHANGE IN REPORTING LOCATION	W0369				
b2.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360				
c.	INTRADEPARTMENTAL COMMUNICATIONS					
c1.	INTRA-DEPARTMENTAL	1455, 15185				
d.	LOGS/INDICES					

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e.	MEMORANDA					
e1.	MEMORANDUM	.01146				
f.	POSITION DESCRIPTIONS					
f1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
g.	TIMEKEEPING RECORDS					
g1.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485				
g2.	APPLICATION FOR OVERTIME OFF WITH PAY	.02549				
g3.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819.16655				
g4.	CERTIFICATION OF JURY SERVICE	J095				
g5.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
g6.	NOTICE OF ABSENCE	.02728				
g7.	NOTICE TO CHIEF TIMEKEEPER OF EMPLOYEE'S DISABILITY OR COMPENSATION STATUS	.02721				
g8.	NOTIFICATION OF SELECTION CANCELLATION OF FLOATING HOLIDAY	W0224				
g9.	OPERATOR'S DAILY TIME REPORT	.02270				
g10.	REPORT OF OVERTIME WORKED	W0016				
g11.	REQUEST FOR D.D.R. AND/OR CREW CHANGE	W0225				
g12.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
g13.	VACATION FORM	.01113				
g14.	VACATION LEDGER	W-01				
11	TRANSPORTATION AND CONSTRUCTION EQUIPMENT RECORDS		3	5	8	
a.	CLAIMS					
a1.	STATEMENT OF ACCIDENT	970,00970				
a2.	STATEMENT OF ACCIDENT	.00970				
a3.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187				
a4.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
b.	EXTERNAL INSPECTION RECORDS					
c.	FINANCIAL REPORTS					
d.	INTRADPARTMENTAL COMMUNICATIONS					
d1.	INTRA-DEPARTMENTAL	.01455				
e.	LOGS/INDICES					
e1.	GATE CHECK	W0024				
f.	MEMORANDA					
f1.	MEMORANDUM	.01145				
g.	OPERATIONAL REPORTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	g1. DRIVER'S TROUBLE REPORT	.00689				
	g2. FLEET EQUIPMENT BREAKDOWN REPORT	W00				
	g3. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744				
	h. PURCHASE ORDERS					
	h1. PURCHASE ORDER REQUISITIONS	.00001				
	i1. EQUIPMENT TRANSFER	87-00049C				
	i2. REQUISITION FOR MATERIAL/SERVICES	.01660				
	i3. TRANSPORTATION ORDER	.01089				
	j. SPACE/EQUIPMENT ALLOCATION RECORDS					
	k. TIMEKEEPING RECORDS					
	1. TRANSMITTALS/ACKNOWLEDGEMENTS					
	11. TRANSMITTAL SLIP	3014,03014				
12	WATER CONTROL DATA LOS ANGELES AREA		3	8	11	
	a. DATA SHEETS					
	b. DWP INSPECTION RECORDS					
	c. INTERDEPARTMENTAL COMMUNICATIONS					
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	d. INTRADEPARTMENTAL COMMUNICATIONS					
	e. LOGS/INDICES					
	f. OPERATIONAL REPORTS					
	g. SPECIFICATIONS					
	g1. SPECIFICATION COVER SHEET	1799				
13	WATER TROUBLE BOARD ACTIVITY		2	8	10	
	a. CUSTOMER SERVICE RECORDS					
	a1. FIELD SERVICE ORDER AND REPORT	W0233				
	a2. TEMPORARY SERVICE - INSTALLATION ORDER AND REPORT	459,14343				
	a3. TEMPORARY SERVICE - INSTALLATION ORDER AND REPORT	.00459				
	a4. TEMPORARY SERVICE INSTALLATION ORDER AND REPORT	459,14343				
	a5. WATER SHUT-OFF NOTICE	.03372				
	a6. WATER TROUBLE ORDER	.01871				
	b. DWP INSPECTION RECORDS					
	b1. INVESTIGATION REPORT	.03237				
	b2. WATER QUALITY INVESTIGATION	.02061				

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

000731 FJ

Certified per Sec. 12.3(e) of L.A. Admin. C
 By: JAMES F. WICKS
 City Clerk, Rec. Mgt. Off.

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 Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
c.	LOGS/INDICES					
c1.	RADIO LOG	W0018				
d.	OPERATIONAL REPORTS					
d1.	GREATER ALARM FIRE	W0099				
d2.	MAIN & F.H. SHUTOFF	W0-353				
d3.	MAIN & F.H. SHUTOFF	W0069				
d4.	REPAIR REPORT	,00452				
e.	REQUISITIONS					
e1.	LIGHT ORDER	1435,01435				
e2.	LIGHT ORDER	,01435				
f.	TELEX/TWX/TELECOPY COMMUNICATIONS					
14	PROJECT FILES		C+2	8	C+10	
a.	ANNOUNCEMENTS/BULLETINS					
b.	BUDGET RECORDS - PROJECTED					
b1.	ESTIMATED COST OF WATER SYSTEM ADJUSTMENTS	WE141				
b2.	MATERIAL AND LABOR ESTIMATE	,03248				
c.	CHANGE DOCUMENTS					
c1.	MULTIPLE WORK ORDER CHANGE	,02827				
d.	CLAIMS					
e.	CONTRACT ADMINISTRATION RECORDS					
f.	CUSTOMER SERVICE RECORDS					
f1.	METER RECORD	,00171				
f2.	SERVICE CONNECTION CHANGE ORDER AND REPORT	159,14122				
f3.	SERVICE CONNECTION INSTALLATION ORDER AND REPORT	2632,02632				
f4.	WATER METER AND SERVICE STATEMENT	B&S P-24				
g.	DATA SHEETS					
g1.	ENGINEERING DATA SHEET	,01155				
h.	DEPARTMENT REAL ESTATE RECORDS					
i.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
i1.	CERTIFICATE OF INSURANCE	ACCORD 25				
i2.	SPECIAL ENDORSEMENT	,02-463				
j.	DWP INSPECTION RECORDS					
j1.	EXCAVATION INSPECTION ORDER AND REPORT	,01176				
j2.	STANDARD TRACT INVESTIGATION REPORT	WE136				
k.	DWP MAPS					
l.	ENGINEERING STUDIES					
l1.	DAMAGE SURVEY REPORT	OMB-063-R1424				
m.	EXTERNAL INSPECTION RECORDS					

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
m1.	NOTICE OF VIOLATION AND/OR TO CORRECT DEFICIENCY 3065-A					
n.	FINANCIAL REPORTS					
o.	FOREIGN LOCATION DRAWINGS					
p.	INVOICES/PAYMENTS					
p1.	CASH MEMORANDUM RECEIPT	.00982				
p2.	CHECK					
q.	JUDGEMENTS					
q1.	RESOLUTION					
r.	LETTERS					
r1.	OUTGOING LETTER ACKNOWLEDGING PRELIMINARY STORM DRAIN PLANS	SD-2				
r2.	OUTGOING LETTER OF COMMENT	SD-10				
r3.	OUTGOING LETTER OF TRANSMITTAL	SD-4				
r4.	OUTGOING LETTER UNSIGNED FINAL PLANS	SD-5				
s.	LOGS/INDICES					
s1.	CEMENT LINING INSPECTOR'S DAILY LOG & DIARY	W0381				
t.	MANAGEMENT REPORTS					
u.	MEETING ATTENDANCE RECORDS					
v.	MEETING MINUTES					
v1.	MEETING SUMMARY FOR WEEKLY REPORT	WE 080				
w.	MEMORANDA					
w1.	CORRECTION NOTICE	.00993				
w2.	MEMORANDUM	1146.01146				
w3.	MEMORANDUM	SD-3				
w4.	MEMORANDUM	W0344				
w5.	MEMORANDUM	.01146				
w6.	MEMORANDUM	.01147				
w7.	MEMORANDUM	.01334				
w8.	MEMORANDUM	.01335				
w9.	MEMORANDUM	.01336				
w10.	MEMORANDUM					
x.	OPERATIONAL REPORTS					
x1.	FOREMAN'S EXCAVATION REPORT	278,14208				
x2.	PUBLIC WORKS CHECK SHEET	P.W.2				
x3.	PUBLIC WORKS COORDINATION RECORD SHEET	P.W.1				
x4.	REPAIR REPORT	452,14340				
x5.	WATER SYSTEM DESIGN REPORT	WE287				
x6.	WATER SYSTEM REPORT	WE127				
y.	PERMITS					

RECORDS RETENTION SCHEDULE
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
y1.	REQUEST FOR MODIFICATION OF BUILDING ORDINANCE/REQUEST FOR ALTERNATE MATERIAL OR METHOD OF CONSTRUCTION	B&S COM 31				
z.	PROCUREMENT/SALES CONTRACTS					
aa.	PURCHASE ORDERS					
aa1.	SUB-PURCHASE ORDER	9,00009				
ab.	REQUISITIONS					
ab1.	BUREAU OF ENGINEERING WORK ORDER	ENG. 3.351				
ab2.	CEMENT WORK ORDER AND REPORT	451,00451				
ab3.	CONCRETE WORK ORDER AND REPORT	,00451				
ab4.	REQUISITION FOR MATERIAL/SERVICES	,01660				
ab5.	SYSTEM CONSTRUCTION ORDER	334A				
ab6.	SYSTEM CONSTRUCTION ORDER	334,00334				
ab7.	SYSTEM CONSTRUCTION ORDER	334,14253				
ab8.	SYSTEM CONSTRUCTION ORDER CORRECTION NOTICE	,00335				
ab9.	WORK ORDER ZIP FORM	,02822				
ac.	SPECIFICATIONS					
ac1.	SPECIFICATION COVER SHEET	1799				
ad.	STATUS REPORTS					
ae.	TEST RECORDS					
af.	TRIP REPORTS					
af1.	TRUCK DRIVER'S TRIP REPORT	,02260				
ag.	VENDOR MANUALS/CATALOGS					
15	SLURRY PLANT OPERATIONS		2	8	10	
a.	FINANCIAL REPORTS					
b.	INVOICES/PAYMENTS					
b1.	DEPARTMENT TRANSFER DEBIT OR CREDIT SUPPLEMENT	,01407				
b2.	DEPARTMENT TRANSFER WATER REVENUE FUND	3107,03107				
b3.	DEPARTMENT TRANSFER WATER REVENUE FUND	,03109				
b4.	DEPARTMENT TRANSFER WATER REVENUE FUND	,03110				
c.	LETTERS					
d.	OPERATIONAL REPORTS					
d1.	SLURRY PLANT TICKET	W0383				
e.	PURCHASE ORDERS					
e1.	SUB-PURCHASE ORDER	,00008				
f.	TIMEKEEPING RECORDS					

CITY K Date: MAY 13, 1991

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

Sch. No. WP-16 Rev. No.

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

000731 FJ

Certified per Sec. 12.3(e) of L.A. Admin. Code By: JAMES F. WICKSER (City Clerk, Rec. Mgt. Off.)

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Date Date

RECORDS RETENTION SCHEDULE (Original/Official Records)

Table with columns: ITEM NO., RECORD TITLE, FORM NO., OFFICE, RETENTION CENTER, DESTROY, Y, P, T, C, REMARKS. Rows include items b26 through k4 with various record titles like 'SERVICE CONNECTION INSTALLATION ORDER AND REPORT (VITAL)' and 'WATER METER SERVICE FOREMAN DAILY REPORT (VITAL)'.

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

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

Sch. No. WP-16
 Department/Bureau Department of Water and Power
 Office of (Original) Record Water Operating

000731 F J

Certified per Sec. 12.3(e) of L.A. Admin. Code
 By: *[Signature]* Approved Signed By
 JAMES F. WICKSER
 (City Clerk, Rec. Mgt. Off.)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
	k5. WORK ORDER	.02821			
	k6. WORK ORDER STANDARD FORM	.00574			
	k7. WORK ORDER STANDARD FORM	.02821			
	k8. WORK ORDER ZIP FORM	.02822			
18	INDEXES				
	a. BID RECORDS		P	--	
	b. DWP INSPECTION RECORDS				
	b1. IRRIGATION SERVICE INSPECTION	68-151			
	c. LOGS/INDICES				
	c1. FIRE HYDRANT INDEX	756,14547			
	c2. FIRE HYDRANT INDEX	756			
	c3. IRRIGATION SERVICE RECORDS NUMBER - (ACTIVE)	154A-9131-3-20-1M			
	c4. IRRIGATION SERVICE RECORDS NUMBER - (ACTIVE)	154			
	c5. IRRIGATION SERVICE RECORDS NUMBER - (INACTIVE)	423			
	c6. PIPE INDEX CARD	748			
	c7. PIPE INDEX CARD (VITAL)	748,14542			
	d. OPERATIONAL REPORTS				
19	MAPS				
	a. CUSTOMER SERVICE RECORDS		S+2	--	S+2
	b. DWP MAPS				
	b1. HIGHWAY MAP	ENG.3.883			
	b2. MAP (VITAL)				
	b3. PARCEL MAP (VITAL)				
	b4. REGULATOR MAP (VITAL)				
	b5. RESERVOIR MAP (VITAL)				
	b6. WATER SERVICE MAP (VITAL)				
	b7. WEST VALLEY PLAN MAP (VITAL)				
	c. DWP PIPING DRAWINGS				
	c1. PIPING DRAWING (VITAL)				
	d. DWP VALVE DRAWINGS				
	d1. GATE VALVE LOCATION LISTING (VITAL)				
	e. FINANCIAL REPORTS				
	f. FOREIGN MAPS				
	f1. CITY ENGINEERING MAP (VITAL)				
	f2. DISTRIBUTION/CONSTRUCTION MAP (VITAL)				
	f3. RECORD OF SURVEY MAP (VITAL)				
	f4. SURVEY MAP (VITAL)				

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f5.	TRACT MAP					
f6.	TRACT MAP (VITAL)					
g.	LETTERS					
h.	LOGS/INDICES					
h1.	FIRE HYDRANT INDEX	756,14547				
h2.	FIRE HYDRANT INDEX	756				
h3.	PARCEL MAP INDEX CARD (VITAL)	941,00941				
h4.	PARCEL MAP INDEX CARD (VITAL)	941,14678				
h5.	PIPE INDEX CARD (VITAL)	154-9131				
h6.	PIPE INDEX CARD (VITAL)	154				
h7.	PIPE INDEX CARD (VITAL)	343A				
h8.	PIPE INDEX CARD (VITAL)	343				
h9.	PIPE INDEX CARD (VITAL)	353				
h10.	PIPE INDEX CARD (VITAL)	743				
h11.	PIPE INDEX CARD (VITAL)	748,00748				
h12.	PIPE INDEX CARD (VITAL)	748,14542				
h13.	PIPE INDEX CARD (VITAL)					
h14.	PIPE LOCATION REPORT PROGRAM LOG (VITAL)					
h15.	RECORD OF SURVEY INDEX CARD (VITAL)	.00941				
h16.	TRACT INDEX CARD	941				
h17.	TRACT INDEX CARD (VITAL)	931,14678				
h18.	TRACT INDEX CARD (VITAL)	941				
h19.	TRACT INDEX CARD (VITAL)	.00941				
h20.	WATER SERVICE MAP INDEX CARD (VITAL)					
h21.	WATER SERVICE MAP NUMBERS BY ADDRESS (VITAL)					
i.	OPERATIONAL REPORTS					
i1.	GATE SUMMARY	WE172				
i2.	NOTICE OF NEW FACILITIES AND CHANGE IN SYSTEM OPERATION (VITAL)					
i3.	PIPE REPORT (VITAL)					
i4.	PIPE REPORT RECORD - STREET MAIN DEPOSIT CARD	1426				
i5.	REPORT ON WATER SYSTEM REQUIREMENTS FOR TRACT NUMBER (VITAL)					
i6.	SERVICES AND METERS REPORT (VITAL)					
i7.	SUPPLEMENTARY CODE ALLOCATION APPRAISAL REPORT	0-61				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
20	SUBJECT/CORRESPONDENCE FILES		AR	2	AR+2	
	a. FINANCIAL REPORTS					
	a1. COLLECTOR'S REPORT OF COLLECTIONS AND TRANSFERS	,00065				
	b. LOGS/INDICES					
	c. OPERATIONAL REPORTS					
21	TANK AND RESERVOIR DATA		3	10	13	
	a. DWP INSPECTION RECORDS					
	b. LOGS/INDICES					
	c. OPERATIONAL REPORTS					
	d. SPECIFICATIONS					
	e. TEST RECORDS					
22	FACILITY REPORTS AND AGREEMENTS		3	10	13	
	a. BID RECORDS					
	b. BUDGET RECORDS - ACTUAL					
	c. BUDGET RECORDS - PROJECTED					
	c1. ESTIMATE REQUEST	WE090				
	d. CONSTRUCTION CONTRACTS					
	e. DATA SHEETS					
	e1. ENGINEERING DATA SHEET	1155,14866				
	e2. ENGINEERING DATA SHEET	,03091				
	f. DEPARTMENT REAL ESTATE RECORDS					
	f1. BILL OF SALE					
	f2. EASEMENT					
	f3. IRREVOCABLE OFFER TO DEDICATE	967				
	f4. IRREVOCABLE OFFER TO DEDICATE	ENG7.167.B				
	f5. IRREVOCABLE OFFER TO DEDICATE	ENG7.167				
	g. DWP INSPECTION RECORDS					
	h. DWP MAPS					
	h1. WATER SERVICE MAP (VITAL)					V
	i. DWP PIPING DRAWINGS					
	j. FINANCIAL REPORTS					
	k. FOREIGN MAPS					
	l. INTERDEPARTMENTAL COMMUNICATIONS					
	l1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	m. INTRA-DEPARTMENTAL COMMUNICATIONS					
	m1. INTRA-DEPARTMENTAL	1455,01455				
	n. INVOICES/PAYMENTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
n1.	WATER SERVICE FACILITY RECEIPT	2328, 02328				
n2.	WATER SERVICE FACILITY RECEIPT	, 02328				
o.	JUDGEMENTS					
o1.	RESOLUTION					
p.	LEGAL APPLICATIONS					
p1.	AGREEMENT					
q.	LEGAL ORDERS/FILINGS					
r.	LETTERS					
s.	LICENSES					
t.	LOGS/INDICES					
u.	MANAGEMENT REPORTS					
v.	MEMORANDA					
v1.	MEMORANDUM	1147, 01147				
v2.	MEMORANDUM					
w.	OPERATIONAL REPORTS					
w1.	FOREMAN'S PIPE LOCATION REPORT	116, 14093				
w2.	FOREMAN'S REPORT OF GATE RECORDS	759, 14549				
w3.	GATE TRANSFER SHEET	85				
w4.	WATER ENGINEERING DESIGN DIVISION RECORD	W.E.D.D.-2				
x.	POWER OF ATTORNEY RECORDS					
y.	PROCUREMENT/SALES CONTRACTS					
z.	PURCHASE ORDERS					
aa.	REQUISITIONS					
aa1.	SYSTEM CONSTRUCTION ORDER	334A				
aa2.	SYSTEM CONSTRUCTION ORDER	334, 00334				
aa3.	SYSTEM CONSTRUCTION ORDER	334, 14253				
aa4.	SYSTEM CONSTRUCTION ORDER CORRECTION NOTICE	, 00335				
aa5.	SYSTEM EXTENSION ORDER	334, 14253				
ab.	SKETCHES					
ac.	STOCKS					
ad.	TAX RECORDS					
23	EASEMENTS		3	10	13	

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
24	RECORDS MANAGEMENT FILES a. RECORDS RETENTION AUTHORIZATIONS a1. RECORDS RETENTION AUTHORIZATION b. RETENTION SCHEDULES b1. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	.02317 GEN. 60	P	--	--	
25	MICROFILM OF ITEMS #1 - 24 & #27 - 29		--	199	199	
26	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199	
27	LEAK MAPS		5	15	20	
28	CHARTS - PRESSURE, FLOW, WATER STORAGE a. DATA SHEETS		2	8	10	
29	TIME SHEETS a. TIMEKEEPING RECORDS		6M	114M	10Y	

Date: JUNE 20, 1991
Sch. No. WP-16
Rev. No.

Department/Bureau
Department of Water and Power
Division
Water Operating

9 0732 FJ
41 000732 FJ

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

Page: 1 of 2
Date
AUG 20 1991
Date

**RECORDS RETENTION SCHEDULE
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE PURCHASING AND STORES DIVISIONS
			OFFICE	CENTER	DESTROY		
1	PURCHASE DOCUMENTS a. PURCHASE ORDERS a1. PURCHASE ORDER b. REQUISITIONS b1. CENTRAL SERVICES PRINTING REQUISITION b2. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES b3. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES b4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES b5. REQUISITION FOR STATIONERY SUPPLIES c. TRANSMITTALS/ACKNOWLEDGEMENTS c1. PURCHASING BID TRANSMITTAL	,00003 ,03068 392,00392 ,00392 ,02395 ,00903 ,02280	2	4	6		
2	MICROFILM OF ITEMS #1 & #5 - 6		--	199	199		
3	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 24 & #27 - 29 ON WP-16 ORIGINAL. HARDCOPY OF ITEMS #1 & #5 - 6 ON WP-16 DUPLICATE.
4	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		
5	METER AND SERVICE RECORDS a. CUSTOMER SERVICE RECORDS a1. METER CHANGE ORDER AND REPORT a2. METER CHANGE ORDER AND REPORT a3. METER INSTALLATION ORDER AND REPORT a4. METER REPAIRING FIELD ORDER AND REPORT a5. SEALED SERVICE REPORT a6. SERVICE CONNECTION CHANGE ORDER AND REPORT a7. TEMPORARY SERVICE INSTALLATION ORDER AND REPORT	588,14446 ,00588 171,14134 ,01447 117 ,00159 459,14343	AR	2	AR+2		WATER SERVICES

NOTES:

