

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	OFFICE		RETENTION CENTER		DESTROY	REMARKS
			3	7	10	15		
1	ACCOUNTING							
	a. FINANCIAL REPORTS							
	b. INVOICES/PAYMENTS							
	c. LOGS/INDICES							
	d. MANAGEMENT REPORTS							
	e. MEMORANDA							
	e1. MEMORANDUM							
	f. OPERATIONAL REPORTS							
	g. SPACE/EQUIPMENT ALLOCATION RECORDS							
2	ACTIVITY REPORTS							
	a. BUDGET RECORDS - ACTUAL		2	2		4		
	b. FINANCIAL REPORTS							
	c. INVOICES/PAYMENTS							
	c1. INTERFUND BILLING POWER REVENUE FUND	.03099						
	c2. INTERFUND BILLING WATER REVENUE FUND	.03105						
	c3. JOURNAL VOUCHER	.03103						
	d. LOGS/INDICES							
	e. REQUISITIONS							
3	BIELS OF LADING		3	3		6		
4	BUDGET		5	10		15		
5	CONTRACTS/AGREEMENTS		C+2	5		AT C+10 yrs		*Reference: 91000865 FJ
	a. AGENDA							
	b. BID RECORDS							
	c. EMPLOYMENT RECORDS							
	d. MANAGEMENT SCHEDULES							
	e. MEMORANDA							
	f. TIMEKEEPING RECORDS							
6	CORRESPONDENCE/SUBJECT FILES							
	a. FINANCIAL REPORTS		AR+5	5		AR+10		
	b. INFORMATION SERVICES RECORDS							
	c. INTRADEPARTMENTAL COMMUNICATIONS							
	c1. INTRA-DEPARTMENTAL	.01455						
	d. INVOICES/PAYMENTS							
	d1. INVOICE							

769 FJ
 Department/Bureau 01
 Department of Water and Power
 Office of (Original) Record
 Stores 44

Sch. No. WP-31
 Rev. No. 1
 By: (City Clerk, Rec. Mgt. Off.)
 Date 1/22/91

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
d2.	VOUCHER CONTROL FORM	.01218				
e.	MANAGEMENT PROCEDURES					
f.	MANAGEMENT REPORTS					
f1.	AUDIT OF REVOLVING FUND	.00992				
g.	MEMORANDA					
g1.	MEMORANDUM	.01145				
g2.	MEMORANDUM	.01147				
g3.	MEMORANDUM	.01334				
7	DRAWINGS		S	--	S	
8	EMPLOYEE PERSONNEL FILES		T+1	79	T+80	
a.	CLAIMS					
a1.	SUPERVISOR'S ANALYSIS OF MOTOR VEHICLE ACCIDENT	GS 149				
b.	EDUCATION/TRAINING RECORDS					
c.	EMPLOYEE ACCOUNTS RECORDS					
d.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
e.	EMPLOYMENT RECORDS					
e1.	EMPLOYEE RECORD	.02733				
e2.	INTERVIEW AND APPOINTMENT NOTICE	402				
e3.	TERMINATION OF EMPLOYMENT	.00723				
f.	INTRADPARTMENTAL COMMUNICATIONS					
g.	LEGAL NOTIFICATIONS					
h.	LOGS/INDICES					
i.	MEDICAL RECORDS					
i1.	MEDICAL FORM	GS 69				
j.	MEMORANDA					
j1.	MEMORANDUM					
k.	TIMEKEEPING RECORDS					
k1.	SHIFT CHANGE	2370				
9	EQUIPMENT RECORDS		2	3	5	
10	HAZARDOUS MATERIALS RECORDS		5	25	30	
a.	DATA SHEETS					
b.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
b1.	UNIFORM HAZARDOUS WASTE MANIFEST	.03005				
c.	MEMORANDA					
c1.	MEMORANDUM					

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

Date: MARCH 13, 1991
 Sch. No. WP-31
 Rev. No.

Department/Bureau 01
 Department of Water and Power
 Office of (Original) Record
 Stores 244

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

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

Page: 3 of 9
 Date 3/22/91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	

11	PERSONNEL ADMINISTRATIVE FILES a. EMPLOYMENT RECORDS a1. PARKING DECAL a2. RECEIPT OF KEY		3	10	13	
12	PURCHASING RECORDS		3	7	10	
13	REPORTS a. INVOICES/PAYMENTS b. TEST RECORDS		5	10	15	
14	SAFETY RECORDS a. DMP INSPECTION RECORDS b. MANAGEMENT REPORTS b1. SAFETY MEETING REPORT c. MEETING MINUTES		1	5	6	
15	SALVAGE a. ANNOUNCEMENTS/BULLETINS b. BID RECORDS c. BUDGET RECORDS - ACTUAL d. BUDGET RECORDS - PROJECTED e. CONTRACT ADMINISTRATION RECORDS f. EXTERNAL INSPECTION RECORDS g. INTERDEPARTMENTAL COMMUNICATIONS h. INTRADEPARTMENTAL COMMUNICATIONS i. INVOICES/PAYMENTS i1. CASH MEMORANDUM RECEIPT i2. RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT j. LEGAL NOTIFICATIONS k. LETTERS l. MANAGEMENT REPORTS m. MEETING MINUTES n. MEMORANDA n1. MEMORANDUM o. PERMITS o1. PERMISSION TO REMOVE SCRAP WOOD	GPM1007	5	--	5	
		GS128				

CITY CLERK
City of Los Angeles
Form Gen. 60 (1)

Date: MARCH 13, 1991

Sch. No. WP-31
Rev. No.

Department/Bureau 01 (769 FJ)
Department of Water and Power
Office of (Original) Record
Stores 444

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

RECORDS RETENTION SCHEDULE
(Original/Official Records)

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	
p.	REQUISITIONS					
p1.	REQUISITION FOR MATERIAL/SERVICES	.01660				
16	SPECIFICATIONS		10	--	10	
a.	SPECIFICATIONS					
a1.	SPECIFICATION	.01799				
17	STORES MATERIAL HANDLING DOCUMENTS		2	4	6	
a.	BID RECORDS					
a1.	REPORT OF GOODS RETURNED	.00400				
b.	BUDGET RECORDS - PROJECTED					
b1.	PRICE ESCALATION WORKSHEET	H 2361				
c.	CONTRACT ADMINISTRATION RECORDS					
d.	DATA SHEETS					
d1.	MATERIAL SAFETY DATA SHEET	OSHA-20,OMB-44-R1387				
e.	DMP INSPECTION RECORDS					
e1.	QUALITY ASSURANCE REPORT	DC 237				
f.	FINANCIAL REPORTS					
g.	INFORMATION SERVICES RECORDS					
h.	INVOICES/PAYMENTS					
h1.	FOREMAN'S MATERIAL CREDIT	.00039				
h2.	FOREMAN'S MATERIAL CREDIT	.01660				
h3.	INVOICE					
h4.	INVOICE CORRECTION NOTICE	.03081				
h5.	MOVEMENT BILL/DELIVERY RECEIPT	CC/02				
h6.	REPORT OF GOODS RECEIVED TRACING RECORD	MCP/VL				
h7.	REPORT OF GOODS RETURNED	.00400				
h8.	REPORT OF MATERIAL RECEIVED	361,00361				
h9.	REQUEST FOR MATERIAL CREDIT	.01666				
h10.	REQUEST FOR MATERIAL CREDIT	.03286				
h11.	SHIPPING ORDER AND FREIGHT BILL	CAL T-118397				
h12.	UNIFORM STRAIGHT BILL OF LADING	.01744				
h13.	VENDOR CREDIT STATEMENT	01-1430				
h14.	VOUCHER CONTROL FORM	.01218				
h15.	VOUCHER CONTROL FORM					
i.	LETTERS					
j.	LOGS/INDICES					
j1.	RECAP SHEET					
k.	MANAGEMENT REPORTS	PC-78				

Sch. No. WP-31
 Rev. No. 1
 Department/Bureau 01 (769 FJ)
 Department of Water and Power
 Office of (Original) Record
 Stores 444

Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (City Clerk, Rec. Mgt. Off.)
 Date: 4/22/91

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		Y	h	o	p	REMARKS
			OFFICE	CENTER					
1.	MEMORANDA								
11.	CORRECTION NOTICE	993,00993							
12.	CORRECTION NOTICE	,00993							
13.	MEMO	AC295							
14.	MEMORANDUM								
15.	MEMORANDUM FOR INVOICE COLLECTIBLE	,01400							
m.	OPERATIONAL REPORTS								
n.	PROCUREMENT/SALES CONTRACTS								
n1.	CONTRACT	,00003							
n2.	CONTRACT								
o.	PURCHASE ORDERS								
o1.	CUSTOMER RECEIPT FOR MERCHANDISE RETURNED	800-055							
o2.	PURCHASE ORDER - STORES OFFICE COPY	,00001							
o3.	PURCHASE ORDER - STORES RECEIVING COPY	,00001							
o4.	PURCHASE ORDER ADJUSTMENT	87-02-806							
o5.	PURCHASE ORDER ADJUSTMENT (POA)	8702806							
o6.	PURCHASE ORDER FIELD OFFICE COPY	,00001							
o7.	PURCHASE ORDER PURCHASING DIVISION COPY	,00001							
o8.	SUB-PURCHASE ORDER	,00001							
o9.	SUB-PURCHASE ORDER ADJUSTMENT	,87-03-009							
p.	REQUISITIONS								
p1.	BILL OF MATERIAL REQUISITION	DC545							
p2.	BILL OF MATERIAL REQUISITION	,02661							
p3.	FOREMAN'S MATERIAL REQUISITION	,00106							
p4.	MEMO MATERIAL REQUISITION	2102,02102							
p5.	REQUEST FOR SERVICES OR SUPPLIES	1321							
p6.	REQUISITION FOR MATERIAL/SERVICES	,01660							
p7.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211							
p8.	REQUISITION FOR STATIONERY SUPPLIES	,00903							
p9.	WANT LIST	,00564							
q.	ROUTING SLIPS								
r.	SPACE/EQUIPMENT ALLOCATION RECORDS								
s.	SPECIFICATIONS								
t.	STATUS REPORTS								
u.	TEST RECORDS								
u1.	MATERIAL TEST REPORT								
v.	TRANSMITTALS/ACKNOWLEDGEMENTS								
w.	VENDOR MANUALS/CATALOGS	DC609							

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
18	TIMEROLLS		1	12	
	a. EMPLOYEE BENEFITS/COMPENSATION RECORDS				
	a1. CERTIFICATE OF DISABILITY	,02864			
	a2. EMPLOYEE CERTIFICATE OF DISABILITY	,02864			
	b. EMPLOYMENT RECORDS				
	b1. STORES SECTION PERSONNEL CHANGES	S 118			
	c. LOGS/INDICES				
	d. MEMORANDA				
	d1. MEMORANDUM	,01334			
	e. STATUS REPORTS				
	f. TIMEKEEPING RECORDS				
	f1. ABSENCE FROM DUTY RECORD	,02588			
	f2. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485			
	f3. APPLICATION FOR OVERTIME OFF WITH PAY				
	f4. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02549			
	f5. CONFIRMATION OF TIME OFF FOR JURY DUTY	,02619			
	f6. NOTICE OF ABSENCE	,03075			
	f7. REQUEST FOR LEAVE OF ABSENCE	,02728			
	f8. REQUEST FOR LEAVE OF ABSENCE	GEN. 38			
	f9. TIME ROLL CORRECTION AUTHORITY	,02154			
	f10. TIMESHEET	87-02-734			
	f11. VACATION FORM	,03165			
		,01113			
19	TRAINING RECORDS				
	a. TIMEKEEPING RECORDS		3	7	10
	a1. ATTENDANCE ROSTER				
20	WORK ORDERS				
			1	1	2
21	INVENTORY				
	a. INTERDEPARTMENTAL COMMUNICATIONS		P		P
	b. INTRADEPARTMENTAL COMMUNICATIONS				
	c. LETTERS				
	d. LOGS/INDICES				
	d1. TRANSFORMER STOCK RECORD	,76-10			
	e. MEMORANDA				
	e1. CORRECTION NOTICE	993,00993			

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e2.	MEMORANDUM					
f.	OPERATIONAL REPORTS					
g.	PURCHASE ORDERS					
g1.	PURCHASE ORDER ADJUSTMENT	87-02-806				
h.	REQUISITIONS					
h1.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
i.	SPACE/EQUIPMENT ALLOCATION RECORDS					
22	FORMS CONTROL		P	--	P	
a.	INTRADPARTMENTAL COMMUNICATIONS					
a1.	INTRA-DEPARTMENTAL	1455,15184				
a2.	INTRA-DEPARTMENTAL	1455				
b.	MEMORANDA					
b1.	MEMORANDUM	.01145				
b2.	MEMORANDUM	.01334				
c.	REQUISITIONS					
c1.	STATIONERY STORE FORM REPRINT REQUEST	MS168				
d.	SPECIFICATIONS					
d1.	STANDARD PRINTING SPECIFICATION	1358,01358				
d2.	STANDARD PRINTING SPECIFICATION	1358,15075				
23	TEST RECORDS		3	7	10	
a.	LETTERS					
b.	PURCHASE ORDERS					
b1.	PURCHASE ORDER	.00001				
b2.	SUB-PURCHASE ORDER	.00008				
c.	TEST RECORDS					
24	MICROFILM OF ITEMS #1 - 23 AND #26 - 30		--	199	199	
25	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199	
26	STATIONERY STORES RECEIVING DOCUMENTATION		5	5	10	

Date: MARCH 13, 1991
Sch. No. WP-31
Rev. No.

Department/Bureau
Department of Water and Power
Office of (Original) Record
Stores 344

0769 F J J
Certified per Sec. 12.3(e) of L.A. Admin. Code:
By: (City Clerk, Rec. Mgt. Off.)
Harmon D. Sherman

Page: 8 of 9
Date: 1/22/91

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
27	ACCIDENT INJURY REPORTS		10	2	12	
a.	CLAIMS					
a1.	ACCIDENT ANALYSIS	.02747				
b.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
b1.	STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
c.	LOGS/INDICES					
c1.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	200				
d.	MANAGEMENT REPORTS					
d1.	ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	200				
28	STATIONERY STORES RECORDS		2	5	7	
a.	ANNOUNCEMENTS/BULLETINS					
b.	BID RECORDS					
b1.	BID NOTICE	.03214				
c.	CHANGE DOCUMENTS					
d.	CONTRACT AMENDMENTS					
e.	DATA SHEETS					
e1.	ENGINEERING DATA SHEET	.03091				
f.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
f1.	DOCTOR'S REPORT	HR 948				
g.	EMPLOYMENT RECORDS					
h.	EXTERNAL INSPECTION RECORDS					
h1.	FIRE/LIFE SAFETY VIOLATION	F-340-C				
i.	FINANCIAL REPORTS					
j.	INVOICES/PAYMENTS					
j1.	DELIVERY RECEIPT	.00817				
j2.	INVOICE					
j3.	REPORT OF MATERIAL RECEIVED	361.00361				
k.	LETTERS					
l.	LOGS/INDICES					
m.	MEDICAL RECORDS					
n.	MEMORANDA					
n1.	MEMORANDUM	1334.15047				
n2.	MEMORANDUM	.01145				
n3.	MEMORANDUM	.01147				
n4.	MEMORANDUM	.01334				

Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (Dept. Head) *[Signature]*
 By: (City Clerk, Rec. Mgt.) *[Signature]*
 Date: 1/22/91

Department/Bureau: 01 769 F J
 Department of Water and Power
 Office of (Original) Record
 Stores

Date: MARCH 13, 1991
 Sch. No. WP-31
 City of Los Angeles
 Form Gen. 60 (1)
RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	o. PROCUREMENT/SALES CONTRACTS					
	o1. CONTRACT					
	p. PURCHASE ORDERS					
	p1. PURCHASE ORDER	.00001				
	q. REQUISITIONS					
	q1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
	q2. REQUISITION FOR MATERIAL/SERVICES	.01660				
	q3. REQUISITION FOR STATIONERY SUPPLIES	.00903				
	q4. STATIONERY STORE FORM REPRINT REQUEST	MS168				
	q5. STORES MULTI-USE FORM	6S/MM				
	r. SPECIFICATIONS					
	r1. STANDARD PRINTING SPECIFICATION	.01356				
	s. STATUS REPORTS					
	t. TIMEKEEPING RECORDS					
	t1. CONFIRMATION OF OVERTIME WORKED	WS182				
	t2. NOTICE OF ABSENCE	.02728				
	t3. PARTICIPANT DAILY TIME RECORD	CDTJ18				
	t4. VACATION FORM	.01113				
29	STOREKEEPERS' TRUST FUND AND CASH TRANSACTIONS		1	5	6	
	a. INVOICES/PAYMENTS					
	b. MEMORANDA					
	b1. MEMORANDUM					
	b2. MESSENGER MEMO	1288				
30	PURCHASING BID TRANSMITTALS		2	8	10	
	a. BID RECORDS					
	a1. BID REQUEST	.02850				
	b. TRANSMITTALS/ACKNOWLEDGEMENTS					
	b1. BID TRANSMITTAL	.02280				
	b2. PURCHASING BID TRANSMITTAL	.00028				

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Certified per Sec. 12.3(e) of L.A. Admin. Code: By: (Dept. Head) *Norman J. Buchanan*
 By: (City Clerk, Rec. Mgt. Off.) *Norman J. Buchanan* Date: 3/22/91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER			
1	ACCOUNTING		2	2	4		STORES ACCOUNTING - ITEM 0 01
	a. INVOICES/PAYMENTS						
	a1. CASH PURCHASE MEMO	,03083					
	a2. INVOICE						
	a3. JOURNAL VOUCHER	,03107					
	a4. REQUEST FOR PAYMENT	,03078					
	a5. VOUCHER CONTROL FORM	,01218					
	b. LOGS/INDICES						
	b1. TRANSACTION SHEET	,29-652					
	c. OPERATIONAL REPORTS						
2	CONTRACTS		C+1	--	C+1		PURCHASING
	a. BID RECORDS						
	b. INTRADEPARTMENTAL COMMUNICATIONS						
	b1. INTRA-DEPARTMENTAL	,01455					
	c. INVOICES/PAYMENTS						
	c1. INVOICE						
	d. LETTERS						
	e. LOGS/INDICES						
	f. MEMORANDA						
	f1. MEMORANDUM	,01147					
	f2. MEMORANDUM	,01334					
9.	PROCUREMENT/SALES CONTRACTS						
	g1. CONTRACT						
	h. PURCHASE ORDERS						
	h1. PURCHASE ORDER	,00001					
	h2. PURCHASE ORDER	,00003					
	h3. PURCHASE ORDER ADJUSTMENT	,87-02-806					
	i. REQUISITIONS						
	i1. MAINTENANCE JOB ORDER	87-14-000					
	i2. PURCHASE REQUISITION	,14648					

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Date: MARCH 13, 1991
 Sch. No. WP-31
 Rev. No.

Department/Bureau 01 770 FJ
 Department of Water and Power
 Division

Stores 444

By: *William J. Duesterhaus*
 Date: 1/22/91

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

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

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**RECORDS RETENTION SCHEDULE
 (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
13.	REPRODUCTION SERVICE	,3056				
14.	REQUISITION FOR STATIONERY SUPPLIES	,00903				
J.	SPECIFICATIONS					
J1.	STANDARD PRINTING SPECIFICATION	,01356				
K.	VENDOR MANUALS/CATALOGS					
3	CORRESPONDENCE/SUBJECT FILES		1	--	1	ORIGINATING OFFICE
a.	AFFIRMATIVE ACTION/EEO RECORDS					
b.	ANNOUNCEMENTS/BULLETINS					
c.	BID RECORDS					
d.	CHANGE DOCUMENTS					
e.	CLAIMS					
f.	DATA SHEETS					
9.	DEPARTMENT AWARDS RECORDS					
h.	DRAWINGS					
i.	DWP INSPECTION RECORDS					
j.	EDUCATION/TRAINING RECORDS					
k.	EMPLOYEE ACCOUNTS RECORDS					
l.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
m.	EMPLOYMENT RECORDS					
n.	FINANCIAL REPORTS					
o.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
p.	INTERDEPARTMENTAL COMMUNICATIONS					
q.	INTRADEPARTMENTAL COMMUNICATIONS					
q1.	INTRA-DEPARTMENTAL	,01455				
r.	INVOICES/PAYMENTS					
r1.	INVOICE					
s.	LETTERS					
t.	LOGS/INDICES					
u.	MANAGEMENT PROCEDURES					
v.	MANAGEMENT REPORTS					

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
w.	MANAGEMENT SCHEDULES						
x.	MEETING MINUTES						
y.	MEMORANDA						
y1.	MEMORANDUM						
z.	OPERATIONAL REPORTS						
aa.	OPERATIONS & MAINTENANCE PROCEDURES						
ab.	PERMITS						
ac.	POSITION DESCRIPTIONS						
ad.	PROCUREMENT/SALES CONTRACTS						
ad1.	CONTRACT						
ae.	PUBLIC RELATIONS COMMUNICATIONS						
ae1.	NEWSLETTER						
af.	PURCHASE ORDERS						
ag.	REQUISITIONS						
ag1.	REQUISITION FOR MATERIAL/SERVICES	,01660					
ah.	SPACE/EQUIPMENT ALLOCATION RECORDS						
ai.	SPECIFICATIONS						
aj.	STATUS REPORTS						
ak.	TEST RECORDS						
al.	TIMEKEEPING RECORDS						
am.	VENDOR MANUALS/CATALOGS						
4	DEPARTMENT TRANSFERS		5	--	5		ORIGINATING OFFICE
a.	INVOICES/PAYMENTS						
a1.	CHECK						
a2.	DEPARTMENT TRANSFER WATER REVENUE FUND	,03107					
a3.	INTERFUND BILLING POWER REVENUE FUND	,03099					
a4.	INTERFUND BILLING WATER REVENUE FUND	,03108					
a5.	INVOICE						
a6.	JOURNAL VOUCHER (INDIVIDUALS AND COMPANIES) WATER REVENUE FUND	,03107					

By: *William J. Queney* Date: 12/2/91
 By: (City Clerk, Rec. Mgt. Off.)
 Certified per Sec. 12.3(e) of L.A. Admin. Code:

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
a7.	JOURNAL VOUCHER - WATER REVENUE FUND	,14009					
a8.	REPORT OF GOODS RETURNED	,00400					
a9.	VOUCHER CONTROL FORM						
b.	MEMORANDA						
b1.	MEMORANDUM	,01145					
b2.	MEMORANDUM	,01334					
b3.	MEMORANDUM	,01335					
b4.	MEMORANDUM						
b5.	MEMORANDUM FOR INVOICE COLLECTIBLE	,01400					
c.	PURCHASE ORDERS						
c1.	PURCHASE ORDER (STORES OFFICE COPY)	,14001					
d.	REQUISITIONS						
5	DRAWINGS		S	--	S		STORES - ITEM O 07
a.	DRAWINGS						
6	EQUIPMENT RECORDS		1	2	3		STORES - ITEM O 09
a.	OPERATIONAL REPORTS	,00698					
a1.	DRIVERS TROUBLE REPORT						
b.	REQUISITIONS						
b1.	EQUIPMENT TRANSFER	,01217					
7	HAZARDOUS MATERIALS		2	--	2		STORES - ITEM O 10
a.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
b.	INVOICES/PAYMENTS						

NOTES:

Date: MARCH 13, 1991
 Sch. No. WP-31
 Rev. No.

Department/Bureau 01
 Department of Water and Power
 Division Stores

770 F J
 Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (Dept. Head) *William J. O'Connell*
 By: (City Clerk, Rec. Mgt. Off.) *William J. O'Connell*

Page: 05 of 12
 Date: 1/22/91

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	DESTROY		
8	INVENTORY		S	S		DEPARTMENT & OFFICE STORES - ITEM 0 21
	a. FINANCIAL REPORTS					
	b. LOGS/INDICES					
	c. MEMORANDA					
	c1. MEMORANDUM					
	d. SPACE/EQUIPMENT ALLOCATION RECORDS					
	e. TEST RECORDS					
9	PURCHASING DOCUMENTS		1	1		STORES - ITEM 0 12
	a. EMPLOYMENT RECORDS					
	a1. REQUEST FOR CERTIFICATION					
	b. FINANCIAL REPORTS	PDAS 15/PC				
	c. INFORMATION SERVICES RECORDS					
	d. INVOICES/PAYMENTS					
	d1. DELIVERY RECEIPT	,00817				
	d2. REPORT OF MATERIAL RECEIVED	,00361				
	e. LOGS/INDICES					
	e1. INVENTORY CARD	,14067				
	f. MEMORANDA					
	f1. CORRECTION NOTICE	,00993				
	f2. MEMORANDUM	,01145				
	f3. MEMORANDUM					
	g. REQUISITIONS					
	g1. REQUISITION FOR MATERIAL/SERVICES	,01660				
	g2. WORK ORDER MISCELLANEOUS CHANGE	,02824				
	g3. WORK ORDER STANDARD FORM	,02821				
	g4. WORK ORDER TITLE/DESCRIPTION CHANGE	,02823				
	h. TRANSMITTALS/ACKNOWLEDGEMENTS					
	h1. AUDIT TRANSMITTAL	,01111				

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE ORIGINATING OFFICE
			OFFICE	CENTER		
10	REPORTS		1	--		ORIGINATING OFFICE
	a. INVOICES/PAYMENTS					
	a1. BILL OF LADING FOR HAZARDOUS MATERIAL	.00058				
	b. MEMORANDA					
	b1. MEMORANDUM					
11	SAFETY		1	--		STORES - ITEM 0 14
	a. ANNOUNCEMENTS/BULLETINS					
	b. CLAIMS					
	b1. ACCIDENT ANALYSIS	2747.02747				
	b2. SUPERVISOR'S ANALYSIS OF MOTOR VEHICLE ACCIDENT	GS 149				
	c. DWP INSPECTION RECORDS					
	c1. SAFETY INSPECTION REPORT	GS 159				
	d. MEETING MINUTES					
	d1. SAFETY MEETING REPORT	GPM-1007				
	e. MEMORANDA					
	e1. MEMORANDUM					
	f. OPERATIONAL REPORTS					
12	SALVAGE		2	--		STORES - ITEM 0 15
	a. INVOICES/PAYMENTS					
	a1. RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT	.02439				
13	STORES MATERIAL HANDLING DOCUMENTS		2	--		STORES - ITEM 0 17
	a. ANNOUNCEMENTS/BULLETINS					
	b. CHANGE DOCUMENTS					
	c. CONTRACT ADMINISTRATION RECORDS					
	d. DATA SHEETS					
	e. DRAWINGS					
	f. DWP INSPECTION RECORDS					

NOTES:

Date: MARCH 13, 1991
 Sch. No. MP-31
 Department/Bureau 01
 Department of Water and Power
 Division Stores

0770 F J
 Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: (City Clerk, Rec. Mgt. Off.)
 By: (City Clerk, Head) *J. J. [Signature]*
 Date 1/22/91

OFFICE OF (ORIGINAL) RECORD
 DEPARTMENT & OFFICE

SEE NOTE

DESTROY

RETENTION CENTER

OFFICE

FORM NO.

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	OFFICE	RETENTION CENTER	DESTROY	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
9.	EXTERNAL INSPECTION RECORDS						
h.	INTERDEPARTMENTAL COMMUNICATIONS						
i.	INTRADEPARTMENTAL COMMUNICATIONS						
j.	INVOICES/PAYMENTS						
j1.	BILL OF LADING	.14052					
j2.	FOREMAN'S MATERIAL REQUISITION	.00107					
j3.	INVOICE						
j4.	REPORT OF GOODS RETURNED	.00400					
j5.	REPORT OF MATERIAL RECEIVED	361.00361					
j6.	REPORT OF MATERIAL RECEIVED	.00361					
j7.	REQUEST FOR MATERIAL CREDIT	.01666					
j8.	REQUISITION FOR MATERIAL/SERVICES	.01660					
j9.	UNIFORM STRAIGHT BILL OF LADING	.01744					
j10.	VOUCHER CONTROL FORM	.01218					
k.	LETTERS						
l.	LOGS/INDICES						
l1.	SHIPPING LOG	.01660					
l2.	SHIPPING LOG	.01666					
m.	MANAGEMENT REPORTS						
n.	MEMORANDA						
n1.	MEMORANDUM						
o.	OPERATIONAL REPORTS						
p.	PROCUREMENT/SALES CONTRACTS						
p1.	CONTRACT	.00003					
p2.	CONTRACT						
q.	PURCHASE ORDERS						
q1.	DRAFT OF SUB-PURCHASE ORDER ADJUSTMENT	.0305					
q2.	PURCHASE ORDER	.00001					
q3.	PURCHASE ORDER	.00002					
q4.	PURCHASE ORDER ADJUSTMENT	.87-02-806					
q5.	SUB-PURCHASE ORDER	.00001					

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
q6.	SUB-PURCHASE ORDER	,00008					
q7.	SUB-PURCHASE ORDER	,00009					
q8.	SUB-PURCHASE ORDER ADJUSTMENT	,87-03-809					
r.	REQUISITIONS						
r1.	BILL OF MATERIAL REQUISITION	DC545					
r2.	BILL OF MATERIAL REQUISITION	,02661					
r3.	EQUIPMENT TRANSFER - FURNITURE POOL	,01217					
r4.	FOREMAN'S MATERIAL REQUISITION	,00106					
r5.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	,03068					
r6.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735					
r7.	MEMO MATERIAL REQUISITION	2102,02102					
r8.	MEMO MATERIAL REQUISITION	2102					
r9.	PRICE AND TIME CONTRACT REQUEST	1456					
r10.	REQUEST FOR MATERIAL/SERVICES	,01660					
r11.	REQUISITION FOR MATERIAL/SERVICES	,01660					
r12.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211					
r13.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02395					
r14.	REQUISITION FOR STATIONERY SUPPLIES	,00903					
r15.	WANT LIST	,14428					
s.	SPACE/EQUIPMENT ALLOCATION RECORDS						
t.	SPECIFICATIONS						
u.	STATUS REPORTS						
v.	TEST RECORDS						
v1.	LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592					
v2.	MATERIAL TEST REPORT	DC609					

NOTES:

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
14	TEST RECORDS a. TEST RECORDS		2	--	2		STORES - ITEM 0 23
15	TIMEKEEPING RECORDS a. EMPLOYEE BENEFITS/COMPENSATION RECORDS b. EMPLOYMENT RECORDS c. TIMEKEEPING RECORDS c1. NOTICE OF ABSENCE c2. OPERATOR'S DAILY TIME REPORT c3. VACATION FORM	.02728 .02269 .01113	1	--	1		TIMEKEEPING
16	TRAINING RECORDS		2	--	2		STORES - ITEM 0 19
17	WORK ORDERS a. BUDGET RECORDS - PROJECTED b. CHANGE DOCUMENTS b1. WORK ORDER TITLE/DESCRIPTION CHANGE c. INVOICES/PAYMENTS d. REQUISITIONS d1. FOREMAN'S WORK SHEET d2. REQUISITION FOR MATERIAL/SERVICES d3. WORK ORDER d4. WORK ORDER STANDARD FORM	.02823 PD-073 .01660 .02822 .02821	2	--	2		STORES - ITEM 0 20
18	JOB CARDS, REPORTS, RECORDS a. BUDGET RECORDS - PROJECTED b. DRAWINGS b1. DRAWING	BL044	2	--	2		ORIGINATING OFFICE

NOTES:

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

Date: MARCH 13, 1991
 Sch. No. WP-31
 Rev. No.

Department/Bureau 01 (770 FJ
 Department of Water and Power
 Division Stores #4

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

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 Date 4/22/91

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		DESTRUCTION	SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE ORIGINATING OFFICE
			OFFICE	CENTER			
19	DEPARTMENT MANUALS a. MANAGEMENT PROCEDURES b. OPERATIONS & MAINTENANCE PROCEDURES		S	--	S		
20	EMPLOYEE PERSONNEL FILE a. EDUCATION/TRAINING RECORDS b. EMPLOYEE BENEFITS/COMPENSATION RECORDS c. EMPLOYMENT RECORDS d. MEMORANDA d1. MEMORANDUM d2. MEMORANDUM d3. MEMORANDUM d4. MEMORANDUM d5. MEMORANDUM		2	--	2		STORES - ITEM O 28
21	MICROFILM OF ITEMS #1 - 20 AND #24 - 31		--	199	199		
22	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #1 - 23 AND #26 - 30 ON WP-31 ORIGINAL. HARDCOPY OF ITEMS #1 - 20 AND #24 - 31 ON WP-31 DUPLICATE.
23	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		
24	REQUISITIONS a. REQUISITIONS a1. REQUISITION FOR MATERIAL/SERVICES	.01660	1	--	1		ORIGINATING OFFICE

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NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD
			OFFICE	CENTER		
25	CONTRACTS a. PROCUREMENT/SALES CONTRACTS a1. CONTRACT		5	--	5	STORES - ITEM 0 05
26	PERSONNEL ADMINISTRATIVE CHANGE RECORDS a. EMPLOYMENT RECORDS a1. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108 b. POSITION DESCRIPTIONS b1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER ,02346	GEN. 16-B	1	9	10	STORES - ITEM 0 11
27	INVENTORY ON HAND a. FINANCIAL REPORTS b. LETTERS c. MEMORANDA c1. MEMORANDUM d. OPERATIONAL REPORTS e. SPACE/EQUIPMENT ALLOCATION RECORDS		10	--	10	STORES - ITEM 0 21
28	ABNORMAL BALANCE REPORTS a. FINANCIAL REPORTS		2M	--	2M	ACCOUNTING
29	STATIONERY SUPPLIES a. REQUISITIONS a1. REQUISITION FOR STATIONERY SUPPLIES	,00903	2	4	6	STATIONERY STORES - ITEM 0 28

NOTES:

