

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
1	AIRLINE RECORDS		3	--	
2	BILLS OF LADING		3	3	DO NOT MICROFILM
	a. INVOICES/PAYMENTS				
	a1. REPORT OF GOODS RETURNED	.00400			
	a2. UNIFORM STRAIGHT BILL OF LADING	.01744			
	b. MEMORANDA				
	b1. MEMORANDUM	.01744			
	b2. MEMORANDUM FOR INVOICE COLLECTIBLE	.01400			
	c. PURCHASE ORDERS				
3	BUDGET - CAPITAL AND EXPENSE PROGRAM		2	8	DO NOT MICROFILM
4	CLOSED OUT FORMAL CONTRACT FILES		C	P	MICROFILM PRIOR TO RRC STORAGE
	a. SPECIFICATIONS				
5	CORRESPONDENCE/SUBJECT FILES		AR	5	DO NOT MICROFILM
	a. AFFIRMATIVE ACTION/EEO RECORDS				
	b. AGENDA				
	b1. BOARD AGENDA				
	c. ANNOUNCEMENTS/BULLETINS				
	c1. CANCELLATION NOTICE	C-009			
	d. BID RECORDS				
	d1. LIST OF BIDDERS	.01323			
	d2. REQUEST FOR FREIGHT RATES	P0020			
	e. BUDGET RECORDS - ACTUAL				
	e1. TRANSPORTATION ORDER	.01089			
	f. BUDGET RECORDS - PROJECTED				
	f1. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316			
9.	CLAIMS				
h.	CONFERENCE/SEMINAR ARRANGEMENTS				
i.	CONTRACT ADMINISTRATION RECORDS				
	i1. REPORT ON CONTRACTS	CAO-160			
j.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS				
k.	COST CALCULATIONS				
l.	DEPARTMENT REAL ESTATE RECORDS				
m.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS				
	m1. ADDITIONAL INTEREST ENDORSEMENT	AIE 679			

3/15/91
 Date

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

[Signature]

Office of (Original) Record
 Purchasing

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
m2.	CERTIFICATE OF INSURANCE	25-S			
m3.	SPECIAL ENDORSEMENT	.02-463			
n.	DESTRUCTION RECORDS				
n1.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48			
o.	DWP INSPECTION RECORDS				
p.	EDUCATION/TRAINING RECORDS				
q.	EMPLOYEE ACCOUNTS RECORDS				
q1.	APPLICATION FOR REFUND ON LOST TICKET	PA-A-537			
q2.	APPLICATION FOR REFUND OR REPLACEMENT OF LOST TICKET	A-69-C			
q3.	AUTHORITY TO OBTAIN TRANSPORTATION	.00280			
q4.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045			
q5.	LOST TICKET APPLICATION	C79-N			
q6.	LOST TICKET APPLICATION	C79-P			
q7.	LOST TICKET REFUND APPLICATION	3-4			
q8.	LOST TICKET REFUND APPLICATION	904-1-06			
q9.	LOST TICKET REFUND APPLICATION	A-160			
q10.	LOST TICKET REFUND APPLICATION	A-86			
q11.	LOST TICKET REFUND APPLICATION	AT-53 WAL			
q12.	LOST TICKET REFUND APPLICATION	0C116			
q13.	LOST TICKET REFUND APPLICATION	UA209			
q14.	LOST TICKET REFUND/REIMBURSEMENT APPLICATION	0Z-26-F1-024			
q15.	LOST TICKET REPORT	14-TT-027			
q16.	REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261			
q17.	TELEPHONE CREDIT CARD REQUEST	0M-521			
r.	EMPLOYEE SUGGESTION PLANS				
r1.	SUGGESTION	IR272			
r2.	SUGGESTION EVALUATION REPORT	IR035			
s.	EMPLOYMENT RECORDS				
s1.	NOTICE OF COMMENDATION	GEN. 79			
t.	FINANCIAL REPORTS				
u.	INTERDEPARTMENTAL COMMUNICATIONS				
u1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
v.	INTRADEPARTMENTAL COMMUNICATIONS				
v1.	INTRA-DEPARTMENTAL	1455,15184			
v2.	INTRA-DEPARTMENTAL	1455,15185			
v3.	INTRA-DEPARTMENTAL	.01455			

Sch. No. WP-32
 Rev. No. 1

Department/Bureau 02-00771 FJ
 Department of Water and Power
 Office of (Original) Record Purchasing

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

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
v4.	INTRA-DEPARTMENTAL	.01456				
v5.	INTRA-DEPARTMENTAL	.38624				
w.	INVOICES/PAYMENTS					
w1.	BILL OF LADING AND FREIGHT BILL	379				
w2.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	.00405				
w3.	CASH MEMORANDUM RECEIPT	.00982				
w4.	CASH RECEIPT	.14227				
w5.	CHECK					
w6.	COMMERCIAL ACCOUNT APPLICATION					
w7.	DELIVERY RECEIPT	FD83010				
w8.	DEMURRAGE OR STAGE BILL	817,14580				
w9.	FREIGHT BILL	S-8248				
w10.	INVOICE	R 105				
w11.	INVOICE	C 380-2B				
w12.	INVOICE COLLECTIBLE	862,00862				
w13.	INVOICE COLLECTIBLE	.00859				
w14.	INVOICE COLLECTIBLE	.00860				
w15.	INVOICE COLLECTIBLE	.00861				
w16.	LOST MONEY ORDER CLAIM	22-30				
w17.	PACKING CERTIFICATE AND STATEMENT OF ACCESSORIAL SERVICES	65				
w18.	PETTY CASH VOUCHER	.00724				
w19.	REPORT OF GOODS RETURNED	.00400				
w20.	REPORT OF MATERIAL RECEIVED	.00361				
w21.	TUITION REIMBURSEMENT	HR-269				
w22.	UNIFORM AIRBILL	AC 16-5L				
w23.	UNIFORM AIRBILL	AC16-5K				
w24.	VOUCHER CONTROL FORM	.01218				
w25.	VOUCHER CONTROL FORM					
x.	JUDGEMENTS					
x1.	RESOLUTION					
y.	LEGAL APPLICATIONS					
y1.	AGREEMENT					
z.	LEGAL NOTIFICATIONS					
z1.	AFFIDAVIT					
aa.	LETTERS	SP-385				
ab.	LOGS/INDICES					
ac.	MANAGEMENT PROCEDURES					

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ad.	MANAGEMENT REPORTS					
ae.	MANAGEMENT SCHEDULES					
af.	MEETING MINUTES					
ag.	MEMORANDA					
ag1.	MEMO TO BOARD OF W&P COMMISSIONERS	.01335				
ag2.	MEMORANDUM	1146,14857				
ag3.	MEMORANDUM	1147,01147				
ag4.	MEMORANDUM	1334,15047				
ag5.	MEMORANDUM	.01145				
ag6.	MEMORANDUM	.01147				
ag7.	MEMORANDUM	.01334				
ag8.	MEMORANDUM	.38825				
ag9.	MEMORANDUM					
ag10.	MEMORANDUM FOR INVOICE COLLECTIBLE	.01400				
ah.	OPERATIONAL REPORTS					
ah1.	REPORT OF TAX-FREE ALCOHOL USER	ATF 1451				
ah2.	SERVICE REPORT	08-21-009				
ai.	OPERATIONS & MAINTENANCE PROCEDURES					
aj.	PERMITS					
aj1.	APPLICATION FOR PERMIT	.38429				
aj2.	INDUSTRIAL ALCOHOL USER PERMIT	ATF5150.9				
ak.	POSITION DESCRIPTIONS					
ak1.	PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353,02353				
al.	PROCUREMENT/SALES CONTRACTS					
al1.	AVERAGE AGREEMENT	225				
am.	PROFESSIONAL DEVELOPMENT RECORDS					
an.	PROPOSALS					
an1.	PROPOSAL					
ao.	PUBLIC RELATIONS COMMUNICATIONS					
ao1.	TRANSPORTATION INFORMATION MEMO	PU004				
ap.	PURCHASE ORDERS					
ap1.	PURCHASE ORDER	1B,14001				
ap2.	PURCHASE ORDER	.00001				
ap3.	PURCHASE ORDER	.00003				
ap4.	PURCHASE ORDER	.0002				
ap5.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
ap6.	PURCHASE ORDER DIVISION OFFICE COPY	.00001				
ap7.	PURCHASE ORDER EXPEDITING RECORD	.00001				

Sch. No. Department/Bureau 01 0771 FJ
 WP-32 Department of Water and Power
 Rev. No. Office of (Original) Record
 1 Purchasing

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

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ap8.	PURCHASE ORDER FIELD OFFICE COPY	.00001				
ap9.	PURCHASE ORDER PURCHASING DIVISION COPY	.0002				
ap10.	PURCHASE ORDER STORES OFFICE COPY	.00001				
ap11.	PURCHASE ORDER STORES OFFICE COPY	.00003				
ap12.	PURCHASE ORDER STORES RECEIVING COPY	.00001				
ap13.	PURCHASE ORDER TRAFFIC DIVISION COPY	1B,14001				
ap14.	PURCHASE ORDER TRAFFIC SECTION COPY	.00003				
ap15.	PURCHASE ORDER TRAFFIC SECTION COPY	.0002				
ap16.	SUB-PURCHASE ORDER	.00009				
aq.	RECORD TRANSMITTALS					
aq1.	RECORDS TRANSFER CONTROL	.02673				
ar.	REQUISITIONS					
ar1.	BOARDING PASS REORDER FORM	1558,10/84				
ar2.	EQUIPMENT TRANSFER	1217,14930				
ar3.	EQUIPMENT TRANSFER	.01217				
ar4.	INFORMATION SERVICES SUPPORT REQUEST	.03279				
ar5.	PASSENGER TICKET STOCK REQUISITION OR TRANSFER	C64 W				
ar6.	PASSENGER TICKET STOCK REQUISITION OR TRANSFER	C64V				
ar7.	PRESENTATION OF LOSS OR DAMAGE CLAIM	06555-30				
ar8.	REPRODUCTION AND PHOTOGRAPHIC SERVICE REQUEST FORM	.03057				
ar9.	REQUEST FOR MATERIAL OR SERVICES	2837,02837				
ar10.	REQUEST USED FOR TRAVEL AUTHORITY AND/OR ATTENDANCE AUTHORITY	6S 058				
ar11.	REQUISITION FOR MATERIAL/SERVICES	.01660				
ar12.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392,14303				
ar13.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
ar14.	REQUISITION FOR STATIONERY SUPPLIES	.00903				
ar15.	TICKET REQUISITION	1190				
as.	STATUS REPORTS					
as1.	AFFIRMATIVE ACTION STATUS REPORT					
at.	SURVEYS/QUESTIONNAIRES					
au.	TAX RECORDS					
au1.	REQUEST FOR TARRIFFS	TL706-C				
av.	TIMEKEEPING RECORDS					
av1.	ATTENDANCE AUTHORITY	.02329				
aw.	TRANSMITTALS/ACKNOWLEDGEMENTS					
aw1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		REMARKS
			OFFICE	DESTROY	
6	3-DIGIT AND 4-DIGIT FORMAL CONTRACTS				
a.	BID RECORDS				
a1.	ACKNOWLEDGEMENT OF ANNEXED INSTRUMENT (STATE OF CALIFORNIA)	21-10-0330	C-2	P	MICROFILM PRIOR TO RRC STORAGE
a2.	BIDDING DOCUMENT	1799-B			
a3.	CONTRACTOR'S PERFORMANCE BOND	PU044			
a4.	CONTRACTOR'S PERFORMANCE BOND	,00282			
a5.	FORMAL SPECIFICATIONS CHECK AND APPROVAL SHEET	Z1-MC010			
a6.	FORMAL SPECIFICATIONS JOB ORDER	Z1-MC005			
a7.	LIST OF BIDDERS	PU 018			
a8.	LIST OF BIDS RECEIVED	PU005			
a9.	PURCHASE ORDER	,00003			
b.	BONDS				
b1.	LABOR AND MATERIAL PAYMENT BOND	AT 008			
b2.	LABOR AND MATERIAL PAYMENT BOND	PU044			
c.	BUDGET RECORDS - PROJECTED				
c1.	BASIS OF ESTIMATED COST	Z1-MC009			
c2.	BASIS OF ESTIMATED COST, SPOT PURCHASE AND CONSTRUCTION	INSTR-Z1-MC009			
d.	CHANGE DOCUMENTS				
d1.	CHANGE ORDER				
e.	CONTRACT ADMINISTRATION RECORDS				
e1.	EXTRACT OF PUBLIC WORKS CONTRACT AWARD	DAS 13			
e2.	NOTICE OF AWARD TO BOARD OF W&P COMMISSIONERS	,02846			
e3.	NOTIFICATION OF PUBLIC WORKS CONTRACT AWARD	DAS 13			
f.	CONTRACT AMENDMENTS				
g.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS				
g1.	AFFIRMATIVE ACTION COMPLIANCE	PU 014			
g2.	EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT EEO-1	100			
h.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS				
h1.	CERTIFICATE OF WORKER'S COMPENSATION INSURANCE	SCIF 10262			
h2.	COMPREHENSIVE AUTOMOBILE LIABILITY ADDITIONAL INSURED ENDORSEMENT	,02-462			
h3.	SPECIAL ENDORSEMENT	,02-463			
i.	DRAWING FORMS				
j.	DWP PIPING DRAWINGS				
k.	FINANCIAL REPORTS				

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
k1.	ANNUAL STATEMENT	27-10-0073				
l.	INTRADPARTMENTAL COMMUNICATIONS					
ll.	INTRA-DEPARTMENTAL	.01455				
m.	LEGAL NOTIFICATIONS					
n.	LETTERS					
nl.	OUTGOING LETTER	1895,01895				
o.	MEETING ATTENDANCE RECORDS					
p.	MEMORANDA					
p1.	CORRECTION NOTICE	.00993				
p2.	MEMORANDUM	.01145				
p3.	MEMORANDUM	.01147				
p4.	MEMORANDUM					
q.	POWER OF ATTORNEY RECORDS					
q1.	POWER OF ATTORNEY	21-10-0333				
r.	PROCUREMENT/SALES CONTRACTS					
r1.	CONTRACT	AT-011				
s.	PURCHASE ORDERS					
s1.	PURCHASE ORDER	.00003				
s2.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
s3.	PURCHASE ORDER PURCHASING DIVISION FILE COPY	.00003				
s4.	PURCHASE ORDER PURCHASING DIVISION NUMERICAL	.00003				
t.	FILE COPY					
t.	REQUISITIONS					
t1.	BILL OF MATERIAL REQUISITION	DC545				
t2.	REQUISITION FOR MATERIAL/SERVICES	.01660				
t3.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
t4.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02395				
u.	ROUTING SLIPS					
u1.	APPROVAL ROUTING SLIP	SPEC.GEN-01.11				
v.	SPECIFICATIONS					
v1.	SPECIFICATION COVER SHEET	1799				
w.	STATUS REPORTS					
w1.	CLOSING REPORT (PERFORMED) QUALITY ASSURANCE OFFICE	DC237				
w2.	CONTRACTOR'S DAILY REPORT	PD-013				
x.	TRANSMITTALS/ACKNOWLEDGEMENTS					
x1.	ACKNOWLEDGEMENT FOR ANNEXED INSTRUMENT	12005F				
x2.	ACKNOWLEDGEMENT OF ANNEXED INSTRUMENT	21-10-103				
x3.	DOCUMENT TRANSMITTAL (CONTRACTOR)	A&A-PH-3-088				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
7	EMPLOYEE PERSONNEL FILES		T	80	
a.	AFFIRMATIVE ACTION/EEO RECORDS				
a1.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77			
a2.	NOTICE TO CORRECT DEFICIENCIES				
b.	EMPLOYEE BENEFITS/COMPENSATION RECORDS				
b1.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864			
b2.	REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020			
c.	EMPLOYMENT RECORDS				
c1.	APPLICATION FOR EMPLOYMENT	PDR-1			
c2.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453			
c3.	EMPLOYEE EVALUATION REPORT	PDAS 28			
c4.	EXIT INTERVIEW AND REMINDER SHEET	GS057			
c5.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76			
c6.	PERSONAL DATA	3381			
c7.	PERSONNEL BID INFORMATION	0599			
c8.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360			
c9.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24			
c10.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B			
d.	MEMORANDA				
d1.	MEMORANDUM	.01147			
e.	POSITION DESCRIPTIONS				
e1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346			
e2.	POSITION DESCRIPTION	PDES 3			
f.	TIMEKEEPING RECORDS				
f1.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	.02819			
f2.	DAILY TIME REPORT	.03244			
f3.	NOTICE OF ABSENCE	.02728			
f4.	NOTICE OF TRANSFER TIME ROLL DATA	.02531			
f5.	TERMINATION OF EMPLOYMENT	.00723			
f6.	TIME ROLL CORRECTION AUTHORITY	87-02-734			
f7.	VACATION FORM	.01113			

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

Date 03/15/91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
8	MBE/WBE REPORTS a. FINANCIAL REPORTS b. INTERDEPARTMENTAL COMMUNICATIONS b1. INTER-DEPARTMENTAL CORRESPONDENCE c. TRANSMITTALS/ACKNOWLEDGEMENTS c1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	GEN. 160 .03384	2	8	10	
9	ORDER FORMS FOR SUPPLIES AND FORMS a. REQUISITIONS a1. INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068	1	1	2	
10	PERSONNEL ADMINISTRATIVE FILES a. BID RECORDS b. EMPLOYEE BENEFITS/COMPENSATION RECORDS b1. EMPLOYEE CERTIFICATE OF DISABILITY c. EMPLOYMENT RECORDS c1. REPORT OF APPOINTMENT c2. RESUME d. MEMORANDA d1. MEMORANDUM e. POSITION DESCRIPTIONS e1. CHANGE OF DUTIES DESCRIPTION RECORD NUMBER f. STATUS REPORTS g. TIMEKEEPING RECORDS g1. ABSENCE FROM DUTY RECORD g2. APPLICATION FOR OVERTIME OFF WITH PAY g3. CONFIRMATION OF TIME OFF FOR JURY DUTY g4. NOTICE OF ABSENCE g5. REQUEST FOR LEAVE OF ABSENCE h. WAGE/SALARY STRUCTURE RECORDS	.02864 .02-762 .02346 .02588 .02549 .03075 .02728 GEN. 38	AR	10	10	
11	POWER AUDIT CALCULATORS a. EMPLOYEE ACCOUNTS RECORDS a1. ITEMIZED STATEMENT OF PERSONAL EXPENSES b. INVOICES/PAYMENTS b1. REQUEST FOR PAYMENT b2. VOUCHER CONTROL FORM c. LETTERS	.00045 .03078 .01218	2	4	6	

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
12	PURCHASING RECORDS					
a.	BID RECORDS		2	4	6	
a1.	BID ANALYSIS FORM	82-182-A				
a2.	BIDDING DOCUMENT	1799-B				
a3.	BUYERS INFORMATION AND INSTRUCTION SHEET FOR TELEPHONE P.O. UP TO \$5000	PU026				
a4.	INFORMAL SPECIFICATIONS JOB ORDER	INSTR-Z1-INF005				
a5.	LIST OF BIDDERS	.01323				
a6.	LOG OF BIDS RECEIVED	PU005				
a7.	PROPOSAL	ASI-123-86				
a8.	SPECIAL INSTRUCTIONS AND INFORMATION SHEET	.03030				
a9.	SPECIAL INSTRUCTIONS AND INFORMATION SHEET	.PU-002				
a10.	SPECIAL INSTRUCTIONS AND INFORMATION SHEET	.PU-062				
b.	BUDGET RECORDS - PROJECTED					
b1.	BREAKDOWN OF ESTIMATED QUANTITIES	INSTR-Z2-MC007				
c.	CONSULTING CONTRACTS					
d.	CONTRACT ADMINISTRATION RECORDS					
d1.	TERMS & CONDITIONS	LA/STGM 1078				
e.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS					
e1.	AFFIRMATIVE ACTION COMPLIANCE	PU 014				
e2.	EQUAL EMPLOYMENT PRACTICES	PU 030				
e3.	PERFORMANCE EVALUATION OF CONTRACTOR/SUBCONTRACTOR	CC0102				
e4.	PURCHASE ORDER/CONTRACT AWARDED UNDER EXEMPTIONS SECTION 5, BOARD RESOLUTION NO. 87-017	CC0101				
e5.	PURCHASING CONTRACT COMPLIANCE REQUIREMENTS	CC0100				
f.	DATA SHEETS					
f1.	DATA SHEET	ISA 520-42A				
f2.	ENGINEERING DATA SHEET	.01155				
g.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
g1.	CERTIFICATE OF INSURANCE					
g2.	COMPREHENSIVE AUTOMOBILE LIABILITY ADDITIONAL INSURED ENDORSEMENT	.02-462				
g3.	COMPREHENSIVE GENERAL LIABILITY ADDITIONAL INSURED ENDORSEMENT	.02-458				
g4.	EXCESS LIABILITY	.02-460				
h.	FOREIGN PIPING DRAWINGS					

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			OFFICE	CENTER	DESTROY	
i.	INFORMATION SERVICES RECORDS					
j.	INTRADPARTMENTAL COMMUNICATIONS					
	j1. INTRA-DEPARTMENTAL	.01455				
k.	INVOICES/PAYMENTS					
	k1. CASH MEMORANDUM RECEIPT	.00982				
	k2. INVOICE					
	k3. REPORT OF GOODS RETURNED	.00400				
l.	LETTERS					
m.	MEMORANDA					
	m1. CORRECTION NOTICE	.00993				
	m2. MEMORANDUM	.01145				
	m3. MEMORANDUM	.01147				
	m4. MEMORANDUM	.01334				
n.	OPERATIONS & MAINTENANCE PROCEDURES					
o.	POWER OF ATTORNEY RECORDS					
p.	PROCUREMENT/SALES CONTRACTS					
	p1. CONTRACT					
q.	PURCHASE ORDERS					
	q1. PURCHASE ORDER	.00002				
	q2. PURCHASE ORDER	.0002				
	q3. PURCHASE ORDER ADJUSTMENT	.87-02-806				
	q4. PURCHASE ORDER PURCHASING DIVISION COPY	.00002				
	q5. PURCHASE ORDER PURCHASING DIVISION COPY	.0002				
	q6. PURCHASE ORDER PURCHASING DIVISION NUMERICAL FILE COPY	.00002				
	q7. PURCHASE ORDER PURCHASING DIVISION NUMERICAL FILE COPY	.00003				
r.	REQUISITIONS					
	r1. BILL OF MATERIAL REQUISITION	.01343				
	r2. EMERGENCY TELEPHONE REQUISITION	1250				
	r3. REQUISITION FOR MATERIAL/SERVICES	.01660				
	r4. REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
s.	SPECIFICATIONS					
	s1. SPECIFICATION COVER SHEET	1799				
t.	STANDARDS					
	t1. LABOR LAWS	1-A, PU-011				
u.	TRANSMITTALS/ACKNOWLEDGEMENTS					
	u1. PURCHASING BID TRANSMITTAL	.02280				
	u2. TRANSMIT BIDS TO	PU 019				

**RECORDS RETENTION SCHEDULE
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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
13	RETENTION FORMS a. DESTRUCTION RECORDS a1. RECORDS RECOMMENDED FOR DESTRUCTION b. LETTERS c. RECORD TRANSMITTALS c1. RECORDS TRANSFER CONTROL c2. RECORDS TRANSFER CONTROL c3. RECORDS TRANSFER CONTROL d. TRANSMITTALS/ACKNOWLEDGEMENTS	3129, 03129 2673, 02673 2673, 16508 .02673	S	--	S	
14	SOUTH AFRICA AFFIDAVITS a. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS b. LOGS/INDICES		5	5	10	
15	STANDARD WORDINGS		AR	--	AR	FOR HISTORICAL RECORDS ONLY. REVIEW FOR HISTORICAL VALUE. DESTROY OTHERS.
16	TIMEKEEPING a. TIMEKEEPING RECORDS		1	12	13	
17	TRAFFIC AGENT REPORTS AND RECORDS a. EMPLOYEE ACCOUNTS RECORDS a1. AUTHORITY TO OBTAIN TRANSPORTATION a2. ORDER FOR TRANSPORTATION a3. TRANSPORTATION INFORMATION MEMO b. FINANCIAL REPORTS c. INVOICES/PAYMENTS	.00280 .00418 PU004	2	4	6	
18	VENDOR CORRESPONDENCE		AR	--	AR 2 yrs	*Reference: 91 000865 FJ
19	PRICE AND TIME CONTRACTS a. PURCHASE ORDERS a1. PURCHASE ORDER a2. PURCHASE ORDER ADJUSTMENT	.00002 87-02-806	C+3	7	C+10	

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
20	RECAPITULATION OF BIDS - PUBLIC COUNTER - FORMAL		5	--	
21	RECAPITULATION OF BIDS - PUBLIC COUNTER - INFORMAL		2	4	
22	MICROFILM OF ITEMS #4 - 21 (EXCEPT #5) AND #24 - 30		199	--	
23	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	
24	MINUTES - BOARD OF WATER AND POWER		1	9	
25	SALVAGE RECORDS		AR	9	
	a. BID RECORDS				
	b. CONTRACT ADMINISTRATION RECORDS				
	c. INTRADEPARTMENTAL COMMUNICATIONS				
	c1. INTRA-DEPARTMENTAL	.01455			
	d. INVOICES/PAYMENTS				
	d1. CASH MEMORANDUM RECEIPT	.00982			
	d2. CHECK				
	d3. INVOICE COLLECTIBLE	.00859			
	d4. RECEIPT	.14227			
	e. LETTERS				
	f. MEMORANDA				
	f1. MEMORANDUM	.01145			
	f2. MEMORANDUM	.01147			
	g. REQUISITIONS				
	g1. REQUISITION FOR MATERIAL/SERVICES	.01660			
	h. TRANSMITTALS/ACKNOWLEDGEMENTS				
	h1. TRANSMITTAL LETTER	.00028			
26	CANCELLED REQUISITIONS		C+1	--	*Reference: 91 000865 FJ
	a. PURCHASE ORDERS				C+2 yrs. ST
27	COMMODITY PURCHASE HISTORY CARDS		P	--	
	a. LOGS/INDICES				

Sch. No. 000771 FJ
 Department/Bureau
 Department of Water and Power
 Office of (Original) Record
 Purchasing

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

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
28	INFORMAL PURCHASES TO \$24,999 a. BID RECORDS		1	1	2 AR + 2 yrs	
	a1. LIST OF BIDDERS	.01323				
	a2. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	PU-062				*Reference: 91 000865 FJ
	b. MEMORANDA					
	b1. MEMORANDUM	.01147				
	c. PURCHASE ORDERS					
	c1. PURCHASE ORDER	.00002				
	d. REQUISITIONS					
29	INFORMAL PURCHASES \$25,000 TO \$99,999 a. BID RECORDS		2	4	6	
	a1. LOG OF BIDS RECEIVED	PI005				
	a2. SPECIAL INSTRUCTIONS AND INFORMATION SHEET	PU-062				
	b. LETTERS					
	c. PURCHASE ORDERS					
	c1. PURCHASE ORDER	.00002				
	d. REQUISITIONS					
30	PURCHASE ORDER LOG BOOKS a. LOGS/INDICES		2	P	--	

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
1	ACCOUNTING PROCEDURES - CORRESPONDENCE		AR	40	AR+40		NO LONGER MAINTAINED IN DIVISION.
2	ANNUAL REPORTS a. MANAGEMENT REPORTS b. MEMORANDA b1. MEMORANDUM	.01147	5	P	--		PURCHASING
3	AUDIT TRANSMITTALS		2	--	2		ACCOUNTING
4	DEPARTMENT TRANSFERS		1	1	2		ORIGINATING OFFICE
5	MINUTES - BOARD OF WATER AND POWER		1	9	10		TRANSFERRED TO OFFICIAL RETENTION SCHEDULE, ITEM #24.
6	PURCHASE ORDERS a. PURCHASE ORDERS		1	--	1		PURCHASING
7	TRANSMITTALS a. TRANSMITTALS/ACKNOWLEDGEMENTS		AR	--	AR		ORIGINATING OFFICE
8	MICROFILM OF ITEMS #1 - 7, & 11		199	--	199		
9	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		--	6M	6M		HARDCOPY OF ITEMS #4 - 21 (EXCEPT #5) AND #24 - 30 ON WP-32 ORIGINAL. HARDCOPY OF ITEMS #1 - 7; & 11 ON WP-32 DUPLICATE.
10	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK		--	199	199		DUPLICATE RECORDS ONLY.

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	OFFICE	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
				CENTER	DESTROY		
11	CORRESPONDENCE SUBJECT FILES		AR	5	AR+5		Originating Office
a.	AGENDA						
b.	ANNOUNCEMENTS/BULLETINS						
c.	BID RECORDS						
d.	CONSULTING CONTRACTS						
e.	CONTRACT ADMINISTRATION RECORDS						
f.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS						
f1.	PURCHASING CONTRACT COMPLIANCE REQUIREMENTS	CC0100					
g.	FINANCIAL REPORTS						
h.	INTERDEPARTMENTAL COMMUNICATIONS						
h1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
i.	INTRA-DEPARTMENTAL COMMUNICATIONS						
i1.	INTRA-DEPARTMENTAL INVOICES/PAYMENTS	.01455					
j.	INVOICES/PAYMENTS						
j1.	INVOICE						
k.	JUDGEMENTS						
k1.	RESOLUTION						
l.	LETTERS						
m.	LOGS/INDICES						
n.	MANAGEMENT REPORTS						
o.	MEETING MINUTES						
p.	MEMORANDA						
p1.	MEMORANDUM	.01145					
p2.	MEMORANDUM	.01147					
p3.	MEMORANDUM	.01334					
q.	PROFESSIONAL DEVELOPMENT RECORDS						
r.	PUBLIC RELATIONS COMMUNICATIONS						
s.	PURCHASE ORDERS						
s1.	PURCHASE ORDER	.0002					
s2.	PURCHASE ORDER STORES RECEIVING COPY	.00001					
s3.	PURCHASING ORDER STORES RECEIVING COPY	.00001					

NOTES:

CITY CLERK Date: MARCH 12, 1991

City of Los Angeles
Form Gen. 61 (R 10-81)

Sch. No.
WP-32
Rev. No.

Department/Bureau
Department of Water and Power
Division
Purchasing

010772 FJ
By: (City Clerk, Rec. Mgt. Off.)

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

Page: 3 of 3

RECORDS RETENTION SCHEDULE
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
t.	REQUISITIONS						
t1.	INFORMATION SERVICES SUPPORT REQUEST	.03279					
t2.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211					
u.	STANDARDS						
v.	TRANSMITTALS/ACKNOWLEDGEMENTS						
v1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
v2.	TRANSMITTAL TO PURCHASING	.00028					

NOTES: