

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
1	AIR QUALITY FILES		2	1	1+2	
a.	BID RECORDS					
a1.	EQUIPMENT BID AND RECORD	.02814				
b.	CONVERSATION RECORDS					
b1.	RECORD OF TELEPHONE CONVERSATION	DC772A				
c.	DATA SHEETS					
c1.	ENGINEERING DATA SHEET	1155				
c2.	ENGINEERING DATA SHEET	.01155				
c3.	MATERIAL SAFETY DATA SHEET	OSHA 20				
d.	DWP INSPECTION RECORDS					
e.	ENVIRONMENTAL REPORTS					
e1.	SCAQMD STACK MONITORING REPORT RS.22	0M797				
e2.	SPILL AND CLEANUP REPORT	0M-186				
e3.	STACK MONITORING REPORT	0M-214				
e4.	STACK MONITORING REPORT					
e5.	WEEKLY AIR QUALITY EPISODE RECORD	SC002-77-R1				
f.	EXTERNAL INSPECTION RECORDS	ORIG 500				
g.	INTRADPARTMENTAL COMMUNICATIONS					
g1.	INTRA-DEPARTMENTAL					
h.	INVOICES/PAYMENTS	.01455				
i.	JOB FILE DATA					
j.	JUDGEMENTS					
k.	LETTERS					
l.	LOGS/INDICES					
l1.	MASTER LOG CONTROL ROOM	.02801				
m.	MANAGEMENT PROCEDURES					
m1.	ADMINISTRATIVE PROCEDURE	0M-155				
m2.	STEAM GENERATION ADMINISTRATIVE GUIDE	0M-751				
n.	MEETING MINUTES					
n1.	REPORT OF MEETING	0M-259				
o.	MEMORANDA					
o1.	MEMORANDUM	1146				
o2.	MEMORANDUM	87-69-078BX				
o3.	MEMORANDUM	.01145				
o4.	MEMORANDUM	.01146				
o5.	MEMORANDUM	.01147				
o6.	MEMORANDUM	.01334				
o7.	MEMORANDUM	.01335				
p.	OPERATING AND MAINTENANCE SCHEDULES					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
q.	OPERATIONAL REPORTS					
q1.	EQUIPMENT INVENTORY REPORT	OM-177				
q2.	MONTHLY TURBINE OR ENGINE FUEL USE REPORT	60D758				
r.	PERMITS					
s.	PUBLIC RELATIONS COMMUNICATIONS					
t.	REQUISITIONS					
t1.	WORK ORDER	.02821				
u.	ROUTING SLIPS					
u1.	ASSIGNMENT	OM-117				
v.	TEST RECORDS					
v1.	FUEL OIL LABORATORY REPORT	82-270				
v2.	FUEL OIL LABORATORY REPORT	OM-316				
w.	TRANSMITTALS/ACKNOWLEDGEMENTS					
w1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
2	ALARM REPORTS		2		2	
3	BUDGET PREPARATION FILES		3	2	5	RETENTION OF BUDGET SECTION'S SECTION COPY ONLY. SEE DUPLICATE SCHEDULE FOR OTHER COPIES.
a.	BUDGET RECORDS - ACTUAL					
a1.	EXPENDITURE DETAIL	.03193				
b.	BUDGET RECORDS - PROJECTED					
b1.	BUDGET PREPARATION	OM-1226				
b2.	BUDGET PREPARATION	OM-1227-A				
b3.	BUDGET PREPARATION	OM-1227-B				
b4.	BUDGET PREPARATION	OM-1227-C				
b5.	BUDGET PREPARATION	OM-1227				
b6.	BUDGET PREPARATION	OM-1228-A				
b7.	BUDGET PREPARATION	OM-1228-B				
b8.	BUDGET PREPARATION	OM-1228-C				
b9.	BUDGET PREPARATION	OM-1228-D				
b10.	BUDGET PREPARATION	OM-1229-A				
b11.	BUDGET PREPARATION	OM-1229-B				
b12.	BUDGET PREPARATION	OM-1229-C				
b13.	BUDGET PREPARATION	OM-1229-D				
b14.	BUDGET PREPARATION	OM-1229				
b15.	BUDGET PREPARATION	OM-1230-A				
b16.	BUDGET PREPARATION	OM-1230-B				
b17.	BUDGET PREPARATION	OM-1231				

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
b18.	MULTIYEAR EXPENDITURE PROGRAM CODING & DATA FORM PX. MEP-1					
c.	ENGINEERING STUDIES					
d.	FINANCIAL REPORTS					
d1.	ALLOCATION DETAIL SHEET	.03195				
e.	INTRA-DEPARTMENTAL COMMUNICATIONS					
e1.	INTRA-DEPARTMENTAL	.01455				
f.	JOB FILE DATA					
g.	LEGAL NOTIFICATIONS					
h.	LETTERS					
h1.	COMMITTEE CORRESPONDENCE	.02605				
i.	LOGS/INDICES					
11.	WORK ORDER LOG	OM-1045				
12.	WORK ORDER LOG	OM-691				
j.	MANAGEMENT PROCEDURES					
k.	MANAGEMENT REPORTS					
l.	MEMORANDA					
11.	MEMORANDUM	1334,15047				
12.	MEMORANDUM	87-69-078				
13.	MEMORANDUM	.01145				
14.	MEMORANDUM	.01146				
15.	MEMORANDUM	.01147				
16.	MEMORANDUM	.01334				
17.	MEMORANDUM	.01335				
m.	OPERATIONAL REPORTS					
n.	POSITION DESCRIPTIONS					
o.	REQUISITIONS					
o1.	ANNUAL WORK ORDER	.02826				
o2.	COMMUNICATION JOB OR EQUIPMENT BUDGET REQUEST	OM-494				
o3.	WORK ORDER STANDARD FORM	.02821				
o4.	WORK ORDER ZIP FORM	.02822				
p.	SPACE/EQUIPMENT ALLOCATION RECORDS					
q.	STATUS REPORTS					
q1.	FUNCTIONAL ITEM PROGRESS CHART	OM-708				
q2.	ORGANIZATIONAL PROGRESS CHART	OM-709				
r.	TRANSMITTALS/ACKNOWLEDGEMENTS					
r1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
s.	WAGE/SALARY STRUCTURE RECORDS					

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
4	CANCELLED CHECKS & BANK STATEMENTS		10	--	10	
	a. FINANCIAL REPORTS					
	b. INVOICES/PAYMENTS					
5	CHARTS & READING SHEETS		2	1	2+1	
	a. BID RECORDS	2814				
	a1. EQUIPMENT BID AND RECORD					
	b. BUDGET RECORDS - ACTUAL					
	b1. CHEMICALS USED AND COST	CS-16				
	b2. COST COMPUTATIONS SHEET	CS-14				
	b3. COST COMPUTATIONS SHEET	CS-1B				
	c. BUDGET RECORDS - PROJECTED					
	c1. WORKSHEET	OM-222				
	d. CHANGE DOCUMENTS					
	d1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815				
	e. DATA SHEETS					
	e1. #11 FUEL OIL STORAGE AREA	OM-765				
	e2. #24 HPFW HEATERS TURBINE OIL, SEAL OIL, STATOR OIL AND MISCELLANEOUS	OM-657				
	e3. 138 KV SWITCHBACK AIR COMPRESSOR RS 19	OM-722				
	e4. AIR COMPRESSOR REPORT R.S.412.3	.02716				
	e5. AIR COMPRESSOR REPORT R.S.434.3	OM-256				
	e6. B.F. PUMP & HYDROGEN COOLER R.S.43.2	.02705				
	e7. BF PUMP & H2 SEAL OIL R.S.41.2	.02703				
	e8. BF PUMP & H2 SEAL OIL R.S.42.2	OM-063				
	e9. BF PUMP & HYDROGEN COOLER	OM-064				
	e10. BF PUMP & HYDROGEN COOLER R.S.44.2	OM-064				
	e11. CAMP 2 - FIRE BOXES, FIRE EXTINGUISHERS & YARDS	APP-41				
	e12. CB AIR COMPRESSOR OPERATING DATA	OM-515				
	e13. CHEMICAL LABORATORY ANALYTICAL DATA	.02058				
	e14. CHEMICAL LABORATORY ANALYTICAL DATA	.02838				
	e15. CONTINUOUS BLOW BYPASS LOG RS17	OM-721				
	e16. DAILY RWH REPORT	06-5				
	e17. DAILY OPERATING RECORD	.00641				
	e18. DAILY OPERATING REPORT CONTROL ROOM	OM-328				
	e19. DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-12				
	e20. DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-4				
	e21. DATA SHEET	2841				

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

Date: FEBRUARY 15, 1990
Sch. No. VP-23
Rev. No.

Department/Bureau 01 000753 FJ
Department of Water and Power
Office of (Original) Records
Power Operating

Qualified per Sec. 12.3 of L.A. Admin. Code.
By: *Raymond C. Burt*
City Clerk, Rec. Mgt. Off.
Date: 2-11-91

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e22.	DUTY GENERATION REPORT	OM-496				
e23.	DMP SEE INTERCHANGE AT HAIWEE INTERCONNECTION	FORM L				
e24.	END OF THE MONTH GENERATION FIGURES IN KWH	APR-36				
e25.	ENGINEERING DATA SHEET	1155				
e26.	ENGINEERING DATA SHEET	.01155				
e27.	FIRE BOXES, FIRE EXTINGUISHERS & YARDS	APP-41				
e28.	FIRE BOXES, FIRE EXTINGUISHERS & YARDS	APP-42				
e29.	FIRE EXTINGUISHER REPORT	APP-6				
e30.	FIRE EXTINGUISHER REPORT	APP-7				
e31.	FIRE HOSES & NOZZLES CHECK-SHEET	1065				
e32.	FIRE HYDRANT SUPPLY SYSTEM ISOLATION VALVES CHECK-OFF SHEET	662				
e33.	FIRST AID & SAFETY EQUIPMENT REPORT	APP-5				
e34.	FOOTHILL POWER PLANT - DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-14				
e35.	FOOTHILL POWER PLANT - MONTHLY INSPECTION ITEM	APP-22				
e36.	FRANKLIN POWER PLANT - DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-15				
e37.	FRANKLIN POWER PLANT - MONTHLY INSPECTION ITEM	APP-23				
e38.	FUEL OIL ACTIVITY - OLYMPIC TANK FARM	OM-272				
e39.	FUEL OIL ACTIVITY RS-18	OM-714				
e40.	FUEL OIL READING SHEET	OM-266				
e41.	GENERATING UNIT WORKSHEET	OM-144				
e42.	GENERATOR H2 & SEAL OIL R.S.44.1	.02702				
e43.	GENERATOR H2 & SEAL OIL, LUBE OIL, AND BLEED STEAM R.S.43.1	OM-255				
e44.	GENERATOR RUN TIME	OG-2				
e45.	H2 AND LUBE OIL COOLER, LUBE OIL RESERVOIR, AND BLEED STEAM R.S.42.1	OM-248				
e46.	H2 LUBE OIL COOLER, BLEED STEAM TEMPERATURE R.S.41.1	OM-034				
e47.	LABORATORY ANALYTICAL DATA SHEET	OM-180				
e48.	MARINE TANK FARM READ SHEET 1	OM-269				
e49.	MONTHLY GENERATION REPORT	OG-35A				
e50.	MONTHLY GENERATION REPORT	OG-35B				
e51.	O.V.E.S. GENERATOR OUTAGE	OG-3				
e52.	OIL CIRCUIT BREAKER OPERATIONS REPORT	DM				
e53.	OWENS GORGE POWER PLANT COUNTERS AND STATUS	OG-15				
e54.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-MG				

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)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
e55.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-06				
e56.	OWENS GORGE POWER PLANT OPERATING REPORT	OG-19-06				
e57.	OWENS GORGE WEATHER DATA	OG-1				
e58.	PLANT GENERATION AND DISTRIBUTION STATION LOAD FOR THE MONTH	OG-7				
e59.	PLEASANT VALLEY POWER PLANT	OG-14				
e60.	POWER PLANT 1 FIRE EXTINGUISHER REPORT	APP-6				
e61.	POWER PLANT 1 INSPECTION	APP-10				
e62.	POWER PLANT 1 INSPECTION	APP-19				
e63.	POWER PLANT 2 FIRE EXTINGUISHER REPORT	APP-7				
e64.	POWER PLANT 2 MONTHLY INSPECTION ITEM	APP-20				
e65.	POWER PLANT 2 VALVE CYCLING LIST	APP-46				
e66.	POWER PLANT 2 WORKSHEET	OM-227				
e67.	PROJECT COORDINATOR'S DAILY SUMMARY	APP-93				
e68.	RAW WATER SYSTEM ISOLATION VALVES CHECK SHEET	662A				
e69.	READING SHEET #25 UNIT 1	OM-658				
e70.	READING SHEET #26 UNIT 1	OM-653				
e71.	READING SHEET #30 UNIT 2	OM-650				
e72.	READING SHEET #31 UNIT 1	OM-642				
e73.	READING SHEET #35 UNIT 3	OM-648				
e74.	READING SHEET #36 UNITS 3&4	OM-664				
e75.	READING SHEET #37 UNIT 4	OM-672				
e76.	READING SHEET #38 UNIT 4	OM-654				
e77.	READING SHEET #39 UNIT 3	OM-644				
e78.	READING SHEET #40 UNIT 4	OM-645				
e79.	READING SHEET #41 UNIT 5	OM-504				
e80.	READING SHEET #42 UNIT 5	OM-505				
e81.	READING SHEET #43 UNIT 5	OM-682				
e82.	READING SHEET #44	OM-683				
e83.	READING SHEET #45 UNIT 6	OM-680				
e84.	READING SHEET #46 UNIT 6	OM-684				
e85.	READING SHEET #47 UNIT 6	OM-649				
e86.	READING SHEET #48 UNIT 6	OM-645				
e87.	READING SHEET #49 UNIT 5	OM-667				
e88.	READING SHEET #50 UNIT 5	OM-668				
e89.	READING SHEET #51 UNIT 6	OM-665				
e90.	READING SHEET #51A UNIT 6	OM-665				
e91.	READING SHEET #52 FILTERS AND DEMINERALIZERS	OM-211				
e92.	READING SHEET #53 DAILY INVENTORY SHEET	OM-291				

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By: (City Clerk, Rec. Mgt. Off.) *Raymond C. Burt* Date: *4-11-91*

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION				REMARKS
			OFFICE	CENTER	DESTROY		
e93.	READING SHEET #60 I66 AIR COMPRESSOR	OM-826					
e94.	RECORD OF CLIMATOLOGICAL OBSERVATIONS	76R204A					
e95.	SAN FERNANDO POWER PLANT - DAILY OPERATOR CLEANING AND MAINTENANCE REPORT	APP-13					
e96.	SAN FERNANDO POWER PLANT - MONTHLY INSPECTION ITEM	APP-21					
e97.	TRANSFORMER BANK R.S. 612.1	.02708					
e98.	TRANSFORMER BANK R.S. 634.1	.02709					
e99.	TRANSFORMER DAILY TEMPERATURE READING	OM-111					
e100.	TRANSMISSION AND INTERCHANGE LINES & CABLES						
e101.	TURBO GENERATOR RS21.1	.02731					
e102.	TURBO GENERATOR RS21.1	.02694					
e103.	TURBO GENERATOR RS23.1	.02693					
e104.	UNIT 3 GENERATION - UNIT DAILY REPORT RS1A	OM-676					
e105.	UNIT 3 RS2A	OM-678					
e106.	UNIT 3 RS3A	OM-744					
e107.	UNIT 3 RS5A	OM-745					
e108.	UNIT 3 RS6A	OM-746					
e109.	UNIT 3 RS7A	OM-747					
e110.	UNIT 3 RS8A	OM-748					
e111.	UNIT 3 RS9A	OM-749					
e112.	UNITS 1 & 2 RS10	OM-715					
e113.	UNITS 1 & 2 RS11	OM-713					
e114.	UNITS 1 & 2 RS12	OM-716					
e115.	UNITS 1 & 2 RS13	OM-717					
e116.	UNITS 1 & 2 RS2	OM-677					
e117.	UNITS 1 & 2 RS3	OM-685					
e118.	UNITS 1 & 2 RS4	OM-686					
e119.	UNITS 1 & 2 RS5	OM-687					
e120.	UNITS 1 & 2 RS6	OM-688					
e121.	UNITS 1 & 2 RS7	OM-697					
e122.	UNITS 1 & 2 RS8	OM-698					
e123.	UNITS 1 & 2 RS9	OM-699					
e124.	VALLEY PLANTS - FIRE EXTINGUISHER REPORT	APP-9					
e125.	VALVE CYCLING LIST	APP-55					
e126.	YARD ROUNDS RS14	OM-718					
e127.	YARD ROUNDS RS15	OM-719					
e128.	YARD ROUNDS RS16	OM-720					
f.	DWP INSPECTION RECORDS						

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f1.	FUEL OIL RUN AND GAUGING TICKET	.14760				
f2.	LADDER INSPECTION	APP-50				
g.	ENVIRONMENTAL REPORTS					
g1.	STACK MONITORING REPORT	OM-077				
h.	FINANCIAL REPORTS					
i.	INVOICES/PAYMENTS					
i1.	NOTICE OF DELIVERY OR RELEASE	82-367				
i2.	REPORT OF FUEL OIL RECEIVED	2771.02771				
i3.	VOUCHER CONTROL FORM	.01218				
j.	LETTERS					
k.	LOGS/INDICES					
k1.	CHECK OFF SHEET	OM-299				
k2.	CPP-1 MEGAWATT HOUR METER	OM-576				
k3.	CPP-15 TYTON SEAL READ UNITS 1-6	OM-689				
k4.	CPP-16 OPERATORS INSPECTION SHEET	OM-617				
k5.	CPP-2 WATER FLOW DATA	OM-603				
k6.	CPP-22 MAIN POWERHOUSE SUBDRAINS	PA-CD0476				
k7.	CPP-3 UNITS 1+2 ELECTRICAL READS	OM-612				
k8.	CPP-4 UNITS 3+4 ELECTRICAL READS	OM-613				
k9.	CPP-5 230 KV TIME READS	OM-614				
k10.	CPP-6 CONTROL ROOM AUXILIARY READS	CPP-6				
k11.	CPP-7 U3-6 AUXILIARY READS	OM-601				
k12.	CPP-8 CONTROL ROOM AIR COMPRESSOR READS	CPP-8				
k13.	GENERATION - UNIT DAILY REPORT UNITS 1 & 2	OM-675				
k14.	HCB PILOT WIRE TEST READINGS	82-149				
k15.	MONTHLY OPERATING SUMMARY CPP-26A	DES-PDG P74 113				
k16.	PNEUMATIC PIEZOMETER MONITORING CPP-23	PA-CD450				
k17.	PORTABLE ELECTRIC TOOL INSPECTION LOG	APP-8				
k18.	TURBINE AND GENERATOR AUXILIARY	OM-538				
k19.	UNIT 7 GENERATOR CPP-12	OM-616				
k20.	UNIT AND PLANT RUN TIME WATER SHEET CPP-10	OM-615				
k21.	VALLEY GENERATING STATION - LANDFILL GAS DAILY READING SHEET	X-155				
k22.	WATER TREATMENT, FUEL OIL H2, CO2, CHLORINE	OM-021				
k23.	WEEKLY EMBANKMENT SURVEILLANCE DRINKWATER DAM	OM-156				
1.	MEMORANDA					
11.	MEMORANDUM	1146				
12.	MEMORANDUM	1334				
13.	MEMORANDUM	87-69-078				

Date: FEBRUARY 15, 1990

Sch. No.

MP-23

Department/Bureau

Department of Water and Power

01 0753 FJ

Office of (Original) RAYMOND C. BURR
Power Operations

Certified per Sec. 12.3(e) of L.A. Admin. Code.
By: (Dep. Head) [Signature]

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

Date 4-11-91

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
14.	MEMORANDUM	.01145			
15.	MEMORANDUM	.01147			
16.	MEMORANDUM	.01334			
17.	OFFICE MEMORANDUM	PW17A			
m.	NEGATIVES				
n.	OPERATIONAL REPORTS				
n1.	CONDENSER B - DAILY OPERATING REPORT	OM-426			
n2.	DAILY OPERATING RECORD TRANSMISSION AND INTERCHANGE LINES AND CABLES	.02731			
n3.	DAILY OPERATING REPORT	OM-052			
n4.	DAILY OPERATING REPORT AND WORK SHEET	OM-050			
n5.	DAILY REPORT	OM-054			
n6.	DAILY REPORT OF OPERATION	OM-110			
n7.	DAILY REPORT TO ECC	OM-625			
n8.	GENERATING PLANT DAILY OPERATING REPORT	2454.02454			
n9.	GENERATING PLANT DAILY OPERATING REPORT	2559.02559			
n10.	GENERATING PLANT DAILY OPERATING REPORT	.00746			
n11.	GENERATING STATION DAILY OPERATING REPORT	2536.02536			
n12.	GENERATING STATION DAILY OPERATING REPORT	OM-661			
n13.	MONTHLY REPORT OF DAILY READINGS	OG-24			
n14.	O.V.E.S. MONTHLY REPORT	OG-6			
n15.	OMENS VALLEY GENERATION REPORT	OG-356			
n16.	RELAY OPERATION REPORT	947.14683			
n17.	TURBO GENERATOR	.02694			
n18.	VEHICLE REPORT	APP-3			
o.	PROCUREMENT/SALES CONTRACTS				
p.	REQUISITIONS				
q.	DISCONNECTING SWITCH ORDER				
q1.	STATUS REPORTS	.01194			
q1.	DAILY STATUS REPORT	APP-2			
q2.	DAILY SUMMARY	X-162			
q3.	LOAD/FUEL SUMMARY	OM-441			
q4.	LOAD/FUEL SUMMARY	OM-497			
r.	TEST RECORDS				
r1.	DELUGE SYSTEM TEST	1045A-6			
r2.	DELUGE SYSTEM TEST	666A-J			
r3.	FUEL OIL LABORATORY REPORT	82-270			
r4.	PYR-A-LARM SYSTEMS SMOKE TEST UNITS 1&2	663			
r5.	PYR-A-LARM SYSTEMS SMOKE TEST UNITS 3&4	664			

Sch. No. MP-23
 Department/Bureau 01
 Department of Water and Power
 Office of Original Records and ECR
 Power Oper. Maint. & Maintenance

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
	r6. PYR-A-LARM SYSTEMS SMOKE TEST UNITS 586	565			
	s. TRANSMITTALS/ACKNOWLEDGEMENTS				
6	CITY & STATE GOVERNMENTAL MATTERS				
	a. ANNOUNCEMENTS/BULLETINS		AR	2	AR+2
	a1. THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION	PDR-20			
	a2. WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES	PDR 7			
	a3. WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS	PDR 8			
	b. BUDGET RECORDS - PROJECTED				
	b1. COST ESTIMATE	,02544			
	c. DATA SHEETS				
	c1. ENGINEERING DATA SHEET	,01155			
	d. JUDGEMENTS				
	e. LETTERS				
	f. MEMORANDA				
	f1. MEMORANDUM	,01335			
	g. REQUISITIONS				
	g1. REQUEST FOR ADVANCE APPROVAL OF EXPENDITURE	2232,16052			
7	COMMUNICATION ENGINEER ORDERS		T+2	--	T+2
	a. INTRA-DEPARTMENTAL COMMUNICATIONS				
	a1. INTRA-DEPARTMENTAL	,01455			
	b. MEMORANDA				
	b1. MEMORANDUM	,01334			
	c. REQUISITIONS				
	d. ROUTING SLIPS				
	d1. ASSIGNMENT	OM-117			
	d2. ASSIGNMENT FORM - COMMUNICATION SECTION	OM-583			
8	COMPLAINTS		5	--	5
9	CONTRACTS & AGREEMENTS - POWER SUPPLY		C+2	13	C+15
	a. BID RECORDS				
	b. BUDGET RECORDS - PROJECTED				
	b1. SUPPLEMENTAL INFORMATION (VITAL)				V
	c. CONTRACT ADMINISTRATION RECORDS				
	d. CONTRACT AMENDMENTS				
	d1. AMENDMENT (VITAL)				V

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		Y	H	C	REMARKS
			OFFICE	CENTER				
e.	EDUCATION/TRAINING RECORDS							
f.	EMPLOYMENT RECORDS							
g.	INVOICES/PAYMENTS							
g1.	ACCOUNTING PAYMENT DENIAL FORM	AC295						
h.	JUDGEMENTS							
i.	LEGAL APPLICATIONS							
i1.	AGREEMENT (VITAL)				V			
j.	LEGAL NOTIFICATIONS							
j1.	CERTIFICATION (VITAL)				V			
k.	LEGAL ORDERS/FILINGS							
l.	LETTERS							
m.	LOGS/INDICES							
n.	MANAGEMENT REPORTS							
o.	MEMORANDA							
o1.	CORRECTION NOTICE	.00993						
o2.	MEMORANDUM	1147,01147						
o3.	MEMORANDUM	.01145						
o4.	MEMORANDUM	.01147						
p.	POWER OF ATTORNEY RECORDS							
q.	PROCUREMENT/SALES CONTRACTS							
q1.	CONTRACT (VITAL)							
r.	PURCHASE ORDERS				V			
r1.	PURCHASE ORDER	.00001						
r2.	PURCHASE ORDER	.00003						
s.	REQUISITIONS							
s1.	REQUISITION FOR MATERIAL/SERVICES	.01660						
t.	STATUS REPORTS							
u.	TIMEKEEPING RECORDS							
v.	TRANSMITTALS/ACKNOWLEDGEMENTS							
v1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384	C+1	9			C+10	CLAIMS AGAINST DWP
10	DAMAGE CLAIMS FILES							

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
11	DEPARTMENT & DIVISION ORGANIZATION & POLICIES a. ANNOUNCEMENTS/BULLETINS	AR	2	AR+2		
12	DEPARTMENT COMMITTEES a. AGENDA b. MEETING MINUTES	AR	2	AR+2		
13	DISASTER CLAIMS a. AGENDA b. ANNOUNCEMENTS/BULLETINS b1. AUTHORIZATION COMPLETION NOTICE c. BUDGET RECORDS - ACTUAL c1. DISASTER DAMAGE AUDIT INFORMATION - RECAP OF EXPENDITURE FOR DISASTER DAMAGE d. BUDGET RECORDS - PROJECTED d1. AUTHORIZATION FOR EXPENDITURE d2. STORM DAMAGE COMPUTATION SUPPLEMENT e. CHANGE DOCUMENTS e1. LOW VOLTAGE SYSTEM FIELD CHANGE f. DATA SHEETS f1. DAILY RECORD TRANSMISSION REPORT f2. DAILY RECORD TRANSMISSION REPORT g. DRAWINGS h. DMP INSPECTION RECORDS h1. DISASTER RESPONSE AND RECOVERY FINAL INSPECTION REPORT i. DMP MAPS j. ENGINEERING STUDIES j1. DAMAGE SURVEY REPORT j2. DAMAGE SURVEY REPORT k. FINANCIAL REPORTS k1. DAILY STORM DAMAGE ESTIMATE UPDATE l. INTERDEPARTMENTAL COMMUNICATIONS l1. INTER-DEPARTMENTAL CORRESPONDENCE m. INTRADEPARTMENTAL COMMUNICATIONS m1. INTRA-DEPARTMENTAL INVOICES/PAYMENTS n. INVOICES/PAYMENTS n1. DEPOSIT CERTIFICATE n2. REPORT OF MATERIAL RECEIVED	AR AR C	2 2 10	AR+2 AR+2 C+10	SEE DUPLICATE SCHEDULE FOR OTHER COPIES	

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
n3.	REQUEST FOR MATERIAL CREDIT	.03286				
n4.	VOUCHER CONTROL FORM	.01218				
o.	JOB FILE DATA					
o1.	OPERATING ENGINEER'S ORDER	OM-018				
p.	LETTERS					
q.	LOGS/INDICES					
q1.	EMPLOYEE ROSTER FOR STORM DAMAGE REPAIR	OM-1047				
r.	MANAGEMENT PROCEDURES					
r1.	ADMINISTRATIVE PROCEDURE	OM-155				
s.	MEMORANDA					
s1.	MEMORANDUM	.01145				
s2.	MEMORANDUM	.01146				
s3.	MEMORANDUM	.01147				
s4.	MEMORANDUM	.01334				
s5.	MEMORANDUM	.01335				
s6.	OFFICE MEMORANDUM	GEN. 53				
t.	OPERATING AND MAINTENANCE SCHEDULES					
u.	OPERATIONAL REPORTS					
u1.	DAILY TIME & WORK REPORT: ELECTRIC TROUBLE	.02527				
u2.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-703				
u3.	FINAL RECAP SHEET	OM-1050				
u4.	TRANSMISSION STORM REPORT	POBM 001				
v.	PROCUREMENT/SALES CONTRACTS					
v1.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-704				
v2.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-705				
v3.	DISASTER DAMAGE AUDIT INFORMATION - EQUIPMENT	OM-706				
w.	PROFESSIONAL DEVELOPMENT RECORDS					
w1.	DISASTER DAMAGE AUDIT INFORMATION - EMPLOYEE	OM-701				
x.	PURCHASE ORDERS					
x1.	PURCHASE ORDER	.00901				
y.	REQUISITIONS					
y1.	JOB ORDER	.00247				
y2.	REQUEST FOR SERVICES OR SUPPLIES	1321				

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

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

Sch. No. WP-23
 Rev. No.
 Raymond C. Burt
 Raymond C. Burt

01
 0753
 F J
 Certified per Sec. 123(e) L.A. Admin. Code:
 By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
y3.	REQUISITION FOR MATERIAL/SERVICES	.01660				
y4.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
y5.	WORK ORDER	.02822				
y6.	WORK SHEET	.02106				
z.	ROUTING SLIPS					
z1.	ASSIGNMENT	OM-117				
aa.	TIMEKEEPING RECORDS					
aa1.	DAILY TIME REPORT	DC 281-B				
aa2.	DAILY TIME REPORT SUBSTATION OPERATION	OM-146				
aa3.	LABOR DISTRIBUTION	.02532				
aa4.	OPERATOR'S DAILY TIME REPORT	.02269				
ab.	TRIP REPORTS					
ab1.	TRUCK DRIVER'S TRIP REPORT	.02260				
ac.	WAGE/SALARY STRUCTURE RECORDS					
ac1.	ANNUAL PAY RATE	OM-1046				
ac2.	DISASTER DAMAGE AUDIT INFORMATION - ANNUAL PAY RATE	OM-702				
14	DISCIPLINE/GRIEVANCE/DISCRIMINATION COMPLAINTS					
a.	AFFIRMATIVE ACTION/EEO RECORDS		C+3	7	C+10	
a1.	DISCRIMINATION COMPLAINT INITIATION	EEO-001				
a2.	DISCRIMINATION COMPLAINT RESPONSE	EEO-002				
a3.	GRIEVANCE APPEAL	LR-003				
a4.	GRIEVANCE INITIATION	LR-001				
a5.	GRIEVANCE RESPONSE	LR-002				
a6.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77				
b.	CHANGE DOCUMENTS					
b1.	PAYROLL/PERSONNEL CHANGE DOCUMENT	GEN. 41				
c.	CLAIMS					
d.	CONVERSATION RECORDS					
d1.	CALL SLIP	.00148				
e.	EDUCATION/TRAINING RECORDS					
e1.	EMPLOYEE TRAINING RECORD	91-F				
e2.	NEW EMPLOYEE ORIENTATION CHECK SHEET	119				
e3.	ORIENTATION CHECKLIST	CI047				
f.	EMPLOYEE ACCOUNTS RECORDS					
f1.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
g.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					

Department/Bureau 91 0753 FJ
 Department of Water and Power
 Office of (Original) Record
 Power Operating

Certified per Sec. 123(c) L.A. Minin. Code.
 By: *[Signature]*
 (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
91.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
92.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
93.	FITNESS FOR DUTY DOCTOR'S SLIP	.02221				
94.	MEDICAL INFORMATION CERTIFICATE	GEN. 91				
h.	EMPLOYEE SUGGESTION PLANS					
i.	EMPLOYMENT RECORDS					
11.	EMPLOYEES RECORD	2757,02757				
12.	INTERVIEW AND APPOINTMENT NOTICE	.00403				
13.	INTERVIEW DATA SHEET	3381				
14.	INTERVIEW FORM	OM-439				
15.	OPERATION SUPERVISOR'S EVALUATION REPORT	OM-530				
16.	PERSONNEL JACKET	87-02-759				
17.	TERMINATION OF EMPLOYMENT	.00723				
18.	WORK SCHEDULE ASSIGNMENT	OM-396				
j.	INTERDEPARTMENTAL COMMUNICATIONS					
k.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
l.	INTRA-DEPARTMENTAL COMMUNICATIONS					
kl.	INTRA-DEPARTMENTAL COMMUNICATIONS	.01455				
1.	JOB FILE DATA					
11.	OPERATING ORDER	OM-113				
m.	JUDGEMENTS					
n.	LETTERS					
o.	LOGS/INDICES					
ol.	LOGGED FORM					
p.	MANAGEMENT REPORTS					
q.	MEMORANDA	OM-1015				
q1.	MEMORANDUM	OM-255				
q2.	MEMORANDUM	.01145				
q3.	MEMORANDUM	.01146				
q4.	MEMORANDUM	.01147				
q5.	MEMORANDUM	.01334				
r.	POSITION DESCRIPTIONS					
r1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
s.	ROUTING SLIPS					
s1.	ASSIGNMENT	OM-117				
t.	TIMEKEEPING RECORDS					
t1.	ABSENCE FROM DUTY RECORD	2588				
t2.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	13. REQUEST/REPORT OF ABSENCE	OM-578				
	14. TIME ROLL CORRECTION AUTHORITY	2734				
	15. VACATION FORM	,01113				
	u. TRANSMITTALS/ACKNOWLEDGEMENTS					
	u1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	,03384				
	v. WAGE/SALARY STRUCTURE RECORDS					
	v1. SALARY ADJUSTMENT	AC125				
15	DISPATCHER/OPERATOR CONVERSATION TAPES					
	a. CONVERSATION RECORDS		2			
	b. EMPLOYEE ACCOUNTS RECORDS					
	c. INTERDEPARTMENTAL COMMUNICATIONS					
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	d. INVOICES/PAYMENTS					
	d1. REPORT OF MATERIAL RECEIVED	,00361				
	d2. STATEMENT OF SETTLEMENT	,02122				
	e. PURCHASE ORDERS					
	e1. SUB-PURCHASE ORDER	,00008				
	f. REQUISITIONS					
16	EMERGENCY PLANNING & REPORTS					
	a. DEPARTMENT REAL ESTATE RECORDS		AR	2	AR+2	
	b. DWP MAPS					
	c. INTRA-DEPARTMENTAL COMMUNICATIONS					
	c1. INTRA-DEPARTMENTAL	,01455				
	d. LEGAL NOTIFICATIONS					
	e. MEMORANDA					
	e1. MEMORANDUM	,01145				
	e2. MEMORANDUM	,01147				
	e3. MEMORANDUM	,01334				
	f. PROPOSALS					
	g. PURCHASE ORDERS					
	g1. PURCHASE ORDER	,00001				
	h. REQUISITIONS					
	h1. MAINTENANCE REQUEST					
	i. TELETYPE/TELECOPY COMMUNICATIONS	OM-525				

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

Department of Water and Power
 Office of (Original) Records Management
 Power Operating and Maintenance Division

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

Date: 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		Y	H	I	F	C	R	REMARKS
			OFFICE	CENTER							
18	EMPLOYEE PERSONNEL FILES			80							
	a. AFFIRMATIVE ACTION/EEO RECORDS										
	a1. GRIEVANCE INITIATION	LR-001									
	a2. GRIEVANCE RESPONSE	LR-002									
	a3. NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77									
	a4. NOTICE TO CORRECT DEFICIENCIES	82-279									
	a5. NOTICE TO CORRECT DEFICIENCIES	GEN. 78									
	a6. STATEMENT OF UNDERSTANDING	OTC-85									
	b. AGENDA										
	c. ANNOUNCEMENTS/BULLETINS										
	c1. NOTICE OF POSITION TO BE FILLED	ORIG #22									
	d. BID RECORDS										
	d1. BID NOTICE	.03214									
	e. CHANGE DOCUMENTS										
	e1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815									
	e2. PERMISSION TO CHANGE WORKING LOCATION OF ELECTRIC STATION OPERATOR TRAINEE	OTC-44									
	e3. WORK ORDER CHANGE	OTF 18									
	e4. WORK SCHEDULE CHANGE RECORD	82-209									
	e5. WORK SCHEDULE CHANGE RECORD	82-247									
	e6. WORK SCHEDULE CHANGE RECORD	OM-499									
	f. CLAIMS										
	f1. ACCIDENT ANALYSIS	2747,02747									
	f2. ACCIDENT ANALYSIS	.02747									
	f3. DRIVER'S PRELIMINARY ACCIDENT REPORT	OM-466									
	f4. STATEMENT OF ACCIDENT	970									
	f5. STATEMENT OF ACCIDENT	.00970									
	f6. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187									
	f7. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364									
	9. CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS										
	h. DATA SHEETS										
	h1. STATION HOURLY REPORT	OM-965									
	i. DETAIL PHOTOGRAPHS										
	j. DWP INSPECTION RECORDS										
	j1. SAFETY RULE INFRACTION	PD-003									

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
k.	EDUCATION/TRAINING RECORDS					
k1.	ELECTRICAL DISTRIBUTION MECHANIC TRAINEE MONTHLY EVALUATION	OM-354				
k2.	ESOT MONTHLY JOB PERFORMANCE EVALUATION AND TRAINING REPORT	OTC 185A				
k3.	EVALUATION AND CHECK OFF RECORD	R8D 56				
k4.	GRADE SUMMARY	ESOT-3				
k5.	GRADING FOR PROBATION REPORT CARD	2726, 02726				
k6.	GRADING FOR PROBATION REPORT CARD	2726				
k7.	JOB SKILLS EXERCISE COMPLETION RECORD AND REPORT	OTC 108A				
k8.	TRAINING STANDARDS AND PROGRESS RECORD	OM-046				
k9.	TRAINING STANDARDS AND PROGRESS RECORD	OM-047				
1.	EMPLOYEE ACCOUNTS RECORDS					
11.	PERSONAL VEHICLE AUTHORITY REQUEST	OM-389				
12.	REQUEST FOR TRANSPORTATION	597				
13.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	415				
14.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	,02316				
m.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
m1.	APPLICATION FOR MILITARY SERVICE COMPENSATION	2808				
m2.	APPLICATION FOR MILITARY SERVICE COMPENSATION	,02808				
m3.	APPLICATION FOR NORMAL RETIREMENT	OM-238				
m4.	AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION	MSD 85				
m5.	CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	MVP21				
m6.	DISABILITY NOTICE/BENEFIT CLAIM FORM	RP 011				
m7.	DOCTOR'S CERTIFICATE	RP 027				
m8.	DWP MEDICAL SERVICES: EMPLOYEE VISITS	MR 948				
m9.	EMPLOYEE CERTIFICATE OF DISABILITY	,02864				
m10.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
m11.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032				
m12.	EMPLOYER'S REPORT OF INDUSTRIAL INJURY	C-3				
m13.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	,00032				
m14.	EXAMINATION FOR RETURN TO DUTY	2249,02249				

Department/Bureau
 Department of Water and Power
 Office of (Original) Records and Information Services
 Power Operating and Maintenance

Sch. No. WP-23
 Rev. No. 1

0753 F J
 By: [Signature] (City Clerk, Rec. Mgt. Off.)

Page: 019 of 106
 Date: 4-11-91

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
m15.	REPORT OF PERSONAL INJURIES	32,00032				
m16.	REQUEST FOR RETIREMENT	OM-588				
m17.	RETURN TO WORK SLIP	.02202				
m18.	SERIAL AUDIOGRAM - CARD	301-135				
n.	EMPLOYEE SUGGESTION PLANS					
n1.	MONTHLY EVALUATION	OM-354				
o.	EMPLOYMENT RECORDS					
o1.	APPLICATION FOR EMPLOYMENT	PDR-1				
o2.	APPOINTMENT REPORT	403				
o3.	CHANGE OF EMERGENCY INFORMATION	.03395				
o4.	CHANGE OF HOME ADDRESS	.00466				
o5.	CHANGE OF HOME ADDRESS AND EMERGENCY INFORMATION	.00012				
o6.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453				
o7.	EMPLOYEE DATA RECORD	2758,02758				
o8.	EMPLOYEE DATA RECORD	2758,16593				
o9.	EMPLOYEE DATA RECORD	2758				
o10.	EMPLOYEE DATA RECORD	.02758				
o11.	EMPLOYEE DATA RECORD	.16593				
o12.	EMPLOYEE HISTORY CARD	1725,15492				
o13.	EMPLOYEE IDENTIFICATION CARD REPLACEMENT	OM-586				
o14.	EMPLOYEE PERSONNEL JACKET	2759,02759				
o15.	EMPLOYEE PERSONNEL JACKET	2759,16594				
o16.	EMPLOYEE PERSONNEL JACKET	2759				
o17.	EMPLOYEE PERSONNEL JACKET	87-02-759				
o18.	EMPLOYEE PERSONNEL JACKET	.02759				
o19.	EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008				
o20.	EMPLOYEES RECORD	2733				
o21.	EMPLOYEES RECORD	2757A,16592				
o22.	EMPLOYEES RECORD	2757A				
o23.	EMPLOYEES RECORD	2757,02757				
o24.	EMPLOYEES RECORD	2757,16592				
o25.	EMPLOYEES RECORD	2757				
o26.	EMPLOYEES RECORD	725J				
o27.	EMPLOYEES RECORD	87-02-733C				
o28.	EMPLOYEES RECORD	87-02-733				
o29.	EMPLOYEES RECORD	87-02-740				
o30.	EMPLOYEES RECORD	983,14712				
o31.	EMPLOYEES RECORD	.02733				

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
032.	EMPLOYEES RECORD	.02757				
033.	EMPLOYMENT ELIGIBILITY VERIFICATION	I-9				
034.	INDUSTRIAL RELATIONS ADMINISTRATION - EMPLOYEE REFERRAL	.02221				
035.	INTERVIEW AND APPOINTMENT NOTICE	403				
036.	INTERVIEW AND APPOINTMENT NOTICE	.00403				
037.	INTERVIEW DATA SHEET	3381				
038.	INTERVIEW FORM	OM-439				
039.	INTERVIEW SUMMARY	OM-567				
040.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76				
041.	NOTICE OF COMMENDATION	GEN. 79				
042.	PERSONNEL CHANGE SUBSTATION OPERATION	OM-101				
043.	PERSONNEL DATA	861				
044.	PERSONNEL JACKET	2759				
045.	PERSONNEL JACKET	.02759				
046.	PERSONNEL RECORD	2608				
047.	PERSONNEL RECORD	OM-711				
048.	PERSONNEL RECORD SIGN OUT CARD	OM-237				
049.	PROBATION REPORT	82-271				
050.	PROBATION REPORT WORKSHEET	OM-429				
051.	PROBATION REPORT WORKSHEET	PD-061				
052.	REPORT OF DRIVER'S TEST	76-45				
053.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360, 16183				
054.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360				
055.	REQUEST FOR REASSIGNMENT	RP0324				
056.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24				
057.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B				
058.	REQUEST TO FILL POSITION	424, 00424				
059.	SUPERVISOR'S REPORT OF INCIDENT	OTC-163				
060.	TERMINATION OF EMPLOYMENT	723				
061.	TERMINATION OF EMPLOYMENT	.00723				
062.	WORK SCHEDULE ASSIGNMENT	2840, 16676				
063.	WORK SCHEDULE ASSIGNMENT	2840				
064.	WORK SCHEDULE ASSIGNMENT	82-396				
065.	WORK SCHEDULE ASSIGNMENT	OM-396				
066.	WORK SCHEDULE ASSIGNMENT	.02840				

Department/Bureau: Department of Water and Power
 Office of (Original) Raymond C. Gurr
 Power Operating and Maintenance

Page: 021 of 106
 Date: 4-11-91

01 000753 F J
 Certified per Sec. 12.3(f) of L.A. Admin. Code:
 By: (City Clerk, Rec. Mgr. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
P.	INTRADPARTMENTAL COMMUNICATIONS					
p1.	INTRA-DEPARTMENTAL	1455, 15185				
p2.	INTRA-DEPARTMENTAL	1455				
p3.	INTRA-DEPARTMENTAL	1456, 01456				
p4.	INTRA-DEPARTMENTAL	,01455				
p5.	INTRA-DEPARTMENTAL	,01456				
q.	INVOICES/PAYMENTS					
q1.	REQUEST FOR PAYMENT FOR EXCESS MILEAGE	OM-490				
r.	JOB SCHEDULES					
s.	LETTERS					
t.	LICENSES					
t1.	STEAM ENGINEER UNLIMITED LICENSE	M-38				
u.	LOGS/INDICES					
v.	MANAGEMENT REPORTS					
v1.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	,02069				
w.	MANAGEMENT SCHEDULES					
x.	MEETING MINUTES					
y.	MEMORANDA					
y1.	EMPLOYEE TRANSFER MEMORANDUM	82-276				
y2.	MEMORANDUM	1146, 14857				
y3.	MEMORANDUM	1146				
y4.	MEMORANDUM	1334, 15047				
y5.	MEMORANDUM	1336				
y6.	MEMORANDUM	87-69-078				
y7.	MEMORANDUM	OM-259				
y8.	MEMORANDUM	,01145				
y9.	MEMORANDUM	,01146				
y10.	MEMORANDUM	,01147				
y11.	MEMORANDUM	,01334				
y12.	MEMORANDUM	,01335				
y13.	OFFICE MEMORANDUM	6EN. 53				
z.	OPERATIONAL REPORTS					
z1.	TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	WEDOC072				
aa.	POSITION DESCRIPTIONS					
aa1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
aa2.	DUTIES DESCRIPTION RECORD	2346				
aa3.	POSITION DESCRIPTION	PDES 3				

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	
ab.	PROGRESS PHOTOGRAPHS					
ac.	REQUISITIONS					
ac1.	DISCONNECTING SWITCH ORDER	.011194				
ac2.	REQUISITION FOR TRANSPORTATION	597				
ad.	ROUTING SLIPS					
ad1.	ASSIGNMENT					
ad2.	REFERENCE SLIP	OM-117				
ae.	SPACE/EQUIPMENT ALLOCATION RECORDS	185				
ae1.	TOOL TRANSFER	.01574				
af.	STATUS REPORTS					
af.	TAX RECORDS					
ag1.	EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE	W-4				
ah.	TELEX/TWX/TELECOPY COMMUNICATIONS					
ai.	TIMEKEEPING RECORDS					
ai1.	ABSENCE FROM DUTY RECORD	2588				
ai2.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485				
ai3.	APPLICATION FOR OVERTIME OFF WITH PAY	.02549				
ai4.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819, 02819				
ai5.	ATTENDANCE CARD	201-008-031				
ai6.	ATTENDANCE RECORD	3002				
ai7.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075				
ai8.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
ai9.	EMPLOYEE CHECK IN SHEET	#63				
ai10.	NOTICE OF ABSENCE	.02728				
ai11.	NOTICE OF TRANSFER	2531				
ai12.	NOTICE OF TRANSFER TIME ROLL DATA	.02531				
ai13.	REPORT OF ABSENCE	OM-404				
ai14.	REPORT OF ABSENCE	OM-578				
ai15.	REPORT OF ABSENCE FROM DUTY	OM-373				
ai16.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
ai17.	REQUEST FOR TIME OFF	OM-535				
ai18.	REQUEST FOR TIME OFF	PD-050				
ai19.	REQUEST/REPORT OF ABSENCE	OM-244				
ai20.	REQUEST/REPORT OF ABSENCE	OM-578				
ai21.	SHIFT TRADE AGREEMENT	OM-359				
ai22.	TIME OFF REQUEST	OM-769				
ai23.	TIME ROLL CORRECTION AUTHORITY	2734				

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

Date: FEBRUARY 15, 1990

Sch. No. WP-23
Rev. No.

Department/Bureau
Department of Water and Power
Office of (Original) Records Management
Power Operating and Maintenance

01 0753 FJ

Certified per Rec. 123(e) L.A. Minn. Code:
By: *[Signature]*
By: (City Clerk, Rec. Mgt. Off.)

Page: 023 of 106
Date: 2-11-91

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
a124.	VACATION FORM	.01113				
a125.	VACATION REQUEST	2839				
a126.	VACATION REQUEST	.02839				
a127.	VALLEY GENERATING STATION REQUEST FOR TIME OFF	X-108				
a j.	WAGE/SALARY STRUCTURE RECORDS					
a j1.	SALARY ADJUSTMENT	AC124				
a j2.	SALARY ADJUSTMENT	AC125				
19	ENGINEERING STUDIES & REPORTS		6	4	10	
a.	ANNOUNCEMENTS/BULLETINS					
b.	BID RECORDS					
b1.	BIDDING DOCUMENT	1799-B				
c.	BUDGET RECORDS - PROJECTED					
c1.	AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC527B				
d.	CONVERSATION RECORDS					
d1.	CALL SLIP	.00148				
e.	DATA SHEETS					
e1.	ENGINEERING DATA SHEET	.01155				
e2.	ENGINEERING DATA SHEET	.03091				
f.	DETAIL PHOTOGRAPHS					
g.	DWP INSPECTION RECORDS					
h.	DWP MAPS					
i.	EMPLOYEE SUGGESTION PLANS					
i1.	SUGGESTION	.02558				
j.	ENGINEERING STUDIES					
k.	FEASIBILITY STUDIES					
l.	INFORMATION SERVICES RECORDS					
l1.	COMPUTER SYSTEMS SERVICE REQUEST	.03279				
m.	INTRADPARTMENTAL COMMUNICATIONS					
m1.	INTRA-DEPARTMENTAL	1455				
m2.	INTRA-DEPARTMENTAL	.01455				
n.	INVOICES/PAYMENTS					
n1.	INVOICE COLLECTIBLE	.00861				
n2.	JOURNAL VOUCHER	.03103				
n3.	VOUCHER CONTROL FORM	.01218				
o.	JUDGEMENTS					
p.	LEGAL APPLICATIONS					
q.	LETTERS					

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)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
q1.	COMMITTEE CORRESPONDENCE	.02865			
r.	LOSS/INDICES				
s.	MANAGEMENT PROCEDURES				
s1.	ADMINISTRATIVE PROCEDURE	OM-155			
t.	MANAGEMENT REPORTS				
t1.	ANNUAL REPORT OF PUBLIC ELECTRIC UTILITIES	OMB-1905-0129			
t2.	MONTHLY POWER PLANT REPORT	OMB-1905-0130			
t3.	POWER LINE CONSTRUCTION DATA	FPC-12-F			
u.	MANAGEMENT SCHEDULES				
v.	MEETING MINUTES				
w.	MEMORANDA				
w1.	MEMORANDUM	1334,15047			
w2.	MEMORANDUM	.01145			
w3.	MEMORANDUM	.01146			
w4.	MEMORANDUM	.01147			
w5.	MEMORANDUM	.01334			
x.	OPERATIONAL REPORTS				
y.	PROCUREMENT/SALES CONTRACTS				
z.	REQUISITIONS				
z1.	DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690			
z2.	REQUISITION FOR MATERIAL/SERVICES	.01660			
z3.	WORK ORDER	.02821			
z4.	WORK ORDER ZIP FORM	.02822			
aa.	ROUTING SLIPS				
aa1.	ASSIGNMENT	OM-117			
aa2.	ASSIGNMENT	OM-938			
aa3.	ROUTING SLIP - RUSH	OM-204			
aa4.	SYSTEM OPERATIONS ASSIGNMENT	OM-569			
aa5.	WORK SLIP	OM-122			
ab.	SPECIFICATIONS				
ab1.	SPECIFICATION	1799			
ac.	STATUS REPORTS				
ad.	TELEX/TWX/TELECOPY COMMUNICATIONS				
ad1.	TELECOPY COVER SHEET	OM-249			
ae.	TEST RECORDS				
af.	TIMEKEEPING RECORDS				
ag.	TRANSMITTALS/ACKNOWLEDGEMENTS				

Department/Bureau **753 FJ**
 Department of Water and Power
 Office of (Original) Records
 Power Operating and Maintenance

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DEFIROY	
	ag1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	ah. VENDOR MANUALS/CATALOGS					
20	EQUIPMENT BID & RECORD		C+2	--	C+2	RETENTION OF THE STATIONS COPY
	a. BID RECORDS					
	a1. EQUIPMENT BID AND RECORD	.02814				
	a2. LOCAL EQUIPMENT BID	X-204A				
	b. DATA SHEETS					
	c. EDUCATION/TRAINING RECORDS					
	d. LOGS/INDICES					
	e. MEMORANDA					
	e1. MEMORANDUM	.01146				
	f. OPERATIONAL REPORTS					
	f1. FAULTY EQUIPMENT REPORT	.00035				
	f2. MONTHLY INTERCHANGE METER REPORT	.00603				
21	EQUIPMENT MAINTENANCE FILES		T	6	T+6	
	a. ADDENDA TO SPECIFICATIONS					
	a1. ADDENDUM TO SPECIFICATION (VITAL)					
	b. ANNOUNCEMENTS/BULLETINS					
	c. BID RECORDS					
	c1. BID	1799.15566				
	c2. BID FOR WORK/REQUEST FOR OPERATOR	OM-103				
	c3. EQUIPMENT BID AND RECORD	.02814				
	c4. SUPPLEMENTAL BID REQUEST	OM-319				
	d. BUDGET RECORDS - ACTUAL					
	e. BUDGET RECORDS - PROJECTED					
	e1. ADVICE OF SHOPS ESTIMATE TO PERFORM WORK ORDERED ON YOUR REQUISITION	76-56				
	e2. AUTHORIZATION FOR EXPENDITURE	2865.16701				
	e3. AUTHORIZATION FOR EXPENDITURE	2911				
	e4. COST ESTIMATE	2347.16373				
	e5. COST ESTIMATE	OM-330				
	e6. COST ESTIMATE	.02544				
	e7. COST ESTIMATE AND REQUISITION FOR SHOP WORK	76-25				
	e8. PRELIMINARY ESTIMATE	2908				
	e9. PRELIMINARY ESTIMATE	OM-320				
	e10. REQUEST FOR CHANGE IN ORIGINAL JOB	76-42				

00753 FJ
 Office of (Original) Record
 Power Operating

Page: 026 of 106
 Date: 4-11-91
 By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	f. CHANGE DOCUMENTS					
	f1. DESIGN ENGINEERS EMERGENCY FIELD CHANGE	DC126				
	f2. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,00815				
	f3. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815				
	f4. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815				
	f5. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	P-815				
	g. CLAIMS					
	g1. STATEMENT OF ACCIDENT	.00970				
	h. CLERICAL PROCEDURES/INSTRUCTIONS					
	h. CONSTRUCTION PROCEDURES					
	i. CONSTRUCTION & MAINTENANCE MANUAL (VITAL)					
	i1. CONSTRUCTION RECORDS					
	j1. CALL SLIP	148				
	k. CUSTOMER SERVICE RECORDS					
	k1. METER READ SHEET	0M-293				
	k2. METER RECORD	P-753				
	l. DATA SHEETS					
	l1. ENGINEERING DATA SHEET	1155,14866				
	l2. ENGINEERING DATA SHEET	1155				
	l3. ENGINEERING DATA SHEET	.01155				
	l4. FEEDER VOLTAGE REGULATOR	473,14705				
	l5. FEEDER VOLTAGE REGULATOR	973,14705				
	l6. FORM U-2 MANUFACTURERS PARTIAL DATA REPORT (VITAL)					
	l7. MAINTENANCE & REPAIR RECORD (VITAL)	76-31				
	l8. MAINTENANCE & REPAIR RECORD (VITAL)					
	l9. MAINTENANCE RECORD (VITAL)					
	l10. TRANSFORMER DATA SHEET	1				
	l11. TRANSFORMER DATA SHEET	2				
	l12. TRANSFORMER DATA SHEET	82-246				
	l13. TRANSFORMER STATION DATA	1-1168				
	l14. VENDOR DATA SHEET (VITAL)					
	m. DETAIL PHOTOGRAPHS					
	n. DRAWINGS					
	o. DWP ELECTRICAL DRAWINGS					

Sch. No. WP-23
 Rev. No. 1
 Department/Bureau 01 753 FJ
 Certified per Sec. 12.3(e) of L.A. Admin. Code:
 By: *[Signature]*
 Date: 4-11-91

Department of Water and Power
 Office of (Original) Records
 Power Operating

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
P.	DWP EQUIPMENT DRAWINGS					
Q.	DWP INSPECTION RECORDS					
R.	q1. MONTHLY FIRE EXTINGUISHER INSPECTION DWP LINE DRAWINGS/DIAGRAMS	OVES-04				
S.	DWP MAPS					
T.	DWP OPERATION DRAWINGS/DIAGRAMS					
U.	DWP PIPING DRAWINGS					
V.	DWP PROJECT LAYOUT DRAWINGS					
W.	DWP WIRING DRAWINGS/DIAGRAMS					
X.	EDUCATION/TRAINING RECORDS					
Y.	ENGINEERING STUDIES					
Y1.	FAULT ANALYSIS REPORT	.02076				
Z.	ENVIRONMENTAL REPORTS					
Z1.	SPILL AND CLEANUP REPORT	OM-186				
AA.	EXTERNAL INSPECTION RECORDS					
aa1.	FIRE/LIFE SAFETY VIOLATION	F-340-C				
aa2.	OFFICIAL DISPOSAL SITE INSPECTION REPORT	H-978				
AB.	FINANCIAL REPORTS					
AC.	FOREIGN MAPS					
AD.	FUELS ADMINISTRATION RECORDS					
AE.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
ae1.	HAZARDOUS MATERIALS INFORMATION	F-293				
AF.	INTERDEPARTMENTAL COMMUNICATIONS					
af1.	INTER DEPARTMENTAL SUB-ORDER	GEN. 34A				
AG.	INTRADEPARTMENTAL COMMUNICATIONS					
ag1.	INTRA-DEPARTMENTAL	1455.15184				
ag2.	INTRA-DEPARTMENTAL	1455				
ag3.	INTRA-DEPARTMENTAL	87-69-074				
ag4.	INTRA-DEPARTMENTAL	.01455				
ag5.	INTRA-DEPARTMENTAL	.01456				
ag6.	INTRA-DEPARTMENTAL	.14694				
AH.	INVOICES/PAYMENTS					
ah1.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405				
ah2.	IPP MATERIAL ISSUING REPORT	IPP M-110				
ah3.	REQUEST FOR MATERIAL CREDIT	.01666				
ai.	JOB FILE DATA					
aj.	JOB SCHEDULES					
ak.	JUDGEMENTS					

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

Date: FEBRUARY 15, 1990
Sch. No. MP-23
Rev. No. 1

Department/Bureau 010753 FJ
Department of Water and Power
Office of Original Records

Certified per Sec. 12.2(e) of L.A. Admin. Code
By: *[Signature]*
Date: 4-11-91
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**RECORDS RETENTION SCHEDULE
(Original/Official Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
a1.	LEGAL APPLICATIONS					
am.	LETTERS					
an.	LOGS/INDICES					
an1.	IGNITOR RESISTANCE CHART	OM-088				
an2.	INDUCTION FEEDER REGULATOR	973,14705				
an3.	INDUCTION FEEDER REGULATOR	P-973				
an4.	INSTRUMENT INDEX (VITAL)					
an5.	KILOWATT-HOUR INTEGRATING METER RECORD	2498,16323				
an6.	LOAD SURVEY MEMO	1979,15752				
an7.	LUBRICATION RECORD CARD	82-171				
an8.	LUBRICATION RECORD CARD	VSP-R#54				
an9.	MAINTENANCE LOG (VITAL)					
an10.	PARTS LIST (VITAL)					
an11.	STOCK RECORD	2026				
an12.	TOOL CARD	.01413				
an13.	TRANSFORMER CARD	739,14537				
an14.	TRANSFORMER STATION LOG SHEET	82-31				
an15.	TURBINE AND GENERATOR AUXILIARY	OM-538				
ao.	MANAGEMENT PROCEDURES					
ao1.	PROCEDURE (VITAL)					
ap.	MANAGEMENT REPORTS					
aq.	MEETING MINUTES					
ar.	MEMORANDA					
ar1.	BILLING MEMORANDUM	880,14631				
ar2.	CORRECTION NOTICE	.00993				
ar3.	ELECTRIC TROUBLE MEMO	OM-035				
ar4.	INSPECTION ENGINEER'S MEMORANDUM	6-19				
ar5.	MEMORANDUM	1145,01145				
ar6.	MEMORANDUM	1146,14858				
ar7.	MEMORANDUM	1146				
ar8.	MEMORANDUM	1334,15046				
ar9.	MEMORANDUM	1334,15047				
ar10.	MEMORANDUM	1335,01335				
ar11.	MEMORANDUM	1336				
ar12.	MEMORANDUM	87-69-078				
ar13.	MEMORANDUM	.01145				
ar14.	MEMORANDUM	.01146				
ar15.	MEMORANDUM	.01147				
ar16.	MEMORANDUM	.01334				

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Department/Bureau 01 1753 FJ
 Department of Water and Power
 Office of (Original) Record Management
 Power Operating and Maintenance

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
ar17.	MEMORANDUM	.01335			
ar18.	MEMORANDUM	.14857			
ar19.	SUPPLEMENT FAULTY EQUIPMENT REPORT	OM-483			
as.	NEGATIVES				
at.	OPERATING AND MAINTENANCE SCHEDULES				
au.	OPERATIONAL REPORTS				
au1.	APPARATUS TROUBLE REPORT	82-384			
au2.	APPARATUS TROUBLE REPORT	OM-82-384			
au3.	ARRANGED POWER OUTAGE OR CURTAILMENT	82-263			
au4.	ARRANGED POWER OUTAGE OR CURTAILMENT	OM-289			
au5.	CONSTRUCTION QUALITY VERIFICATION PLAN/REPORT	DC013A			
au6.	ELECTRICAL EQUIPMENT RETROFIL AND RECLASSIFICATION REPORT	03-445			
au7.	EQUIPMENT INVENTORY REPORT	03-448			
au8.	EQUIPMENT INVENTORY REPORT	OM-177			
au9.	EQUIPMENT MAINTENANCE CARD (VITAL)				
au10.	FAULTY EQUIPMENT REPORT	82-65			
au11.	FAULTY EQUIPMENT REPORT	OM-409			
au12.	FAULTY EQUIPMENT REPORT	.00035			
au13.	FAULTY EQUIPMENT REPORT	.14401			
au14.	FOREMAN'S DAILY REPORT	.00408			
au15.	LABOR AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC-592			
au16.	MONTHLY SAFETY EQUIPMENT CHECK	911			
au17.	P04C QUALITY ASSURANCE OFFICE CONTRACT/JOB REPORT	DC237			
au18.	PRIORITY RATING OF FEEDER CIRCUITS	OM-491			
au19.	RELAY OPERATION REPORT	.00947			
au20.	TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6220P2			
av.	OPERATIONS & MAINTENANCE PROCEDURES				
av1.	DISTRIBUTION & TRANSMISSION (VITAL)				
av2.	INSTRUCTION BOOK (VITAL)				
av3.	INSTRUCTION MANUAL (VITAL)				
av4.	MAINTENANCE REFERENCE MANUAL (VITAL)				
av5.	PLANT EQUIPMENT FILE MANUAL (VITAL)				
av6.	RESTORING INSTRUCTION (VITAL)				
av7.	SAFETY MANUAL (VITAL)				
av8.	TRAINING MANUAL (VITAL)				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aw.	PERMITS					
ax.	PROGRESS PHOTOGRAPHS					
ay.	PROPOSALS					
az.	PUBLIC RELATIONS COMMUNICATIONS					
az1.	TOUR INFORMATION REQUEST FOR GUIDED TOUR	82-98				
ba.	PURCHASE ORDERS					
ba1.	PURCHASE ORDER	.00001				
ba2.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
ba3.	SUB-PURCHASE ORDER	.00009				
bb.	RECORD TRANSMITTALS					
bb1.	RECORDS TRANSFER CONTROL	2673,16508				
bc.	REQUISITIONS					
bc1.	BILL OF MATERIAL REQUISITION	DC545				
bc2.	FAULTY EQUIPMENT REPORT AND/OR WORK ORDER	.14401				
bc3.	FOREMAN'S MATERIAL REQUISITION	107,00107				
bc4.	JOB ORDER	.00247				
bc5.	MAINTENANCE JOB ORDER	OM-484				
bc6.	MAINTENANCE JOB ORDER	87-14-000				
bc7.	PRE-APPROVED REQUEST FOR SUPPLIES	2849				
bc8.	REQUEST FOR MAINTENANCE	16000				
bc9.	REQUEST FOR MAINTENANCE	OM-296				
bc10.	REQUEST FOR SERVICES	OM-454				
bc11.	REQUEST FOR SERVICES OR SUPPLIES	1321,01321				
bc12.	REQUEST FOR SERVICES OR SUPPLIES	1321				
bc13.	REQUEST FOR SERVICES OR SUPPLIES	.01321				
bc14.	REQUISITION FOR MATERIAL/SERVICES	.01660				
bc15.	SUBORDINATE WORK ORDER REQUEST	DC690				
bc16.	WORK ORDER STANDARD FORM	.02821				
bc17.	WORK ORDER ZIP FORM	OM-333				
bc18.	WORK ORDER ZIP FORM	.02822				
bd.	ROUTING SLIPS					
bd1.	ROUTING SHEET FOR ANNUAL INSPECTION REPAIR SCHEDULE	SP-7				
be.	SKETCHES					
bf.	SPACE/EQUIPMENT ALLOCATION RECORDS					
bf1.	CIRCUIT BREAKER	972,14704				
bf2.	CIRCUIT BREAKER	972				
bf3.	CIRCUIT BREAKER	P-972				
bf4.	RELAY	2297,16120				

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

Office of (Original Records) COUR:
 Power Operations and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
bf5.	RELAY	2297				
bf6.	TOOL TRANSFER	.01574				
bf7.	TRANSFORMER	971,14703				
bf8.	TRANSFORMER	971				
bf9.	TRANSFORMER	P-971				
bf10.	TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744				
bg.	SPECIFICATIONS					
bg1.	SPECIFICATION	1799,15566				
bg2.	SPECIFICATION (VITAL)					
bg3.	UNITS 1, 2, 3 SPECIFICATION (VITAL)					
bh.	STANDARDS					
bi.	STATUS REPORTS					
b11.	BI-WEEKLY EQUIPMENT STATUS REPORT	POM 6755				
b12.	CONSTRUCTION BI-WEEKLY REPORT	DC353				
b13.	REPORT OF MOVEMENTS OF SPARE PARTS - HOOVER POWER PLANT (VITAL)	.16000				
bj.	TELEX/TW/TELECOPY COMMUNICATIONS					
bj1.	TELECOMMUNICATION'S COVER SHEET	OM-65				
bk.	TEST RECORDS					
bk1.	LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592				
bk2.	NONDESTRUCTIVE TEST REPORT	76-120				
bk3.	RELAY TEST RECORD CARDS	945				
bk4.	TESTING LABORATORIES JOB ORDER	2735				
bk5.	TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	.01774				
b1.	TIMEKEEPING RECORDS					
b11.	REPORT OF OVERTIME WORKED	.02831				
bm.	TRANSMITTALS/ACKNOWLEDGEMENTS					
bm1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
bm2.	TRANSFORMER STORE EQUIPMENT TRANSMITTAL	.00910				
bm3.	TRANSMITTAL	94				
bn.	VENDOR MANUALS/CATALOGS					
bn1.	OPERATING INSTRUCTION MANUAL (VITAL)					
bn2.	VENDOR CATALOG (VITAL)					
bn3.	VENDOR CATALOG/MANUAL (VITAL)					
bn4.	VENDOR EQUIPMENT INSTRUCTION MANUAL (VITAL)					

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
bn5.	VENDOR INSTRUCTION MANUAL (VITAL)					
bn6.	VENDOR MANUAL (VITAL)					
bn7.	VENDOR/INSTRUCTION MANUAL FOR MAINTENANCE (VITAL)					
bo.	WORK PACKAGE RECORDS					
bo1.	CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601				
bo2.	CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540				
22	FEDERAL GOVERNMENT AGENCY MATTERS		2	8	10	
a.	ENVIRONMENTAL REPORTS					
23	FOREMAN'S REPORTS OF STATION EQUIPMENT CHANGE OR MAINTENANCE		15	--	15	
a.	CHANGE DOCUMENTS					
a1.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,00815				
a2.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815,14578				
a3.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815				
b.	LOGS/INDICES					
c.	MEMORANDA					
c1.	MEMORANDUM	.01147				
d.	OPERATIONAL REPORTS					
d1.	OWENS VALLEY GENERATION REPORT	00-356				
e.	REQUISITIONS					
e1.	FOREMAN'S ORDER	.00811				
e2.	FOREMAN'S ORDER	.02654				
24	FUEL REPORTS & FILES		2	8	10	
a.	BUDGET RECORDS - ACTUAL					
b.	DATA SHEETS					
b1.	CALOMETER STANDARDIZATION FORM	ORIG #54A				
b2.	CHEMICAL LABORATORY - ANALYTICAL CONTROL DATA SHEET 1	.02407				
b3.	FUEL OIL - LAB REPORT DATA SHEET	ORIG #773,0M-316				
b4.	FUEL OIL READING SHEET	0M-266				
b5.	GAS TURBINE OIL AND COOLING WATER ANALYTICAL DATA SHEET	2842				
b6.	HEAT OF COMBUSTION	ORIG#54				

CITY CLERK
City of Los Angeles
Form Gen. 60 (R 10-87)

Date: FEBRUARY 15, 1990
Sch. No. WP-23
Rev. No. ()

Department/Bureau 01 753 FJ
Department of Water and Power
Office of (Original) Records
Power Operating and Maintenance

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

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File # 4-11-91
Date

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
b7.	NEUTRALIZATION NUMBER WORK SHEET	ORIG#30				
b8.	SULPHUR BOMB METHOD	ORIG#55				
b9.	TURBINE OIL ANALYTICAL DATA	2842				
c.	DWP INSPECTION RECORDS					
c1.	FUEL OIL RUN AND GAUGING TICKET	.14760				
c2.	FUEL OIL TANK GAUGING	2766.1660				
d.	ENVIRONMENTAL REPORTS					
d1.	STACK MONITORING REPORT	DM-214				
e.	FUELS ADMINISTRATION RECORDS	2772				
e1.	FUEL OIL TRANSFER					
f.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
g.	INVOICES/PAYMENTS					
g1.	DELIVERY RECEIPT	.00817				
g2.	NOTICE OF DELIVERY OR RELEASE	82-367				
g3.	NOTICE OF DELIVERY OR RELEASE	DM-084				
g4.	NOTICE OF FUEL OIL TRANSFER	2765.16600				
g5.	NOTICE OF FUEL OIL TRANSFER	2772				
g6.	REPORT OF FUEL OIL RECEIVED	2771.02771				
g7.	REPORT OF FUEL OIL RECEIVED	.02771				
h.	LEGAL NOTIFICATIONS					
h1.	DECLARATION OF INSPECTION CERTIFICATION	F-306				
i.	LOGS/INDICES					
i1.	DAILY LOG	82-432				
i2.	FACILITY REGISTER	HR962				
i3.	FUEL OIL STORAGE TANK LEVELS	DM-078				
i4.	FUEL OIL TRUCK DELIVERY LOG	X-126				
i5.	MONTH END FUEL OIL INVENTORY	B-33				
i6.	MONTH END SERVICE & DUTY TANK INVENTORY	X-105				
i7.	MONTHLY FUEL OIL INVENTORY	DF-5				
i8.	TANK FARM OIL LEVEL WORKSHEET	X-288				
j.	MANAGEMENT PROCEDURES					
k.	MEMORANDA					
k1.	FUEL OIL MEMORANDUM	DM-120				
k2.	MEMORANDUM	.01145				
k3.	MEMORANDUM	.01334				
k4.	MEMORANDUM	.01335				
l.	OPERATIONAL REPORTS					
l1.	CHEMICAL LABORATORY LAB REPORT OF ANALYSIS	WS-234/205				
l2.	GASOLINE DIESEL FUEL AND OIL REPORT	3064.03064				

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RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
13.	LABORATORY EQUIPMENT INVENTORY SHEET/GLASSWARE	ORIG#133				
14.	LABORATORY SUPPLY AND CHEMICAL INVENTORY CARD	,02849				
15.	MONTHLY FUEL OIL REPORT	2775,06610				
m.	OPERATIONS & MAINTENANCE PROCEDURES					
n.	POSITION DESCRIPTIONS					
o.	PURCHASE ORDERS					
p.	REQUISITIONS					
q.	ROUTING SLIPS					
q1.	CHAIN OF CUSTODY RECORD	ORIG#146				
q2.	DAILY WORK ASSIGNMENT	ORIG #90				
r.	SPACE/EQUIPMENT ALLOCATION RECORDS					
s.	STATUS REPORTS					
s1.	LOAD/FUEL SUMMARY	OM-441				
s2.	STATEMENT OF TIME AND FACTS	OM-036				
t.	TELEX/TWX/TELECOPY COMMUNICATIONS					
u.	TEST RECORDS					
u1.	FUEL OIL LABORATORY REPORT	82-270				
u2.	LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592				
u3.	LABORATORY REPORT	OM-316				
u4.	REPORT OF LABORATORY ANALYSIS	4				
v.	VENDOR MANUALS/CATALOGS					
25	GATE & SECURITY LOGS		2		2	
a.	LOGS/INDICES					
a1.	DAILY PARKING LOG	82-121-A				
a2.	DAILY VEHICLE REGISTRATION	OM-205				
26	HAZARDOUS MATERIALS & WASTE REPORTS		5	25	30	
a.	ANNOUNCEMENTS/BULLETINS					
b.	CUSTOMER SERVICE RECORDS					
c.	DATA SHEETS					
d.	DETAIL PHOTOGRAPHS					
e.	DWP EQUIPMENT DRAWINGS					
f.	DWP INSPECTION RECORDS					
f1.	PCB QUARTERLY INSPECTION REPORT	03-443				
f2.	PCB UNIT EXPOSURE RISK WEEKLY INSPECTION REPORT	OM-472				
f3.	RECORD OF WEEKLY TRANSFORMER INSPECTION	OM-473				
g.	DWP MAPS					

Department of Water and Power
Office of (Original) Records
Power Operating and Maintenance

By: (City Clerk, Rec. Mgt. Off)
Date: 4-11-91

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
h.	EDUCATION/TRAINING RECORDS					
i.	ENVIRONMENTAL REPORTS					
i1.	SPILL AND CLEANUP REPORT	03-449				
i2.	SPILL AND CLEANUP REPORT	0M-186				
j.	EXTERNAL INSPECTION RECORDS					
k.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
k1.	BUSINESS PLAN - HAZARDOUS MATERIALS INVENTORY	BP-2				
k2.	CALIFORNIA HAZARDOUS WASTE MANIFEST	.03005				
k3.	HAZARDOUS MATERIALS DISCLOSURE STATEMENT	20				
k4.	UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A				
k5.	UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022				
k6.	UNIFORM HAZARDOUS WASTE MANIFEST	EPA 8700-22				
k7.	UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0030				
k8.	UNIFORM HAZARDOUS WASTE MANIFEST	TWC-0311				
l.	INTRADPARTMENTAL COMMUNICATIONS					
l1.	INTRA-DEPARTMENTAL	.01455				
m.	INVOICES/PAYMENTS					
n.	LEGAL ORDERS/FILINGS					
o.	LETTERS					
p.	LOGS/INDICES					
p1.	TROUBLE CALL	0M-158				
q.	MANAGEMENT REPORTS					
q1.	FUEL OIL SPILL REPORT	CD0-469-R				
r.	MANAGEMENT SCHEDULES					
s.	MEMORANDA					
s1.	MEMORANDUM	.01145				
s2.	MEMORANDUM	.01146				
s3.	MEMORANDUM	.01147				
s4.	MEMORANDUM	.01334				
t.	OPERATING AND MAINTENANCE SCHEDULES					
u.	OPERATIONAL REPORTS					
u1.	DAILY REPORT	0M-054				
u2.	ELECTRICAL EQUIPMENT RETROFIL AND RECLASSIFICATION REPORT	03-445				
u3.	EQUIPMENT INVENTORY REPORT	03-448				
u4.	EQUIPMENT INVENTORY REPORT	0M-177				
u5.	HAZARDOUS MATERIALS DISCLOSURE STATEMENT	20				
u6.	MONTHLY TURBINE OR ENGINE FUEL USE REPORT	600758				

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CITY CLERK Date: FEBRUARY 15, 1990

City of Los Angeles
Form Gen. 60 (Rev. 8-81)

Sch. No. WP-23

Department/Bureau 01 753 FJ
Department of Water and Power
Office of (Original) Records
Power Operating

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

By: (City Clerk, Rec. Mgr. Off.)
Date: 4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	u7. VEHICLE TROUBLE REPORT	.00689				
	v. OPERATIONS & MAINTENANCE PROCEDURES					
	v1. HAZARDOUS WORK PROCEDURE					
	w. PERMITS	0M-799				
	x. PROPOSALS					
	y. PURCHASE ORDERS					
	y1. PURCHASE ORDER	.00001				
	y2. PURCHASE ORDER	.00003				
	y3. SUB-PURCHASE ORDER	.00008				
	z. REQUISITIONS					
	aa. ROUTING SLIPS					
	aa1. ASSIGNMENT	0M-117				
	ab. SPACE/EQUIPMENT ALLOCATION RECORDS					
	ab1. NON-PCB EQUIPMENT	0M-743				
	ac. STATUS REPORTS					
	ad. TELEX/TWA/TELECOPY COMMUNICATIONS					
	ae. TEST RECORDS					
	ae1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592				
	ae2. PCB TEST REPORT	0M-550				
	af. TRANSMITTALS/ACKNOWLEDGEMENTS					
	ag. WORK PACKAGE RECORDS					
	ag1. CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540				
27	HISTORICAL RECORDS					
	a. DATA SHEETS		AR	P	--	EARLY FILES OF ORGANIZATION OF ELECTRIC UTILITY FOR CITY OF LOS ANGELES
	b. DRAWINGS					
	c. EDUCATION/TRAINING RECORDS					
	d. MEETING MINUTES					
	e. OPERATIONS & MAINTENANCE PROCEDURES					
	f. TEST RECORDS					
	g. TIMEKEEPING RECORDS					
	h. VENDOR MANUALS/CATALOGS					

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RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
28	JOB FILES					
a.	AGENDA		T	6	T+6	
b.	ANNOUNCEMENTS/BULLETINS					
b1.	AUTHORIZATION COMPLETION NOTICE	1789, 15556				
b2.	AUTHORIZATION COMPLETION NOTICE	, 14391				
c.	BID RECORDS					
d.	BUDGET RECORDS - ACTUAL					
e.	BUDGET RECORDS - PROJECTED					
e1.	AUTHORIZATION FOR EXPENDITURE	2911				
e2.	AUTHORIZATION FOR EXPENDITURE - WORK ORDER APPROVAL	PD-053				
e3.	AUTHORIZATION FOR EXPENDITURE - WORK ORDER SUMMARY	DC05278				
e4.	MATERIAL AND LABOR ESTIMATE	0377				
e5.	MATERIAL AND LABOR ESTIMATE	, 02450				
f.	CHANGE DOCUMENTS					
f1.	WORK ORDER MISCELLANEOUS CHANGE	, 02824				
g.	CLAIMS					
g1.	STATEMENT OF ACCIDENT	, 00970				
h.	CUSTOMER SERVICE RECORDS					
h1.	MISCELLANEOUS COMPLAINT ELECTRIC	, 00693				
h2.	SERVICE ORDER	PS-242				
i.	DATA SHEETS					
i1.	ENGINEERING DATA SHEET	, 01155				
i2.	POLE CONTACT OR REMOVAL DATA SHEET	00 566				
j.	DEPARTMENT REAL ESTATE RECORDS					
k.	DESIGN CALCULATIONS					
l.	DRAWINGS					
l1.	SERVICE PLAN	, 02343				
m.	DWP LINE DRAWINGS/DIAGRAMS					
n.	DWP MAPS					
o.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
p.	FINANCIAL REPORTS					
q.	INTERDEPARTMENTAL COMMUNICATIONS					
q1.	INTER DEPARTMENTAL ORDER	GEN. 34				
r.	INTRADEPARTMENTAL COMMUNICATIONS					
r1.	INTRA-DEPARTMENTAL	, 01455				
s.	INVOICES/PAYMENTS					
s1.	AUTHORITY FOR BILLING	364, 14271				

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
s2.	AUTHORITY FOR BILLING FOR CONTRIBUTION IN AID OF CONSTRUCTION	66-38, 14297				
s3.	AUTHORITY FOR BILLING FOR GUARANTEE OF PERMANENCY	65D-151				
s4.	CASH MEMORANDUM RECEIPT	.00982				
s5.	DELIVERY RECEIPT	.00817				
s6.	FOREMAN'S BALANCE SHEET	.00962				
s7.	FOREMAN'S MATERIAL CREDIT	.00039				
s8.	REQUEST FOR MATERIAL CREDIT	.01666				
t.	JOB FILE DATA					
t1.	NOTICE OF FOREIGN JPA WORK PROGRESS	DC171				
t2.	OPERATING ENGINEER'S ORDER	OM-018				
u.	JOB FILES					
v.	LEGAL APPLICATIONS					
w.	LETTERS					
x.	LOGS/INDICES					
x1.	POLE CARD	.01808				
y.	MANAGEMENT PROCEDURES					
z.	MANAGEMENT REPORTS					
aa.	MEETING MINUTES					
ab.	MEMORANDA					
ab1.	MEMORANDUM	1335, 01335				
ab2.	MEMORANDUM	.01145				
ab3.	MEMORANDUM	.01146				
ab4.	MEMORANDUM	.01334				
ab5.	MEMORANDUM	.01335				
ab6.	MEMORANDUM NOTICE OF JOINT POLE WORK	48				
ab7.	OVERHEAD DESIGN MEMO	.02348				
ab8.	SERVICE CONFIRMATION MEMO	.02413				
ab9.	WORK ORDER MEMO	.00349				
ac.	OPERATIONAL REPORTS					
ac1.	DAILY REPORT	OM-054				
ac2.	EQUIPMENT INVENTORY REPORT	OM-177				
ac3.	MONTHLY SERVICE REPORT OF EQUIPMENT	.01152				
ad.	OPERATIONS & MAINTENANCE PROCEDURES					
ae.	PERMITS					
af.	PROGRESS PHOTOGRAPHS					
ag.	PUBLIC RELATIONS COMMUNICATIONS					
ah.	PURCHASE ORDERS					

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ah.	SALES ORDER	.02343				
ai.	REQUISITIONS					
ai1.	AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1				
ai2.	BILL OF LADING REQUISITION	.01199				
ai3.	DISCONNECTING SWITCH ORDER	.01194				
ai4.	FOREMAN'S ORDER	.00811				
ai5.	FOREMAN'S ORDER	.02654				
ai6.	GROUNDING SWITCH ORDER	.01274				
ai7.	JOB ORDER	.00247				
ai8.	MEMO MATERIAL REQUISITION	2102,02102				
ai9.	MEMO MATERIAL REQUISITION	.02102				
ai10.	REQUEST FOR MATERIAL OR SERVICES	.02837				
ai11.	REQUISITION FOR MATERIAL/SERVICES	.01660				
ai12.	STREETLIGHT JOB ORDER	.02180				
ai13.	WORK AGREEMENT	0M-629				
ai14.	WORK ORDER STANDARD FORM	.02821				
ai15.	WORK ORDER ZIP FORM	.02822				
ai16.	WORK SHEET	2106,15881				
ai17.	WORK SHEET	.02106				
aj.	ROUTING SLIPS					
aj1.	JOINT POLE AUTHORIZATION ROUTING SLIP	DC172				
ak.	SPACE/EQUIPMENT ALLOCATION RECORDS					
ak1.	TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744				
al.	SPECIFICATIONS					
al1.	OVERHEAD CONSTRUCTION SPECIFICATIONS	.00542				
al2.	OVERHEAD CONSTRUCTION SPECIFICATIONS	.14414				
al3.	OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	2561-A,16392				
al4.	OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	.02560				
am.	STANDARDS					
an.	STATUS REPORTS					
an1.	AUTHORIZATION PROGRESS REPORT	0M-433				
an2.	WORK ORDER PROGRESS REPORT	0M-433				
ao.	TIMEKEEPING RECORDS					
ao1.	LABOR DISTRIBUTION	.02532				
ap.	TRANSMITTALS/ACKNOWLEDGEMENTS					
ap1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
29	KEY RECORDS a. LOGS/INDICES a1. KEY AND LOCK ISSUE AND RECEIPT RECORD a2. KEY RECORD a3. SIGNATURE CARD	X-73 VSP-R#40 OM-151	S+2	--	S+2	
30	LICENSES - UTILITY PLANT OPERATION		T+2	T+18	T+20	
31	LICENSES & PERMITS a. HAZARDOUS MATERIALS ADMINISTRATION RECORDS b. LETTERS c. LICENSES c1. CERTIFICATE OF RENEWAL OF RADIO STATION LICENSE c2. FCC LICENSE c3. FCC LICENSE c4. MICROWAVE RADIO STATION LICENSE c5. RADIO STATION LICENSE c6. RADIO STATION LICENSE d. MEMORANDA d1. MEMORANDUM e. PERMITS f. REQUISITIONS f1. WORK ORDER g. TEST RECORDS h. TRANSMITTALS/ACKNOWLEDGEMENTS	FCC-405-A FCC-400 FCC-574 FCC-469 FCC-574-L FCC-715 .01147 .02821	S+2	T+2	T+2	HOLD IN OFFICE UNTIL SUPERSEDED PLUS 2 YEARS AND SEND TO RECORD CENTER UNTIL FACILITY IS TERMINATED PLUS 2 YEARS.
32	LITIGATION/HEARING SUPPORT FILES a. INTERROGATORIES b. MEMORANDA b1. MEMORANDUM c. REQUISITIONS c1. REQUEST FOR SUPPLIES	.01334 1321	C+2	8	C+10	
33	MANUALS & PROCEDURES HISTORICAL FILES		AR	P		RETENTION OF MANUALS & PROCEDURES SECTION ARCHIVAL COPY ONLY.

Sch. No. MP-23
 Rev. No.

Department/Bureau 01
 Department of Water and Power
 Office of (Original) Raymond C. Gurr
 Power Operating and Maintenance

0753 FJ

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

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
34	MANUALS, PROCEDURES & DIRECTIVES		S	2	S+2	
a.	ANNOUNCEMENTS/BULLETINS					
a1.	OPERATING BULLETIN (VITAL)	OM-170				
a2.	TELECOMMUNICATION BULLETIN	OM-758				
b.	BUDGET RECORDS - PROJECTED					
b1.	STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378				
c.	CLAIMS					
c1.	ACCIDENT ANALYSIS	2747				
c2.	CLAIM FOR DAMAGES	100-1				
c3.	RELEASE	.00504				
c4.	STATEMENT OF ACCIDENT	.00970				
c5.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
d.	CLERICAL PROCEDURES/INSTRUCTIONS					
d1.	CLERICAL PROCEDURE (VITAL)	OM-352				
e.	DATA SHEETS					
f.	DWP INSPECTION RECORDS					
f1.	WORKSHEET (STORM DAMAGE)	.02106				
g.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
g1.	APPLICATION FOR MILITARY SERVICE COMPENSATION	2808				
g2.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
h.	EMPLOYMENT RECORDS					
h1.	CERTIFICATION LIST	PDAS 4				
i.	INTERDEPARTMENTAL COMMUNICATIONS					
i1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
j.	INTRA-DEPARTMENTAL COMMUNICATIONS					
j1.	INTRA-DEPARTMENTAL JOB FILE DATA	.01455				
k.	OPERATING ORDER (VITAL)	OM-113				
l.	LETTERS					
m.	LICENSES					
n.	LOGS/INDICES					
n1.	CONTROL FORM	OM-545				
n2.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200				
n3.	VENDOR PARTS LIST (VITAL)					
o.	MANAGEMENT PROCEDURES					
o1.	ADMINISTRATIVE PROCEDURE (VITAL)	OM-155				
p.	MANAGEMENT REPORTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
p1.	CAPABILITY AND ENERGY FORECAST	OM-610				
p2.	WORK ORDER REVIEW	OM-575				
q.	MEMORANDA					
q1.	MEMORANDUM	.01145				
q2.	MEMORANDUM	.01146				
q3.	MEMORANDUM	.01147				
q4.	MEMORANDUM	.01334				
q5.	MEMORANDUM	.01335				
r.	OPERATIONAL REPORTS					
s.	OPERATIONS & MAINTENANCE PROCEDURES					
s1.	EQUIPMENT ASSEMBLY GUIDE (VITAL)					
s2.	EQUIPMENT INSTALLATION GUIDE (VITAL)					
s3.	INSTRUCTIONS TO LOAD DISPATCHERS (VITAL)					
s4.	OPERATOR'S MANUAL (VITAL)					
s5.	SYSTEM LOAD DISPATCHING OFFICE	OM-257				
s6.	SYSTEM MAINTENANCE PROCEDURE (VITAL)	OM-596				
s7.	SYSTEM OPERATIONS PROCEDURE (VITAL)	OM-113				
s8.	SYSTEM OPERATIONS PROCEDURE (VITAL)	OM-170				
t.	REQUISITIONS					
t1.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
t2.	PHOTOCOPY REQUEST	OM-498				
t3.	REQUEST FOR STATIONERY SUPPLIES	.00903				
u.	ROUTING SLIPS					
u1.	ASSIGNMENT	OM-117				
u2.	ROUTING SLIP	OM-927				
v.	SPACE/EQUIPMENT ALLOCATION RECORDS					
w.	SPECIFICATIONS					
x.	STANDARDS					
y.	STATUS REPORTS					
z.	TEST RECORDS					
aa.	TIMEKEEPING RECORDS					
aa1.	REQUEST FOR TIME OFF	OM-229				
aa2.	REQUEST FOR TIME OFF	OM-535				
aa3.	TIME OFF REQUEST	OM-234				
aa4.	TIME OFF REQUEST	OM-760				
aa5.	VACATION FORM	.01113				
aa6.	VACATION REQUEST	.02839				
ab.	TRANSMITTALS/ACKNOWLEDGEMENTS					
ac.	VENDOR MANUALS/CATALOGS					

Date: FEBRUARY 15, 1990
 Sch. No. MP-23

Department/Bureau 01 : 753 FJ
 Department of Water and Power
 Office of (Original) Records
 RAYMOND C. BURR
 Power Operating

Sec. (2.36) of L.A. Admin. Code
 By: *Raymond C. Burr*
 (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
35	NOTICE OF ENCROACHMENT OR VIOLATION		C+2	--		
36	OPERATING LOGS & REPORTS		2	T		*Retired (No records in Division or Storage) Reference: 91 000865 FJ
	a. AGENDA					
	b. ANNOUNCEMENTS/BULLETINS					
	c. BID RECORDS					
	c1. BID FOR WORK/REQUEST FOR OPERATOR	OM-103				
	c2. BID FORM AND EQUIPMENT REQUEST	CPP-38				
	c3. EQUIPMENT BID AND RECORD	.02814				
	d. BUDGET RECORDS - ACTUAL					
	e. BUDGET RECORDS - PROJECTED					
	e1. AUTHORIZATION FOR EXPENDITURE	14122.2911				
	e2. COST ESTIMATE	OM-330				
	f. CHANGE DOCUMENTS					
	f1. FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815				
	9. CUSTOMER SERVICE RECORDS					
	91. METER READ SHEET	82-127				
	92. MISCELLANEOUS COMPLAINT ELECTRIC DATA SHEETS	.00693				
	h1. BIG PINE - BISHOP LINE DS AND IS OUTAGE	06-10				
	h2. BISHOP - LONG VALLEY LINE DS AND IS OUTAGE	06-12				
	h3. COTTONWOOD - BIG PINE LINE DS AND IS OUTAGE	06-9				
	h4. DAILY CONDENSER OPERATING RECORD	82-6				
	h5. DAILY CONDENSER OPERATING RECORD	OM-263				
	h6. DAILY LOAD CURVES	2267				
	h7. DAILY OPERATING RECORD	.00641				
	h8. DAILY OPERATING RECORD	.01262				
	h9. DAILY OPERATIONAL CHECK BY CRANE OPERATOR	B-1				
	h10. DAILY REPORT	OM-054				
	h11. ECC CAPACITY AND LOAD ESTIMATE	CC1001B				
	h12. ENGINEERING DATA SHEET	1155.14866				
	h13. ENGINEERING DATA SHEET	.01155				
	h14. EQUIPMENT ROTATION	ORIG #64				
	h15. HAIWEE - COTTONWOOD LINE DS AND IS OUTAGES	06-8				
	h16. HAYNES GENERATING STATION DATA SHEET	.02841				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
h17.	HOURLY GAS READING	OM-486				
h18.	INYO - BISHOP LINE	OG-11				
h19.	LABORATORY ANALYTICAL DATA SHEET	OM-460				
h20.	LABORATORY CONTROL DATA - BOILER WATER UNIT 1 (RS12)	OM-397				
h21.	LABORATORY CONTROL DATA - BOILER WATER UNIT 2 (RS12)	OM-397				
h22.	LABORATORY CONTROL DATA - BOILER WATER UNIT 3 (RS12)	OM-397				
h23.	LABORATORY CONTROL DATA - BOILER WATER UNIT 4 (RS12)	OM-397				
h24.	LABORATORY CONTROL DATA SHEETS SUPERCRITICAL UNITS - UNIT 5	OM-456				
h25.	MONTHLY GENERATION REPORT	OG-35A				
h26.	O.V.E.S. GENERATOR OUTAGE	OG-3				
h27.	OUTAGE RECORD	566				
h28.	OUTAGE RECORD	OM-324				
h29.	OWENS GORGE WEATHER DATA	OG-1				
h30.	OWENS VALLEY ELECTRIC SYSTEM	OG-7				
h31.	PORTABLE DEMINERALIZER CONDUCTIVITY READING SHEET	ORTG #109				
h32.	STATION HOURLY REPORT	OM-965				
h33.	STATION HOURLY REPORT	.00169				
h34.	STEAM PLANT DATA SHEET	16677,2841				
h35.	STORAGE BATTERY REPORT	.00686				
h36.	TURBINE TRIP TEST SCHEDULE DATA SHEET	ORIG #33				
h37.	WATER SERVICE METER READING SHEET	WSP-D 18				
1.	DETAIL PHOTOGRAPHS					
j.	DWP HEAT BALANCE DIAGRAMS					
k.	DWP INSPECTION RECORDS					
k.1.	BOILER CLEANING & INSPECTION REPORT	989				
k.2.	FUEL OIL RUN AND GAUGING TICKET	.14760				
k.3.	INTERIM MEASURES PROGRAM	OM-1190				
k.4.	MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(A)				
k.5.	MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(B)				
k.6.	MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(C)				
k.7.	MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(D)				
k.8.	MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(E)				
k.9.	MONTHLY FIRE EXTINGUISHER INSPECTION	OG-33(F)				

RECORDS RETENTION SCHEDULE
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
k.10.	MONTHLY FIRE EXTINGUISHER INSPECTION	06-33(G)				
k.11.	OIL CIRCUIT BREAKER WEEKLY ROUTINE INSPECTION	168				
l.	DWP LINE DRAWINGS/DIAGRAMS					
m.	DWP WIRING DRAWINGS/DIAGRAMS					
n.	EDUCATION/TRAINING RECORDS					
o.	PERFORMANCE TEST SUMMARY	SP-2				
p.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
q.	EMPLOYMENT RECORDS					
r.	ENGINEERING STUDIES					
q1.	DAMAGE SURVEY REPORT	OMB 3067-002				
q2.	FAULT ANALYSIS REPORT	.02076				
r1.	ENVIRONMENTAL REPORTS	OM-214				
r2.	STACK MONITORING REPORT	987				
f2.	WEEKLY AIR QUALITY EPISODE RECORD					
s.	FEASIBILITY STUDIES					
t.	FINANCIAL REPORTS					
u.	FLOWCHARTS					
v.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
w.	INTRA-DEPARTMENTAL COMMUNICATIONS					
w1.	INTRA-DEPARTMENTAL	1455				
w2.	INTRA-DEPARTMENTAL	.01455				
w3.	INTRA-DEPARTMENTAL	.36824				
x.	INVOICES/PAYMENTS					
x1.	NOTICE OF DELIVERY OR RELEASE	82-367				
x2.	NOTICE OF DELIVERY OR RELEASE	OM-084				
x3.	VOUCHER CONTROL FORM	.01218				
y.	JOB FILE DATA					
y1.	OPERATING ENGINEER'S ORDER	82-268				
y2.	SAFETY SWITCH ORDER FOR CLOSING DISCONNECTS	1273.01273				
z.	LETTERS					
aa.	LOGS/INDICES					
aa1.	BULK POWER - SENIOR DISPATCHER'S LOG	OM-568				
aa2.	BULK POWER DAILY SUMMARY OF OPERATION	LDH #2001				
aa3.	BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005				
aa4.	CHECK OFF SHEET	OM-299				
aa5.	CHECK-IN SHEET	OM-140				
aa6.	CHIEF OPERATOR'S LOG	OM-573				
aa7.	CONTROL OPERATOR LOG	OM-086				
aa8.	DAILY PERSONNEL SHIFT ASSIGNMENT	OM-184				

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

Date: FEBRUARY 15, 1990
Sch. No. VP-23

Department/Bureau 01 753 F J
Department of Water and Power

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

Page: 046 of 106
Date: 4-11-91

RECORDS RETENTION SCHEDULE (Original/Official Records)

Office of (Original) Record
Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aa9.	DAILY REPORT OF POWER PLANT OPERATION LOG	158				
aa10.	DEMINEALIZER AREA LOG	OM-813				
aa11.	DEMINEALIZER LOG	82-394				
aa12.	FUEL OIL ACTIVITY	OM-714				
aa13.	FUEL OIL TRUCK DELIVERY LOG	X-126				
aa14.	GENERATION - UNIT DAILY REPORT UNIT 3	OM-676				
aa15.	GENERATION - UNIT DAILY REPORT UNITS 1 & 2	OM-675				
aa16.	LOAD DISPATCHER'S CAPABILITY FORM	OM-388				
aa17.	LOAD DISPATCHER'S INADVERTENT INTERCHANGE RECORD	G				
aa18.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS CENTER SECTION	OM-641				
aa19.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS NORTH SECTION	OM-731				
aa20.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS SOUTH SECTION	OM-566				
aa21.	LOAD DISPATCHER'S LOG GENERATION	OM-563-2				
aa22.	LOAD DISPATCHER'S LOG INTERCHANGE	OM-564				
aa23.	LOAD DISPATCHER'S LOG TRANSMISSION	OM-563-1				
aa24.	LOAD DISPATCHING HEADQUARTERS FUEL REPORT	LDH-FR3				
aa25.	MASTER LOG	2672				
aa26.	MASTER LOG	OM-006				
aa27.	MASTER LOG CONTROL ROOM	.02801				
aa28.	MOBILE CRANE DAILY MAINTENANCE LOG	.03300				
aa29.	MONTHLY REPORT OF CIRCUIT BREAKER OPERATIONS	OM-427				
aa30.	OLYMPIC TANK FARM DAILY LOG	OM-040				
aa31.	OPERATOR CALL OUT SHEET	OM-355				
aa32.	OUTSIDE EQUIPMENT LOG	OM-240				
aa33.	OVERSPEED TRIP TEST	291				
aa34.	SENIOR DISPATCHER'S LOG DISTRIBUTION	OM-027				
aa35.	STEP VOLTAGE REGULATOR COUNTERS MONTHLY REPORT	OM-209				
aa36.	SYSTEM EQUIPMENT STATUS AND ETR	OM-655				
aa37.	TRANSFORMER STATION LOG SHEET	82-31				
aa38.	UNIT 1 LOG	OM-074				
aa39.	UNIT 2 LOG	OM-075				
aa40.	UNIT 3 LOG	OM-240				
aa41.	UNIT 4 LOG	OM-297				
aa42.	UNIT 4 LOG SHEET	OM-086				
aa43.	UNIT 5 LOG	OM-458				
aa44.	UNIT LOG	OM-058				

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ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aa45.	UNIT LOG	.03005				
aa46.	UNIT LOG	.03008				
aa47.	VEHICLE TROUBLE LOG	.00689				
aa48.	WATER TREATMENT AREA LOG	OM-191				
aa49.	WEEKLY EMBANKMENT SURVEILLANCE DRINKWATER DAM	OM-156				
ab.	MANAGEMENT PROCEDURES					
ac.	MANAGEMENT REPORTS					
ac1.	LOADS AND RESOURCES FOR MAJOR CALIFORNIAL ELECTRIC SYSTEM	MF-9				
ac2.	MONTHLY REPORT ON DRINKWATER WEIRS	OM-001				
ac3.	WATER SERVICE RATES	VSP-D 18A				
ad.	MANAGEMENT SCHEDULES					
ae.	MEETING MINUTES					
af.	MEMORANDA					
af1.	CORRECTION NOTICE	.00993				
af2.	FUEL OIL MEMORANDUM	OM-120				
af3.	MEMORANDUM.	1146,14857				
af4.	MEMORANDUM	1334,15047				
af5.	MEMORANDUM	87-69-078				
af6.	MEMORANDUM	.01145				
af7.	MEMORANDUM	.01146				
af8.	MEMORANDUM	.01147				
af9.	MEMORANDUM	.01334				
af10.	MEMORANDUM	.36825				
ag.	OPERATING AND MAINTENANCE SCHEDULES					
ah.	OPERATIONAL REPORTS					
ah1.	APPARATUS TROUBLE REPORT	82-384				
ah2.	CABLE REPORT LOAD DISPATCHER'S OFFICE	OM-253				
ah3.	CASTAIC PROJECT DAILY GENERATION SCHEDULE	LDH-3006				
ah4.	CONTROL ROOM OPERATING REPORT	OM-329				
ah5.	CONTROL ROOM OPERATING REPORT	.02347				
ah6.	DAILY OPERATING RECORD RECEIVING STATION TRANSFORMERS	.02603				
ah7.	DAILY OPERATING RECORD TRANSMISSION AND INTERCHANGE LINES AND CABLES	.02731				
ah8.	DAILY OPERATING REPORT AND WORK SHEET	OM-050				
ah9.	DAILY OPERATING REPORT PERSONNEL	OM-306				
ah10.	DAILY OPERATING REPORT SUMMARY	301-36				
ah11.	DAILY REPORT	82-150				

RECORDS RETENTION SCHEDULE (Original/Official Records) / Department of Water and Power / Office of (Original) Records / Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ah12.	DAILY REPORT OF GENERATOR AND CONDENSER OPERATION	OM-665				
ah13.	DAILY REPORT OF GENERATOR AND CONDENSER OPERATION	.02354				
ah14.	DAILY REPORT OF POWER SYSTEM OPERATION	14-067				
ah15.	DAILY REPORT TO ECC	OM-625				
ah16.	EXPERIMENTAL TROUBLE REPORT	OM-409				
ah17.	LOAD DISPATCHER'S HEADQUARTERS FUEL REPORT	LDH-FR3				
ah18.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - CEL SYR HVDC	LDH #2006				
ah19.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - CEL-SYL-HVDC	LDH #2005				
ah20.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - CORONADO	LDH #2009				
ah21.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - INT-ADL-HVDC	LDH #2012				
ah22.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - INTERMOUNTAIN	LDH #2011				
ah23.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - MOHAVE	LDH #2003				
ah24.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - NAVAHO	LDH #2002				
ah25.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - NAVAJO	LDH #2002				
ah26.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - PALO VERDES	LDH #2010				
ah27.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS - PALO VERDE	LDH #2010				
ah28.	LOAD DISPATCHING HEADQUARTERS BULK POWER DAILY SUMMARY OF OPERATIONS	LDH #2001				
ah29.	LOAD DISPATCHING HEADQUARTERS BULK POWER RECAP	LDH #2004				
ah30.	LOAD DISPATCHING HEADQUARTERS BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005				
ah31.	LOAD DISPATCHING HEADQUARTERS BULK POWER SUMMARY OF OPERATIONS	LDH #2001				
ah32.	LOAD DISPATCHING HEADQUARTERS DISTRIBUTION SUMMARY OF INTERRUPTIONS	LDH #2008				
ah33.	LOAD DISPATCHING HEADQUARTERS DISTRIBUTION SUMMARY OF OPERATIONS	LDH #2007				

RECORDS RETENTION SCHEDULE Rev. No. 1
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ah34.	LOAD FORECAST	OM-699				
ah35.	MONTHLY INTERCHANGE METER REPORT	603,14458				
ah36.	MONTHLY INTERCHANGE METER REPORT	,00603				
ah37.	MONTHLY REPORT OF BANK AUTOMATIC TOP CHANGER OPERATION	OM-801				
ah38.	MONTHLY TURBINE OR ENGINE FUEL USE REPORT	60D758				
ah39.	O.V.E.S. MONTHLY GENERATION REPORT	OG-358				
ah40.	O.V.E.S. MONTHLY REPORT	OG-6				
ah41.	OWENS VALLEY ELECTRIC SYSTEM TROUBLE CALL REPORT	OG-13				
ah42.	PRELIMINARY EVENT REPORT	OM-821				
ah43.	RELAY OPERATION REPORT	947				
ah44.	RELAY OPERATION REPORT	,00947				
ah45.	STATION ELECTRICAL DESIGN SECTION	94				
ai.	OPERATIONS & MAINTENANCE PROCEDURES					
aj.	PERMITS					
ak.	PUBLIC RELATIONS COMMUNICATIONS					
al.	PURCHASE ORDERS					
al1.	PURCHASE ORDER	,00001				
al2.	PURCHASE ORDER	,00002				
al3.	PURCHASE ORDER	,00003				
am.	REQUISITIONS					
am1.	DISCONNECTING SWITCH ORDER	82-355				
am2.	DISCONNECTING SWITCH ORDER	,01194				
am3.	EQUIPMENT TRANSFER	1217,14930				
am4.	EQUIPMENT TRANSFER	,01217				
am5.	EQUIPMENT TRANSFER CHECK-OFF SHEET	ORIG #102				
am6.	GROUNDING SWITCH ORDER	,01274				
am7.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	,02735				
am8.	MAINTENANCE JOB ORDER	87-14-000				
am9.	REQUEST FOR MATERIAL OR SERVICES	2837				
am10.	REQUEST FOR MATERIAL OR SERVICES	,02837				
am11.	REQUEST FOR SUPPLIES	1321,15033				
am12.	REQUEST FOR SUPPLIES	,01321				
am13.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	,02211				
an.	ROUTING SLIPS					
ao.	SPACE/EQUIPMENT ALLOCATION RECORDS					
ao1.	INVENTORY SHEET	ORIG 7B				
ap.	STATUS REPORTS					
ap1.	DAILY STATUS REPORT	CPP-37 OM-746				

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Certified per Sec. 17.3(e) of A. Admin. Code
 By: *[Signature]*
 Date: 2-11-91
 By: (City Clerk, Rec. Mgt. Off.)

RECORDS RETENTION SCHEDULE
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aq.	SURVEYS/QUESTIONNAIRES					
ar.	TEST RECORDS					
ar1.	CHLORINATION REPORT	OM-305				
ar2.	DAILY LAB REPORT	OM-128				
ar3.	DEMINERALIZER & COOLING SYSTEMS WORKSHEET	OM-090				
ar4.	DEMINERALIZER & COOLING SYSTEMS WORKSHEET	OM-428				
ar5.	FUEL OIL LABORATORY REPORT	82-270				
ar6.	INTERNAL CHEMICAL TREATMENT CONTROL	OM-056				
ar7.	RELAY CARRIER TEST READING	82-20				
ar8.	RELAY TEST REPORT	OM-080				
ar9.	TESTING LABORATORIES AUTOMATIC OSCILLOGRAPH OPERATION REPORT	.02076				
ar10.	TESTING LABORATORIES JOB ORDER	2735				
ar11.	TESTING LABORATORIES JOB ORDER	.02735				
ar12.	TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	1774,15541				
ar13.	TESTING LABORATORY	.01774				
ar14.	WEEKLY TURBINE TEST	288				
as1.	DAILY TIME REPORT	.02816				
as2.	DAILY TIME REPORT SUBSTATION OPERATION	OM-146				
as3.	NOTICE OF ABSENCE	.02728				
at.	TRIP REPORTS					
at1.	TRIP REPORT	.01145				
au.	VENDOR MANUALS/CATALOGS					
37	OPERATIONS AUDITS - CLERICAL		C+2	3	C+5	
38	OSHA FILES		5	5	10	
a.	CLAIMS					
a1.	ACCIDENT ANALYSIS	2747				
a2.	ACCIDENT ANALYSIS	.02747				
a3.	ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741				
a4.	STATEMENT OF ACCIDENT	.00970				
a5.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187				
a6.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
b.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
b1.	COMPENSATION ORDER	167				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
b2.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
b3.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
b4.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
b5.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
b6.	REPORT OF PERSONAL INJURIES	32				
b7.	STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020,00032				
c.	LOGS/INDICES					
c1.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200				
c2.	PUBLIC AGENCY LOG OF OCCUPATIONAL INJURIES AND ILLNESS	OSHA 100A				
d.	MANAGEMENT REPORTS					
d1.	ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200				
d2.	SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 102				
e.	MEMORANDA					
e1.	MEMORANDUM	.01145				
e2.	MEMORANDUM	.01335				
f.	OPERATIONAL REPORTS					
f1.	DRIVER'S TROUBLE REPORT	689,00689				
39	OUTSIDE ORGANIZATIONS, ASSOCIATIONS & COMMITTEES		AR	2	AR+2	
a.	AGENDA					
b.	ANNOUNCEMENTS/BULLETINS					
c.	CONFERENCE/SEMINAR ARRANGEMENTS					
d.	DATA SHEETS					
e.	EMPLOYEE ACCOUNTS RECORDS					
e1.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
e2.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316				
f.	ENVIRONMENTAL REPORTS					
g.	INTERDEPARTMENTAL COMMUNICATIONS					
h.	INTRADPARTMENTAL COMMUNICATIONS					
h1.	INTRA-DEPARTMENTAL	1455				

Certified, per Sec. 12.3(e) of A. Admin. Code:
By: *[Signature]*

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

753 FJ

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

Sch. No. VP-23

Date: FEBRUARY 15, 1990

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

RECORDS RETENTION SCHEDULE (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
h2.	INTRA-DEPARTMENTAL	.01455				
h3.	INTRA-DEPARTMENTAL	.01456				
i.	INVOICES/PAYMENTS					
ii.	STATEMENT OF SETTLEMENT	.02122				
j.	LETTERS					
k.	MANAGEMENT PROCEDURES					
l.	MANAGEMENT REPORTS					
11.	SUMMARY REPORT WORK LOAD MAN-HOUR DISTRIBUTION AND POTENTIAL	OM-028				
m.	MEETING MINUTES					
n.	MEMORANDA					
n1.	MEMORANDUM	1146				
n2.	MEMORANDUM	87-69-078BX				
n3.	MEMORANDUM	.01145				
n4.	MEMORANDUM	.01146				
n5.	MEMORANDUM	.01147				
n6.	MEMORANDUM	.01335				
o.	PUBLIC RELATIONS COMMUNICATIONS					
p.	ROUTING SLIPS					
pl.	REFERENCE SLIP	185				
q.	STATUS REPORTS					
r.	SURVEYS/QUESTIONNAIRES					
s.	TELEX/TWX/TELECOPY COMMUNICATIONS					
t.	WAGE/SALARY STRUCTURE RECORDS					
40	OUTSIDE ORGANIZATIONS, ASSOCIATIONS AND COMMITTEES - WESTERN SYSTEMS COO		5	20	25	
41	PERSONNEL ADMINISTRATIVE FILES		2	8	10	
a.	AFFIRMATIVE ACTION/EEO RECORDS	EEO-001				
a1.	DISCRIMINATION COMPLAINT INITIATION	LR-001				
a2.	GRIEVANCE INITIATION	LR-002				
a3.	GRIEVANCE RESPONSE	GEN. 77				
a4.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 78				
a5.	NOTICE TO CORRECT DEFICIENCIES					
b.	AGENDA					
c.	ANNOUNCEMENTS/BULLETINS					
d.	BID RECORDS					
d1.	BID NOTICE	.03214				

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