

Date: FEBRUARY 15, 1990  
 Sch. No. WP-23  
 Department/Bureau 01 753 FJ  
 Department of Water and Power  
 Office of (Original) Record  
 Power Operating and Maintenance

Certified per Sec. 17.3(e) of L.A. Admin. Code  
 By: *[Signature]*  
 Title: City Clerk, Rec. Mgt. Off.  
 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	
d2.	POSITIONS OPEN FOR BID	OM-102				
e.	CHANGE DOCUMENTS					
e1.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES	815				
e2.	WORK SCHEDULE CHANGE RECORD	82-209				
e3.	WORK SCHEDULE CHANGE RECORD	82-247				
e4.	WORK SCHEDULE CHANGE RECORD	OM-499				
f.	CLAIMS					
f1.	ACCIDENT ANALYSIS	2747				
f2.	ACCIDENT ANALYSIS	.02747				
g.	CONVERSATION RECORDS					
h.	DATA SHEETS					
h1.	ENGINEERING DATA SHEET	.01155				
i.	DEPARTMENT AWARDS RECORDS					
j.	DWP INSPECTION RECORDS					
k.	DWP LINE DRAWINGS/DIAGRAMS					
l.	EDUCATION/TRAINING RECORDS					
m.	EMPLOYEE ACCOUNTS RECORDS					
m1.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
m2.	PERSONAL VEHICLE AUTHORITY REQUEST	OM-389				
m3.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	415				
m4.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	.00418				
m5.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316				
n.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
n1.	DIAGNOSIS SLIP	MS 122				
n2.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
n3.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
n4.	EXAMINATION FOR RETURN TO DUTY	.02249				
n5.	REPORT OF PERSONAL INJURIES	32.14031				
n6.	RETURN TO WORK SLIP	.02202				
o.	EMPLOYMENT RECORDS					
o1.	APPLICATION FOR EMPLOYMENT	PDR-1				
o2.	CERTIFICATION LIST	PDAS 4				
o3.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453				

Records Retention Schedule Rev. No. 1 Office of (Original) Records Raymond C. For Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
04.	EMPLOYEE PERSONNEL JACKET	02759				
05.	INTERVIEW AND APPOINTMENT NOTICE	403				
06.	INTERVIEW DATA SHEET	3381				
07.	INTERVIEW DATA SHEET	03381				
08.	INTERVIEW FORM	0M-439				
09.	INTERVIEW SUMMARY	0M-567				
010.	LOST EMPLOYEE CARD ID LETTER	0M-586				
011.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76				
012.	NOTICE OF COMMENDATION	GEN. 79				
013.	PERSONNEL BID INFORMATION	0599				
014.	PERSONNEL BID INFORMATION	00599				
015.	PERSONNEL CHANGE SUBSTATION OPERATION	0M-101				
016.	PERSONNEL RECORD CARD	2608,16444				
017.	R&D PERSONNEL CHANGE	0M-101				
018.	RECEIVING & DISTRIBUTING STATION SECTION OPERATING PERSONNEL CHANGE	28				
019.	REQUEST FOR CERTIFICATION	PDAS 15				
020.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 10B	GEN. 16-8				
021.	REQUEST TO FILL POSITION	424				
022.	REQUEST TO FILL POSITION	00424				
023.	TERMINATION OF EMPLOYMENT	723,14529				
024.	TERMINATION OF EMPLOYMENT	00723				
P.	FINANCIAL REPORTS					
p1.	MONTHLY REPORT OF CASH ADVANCE	82-181				
q.	INTERDEPARTMENTAL COMMUNICATIONS					
q1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
r.	INTRADEPARTMENTAL COMMUNICATIONS					
r1.	INTRA-DEPARTMENTAL	1455				
r2.	INTRA-DEPARTMENTAL	01455				
r3.	INTRA-DEPARTMENTAL	69074				
s.	INVOICES/PAYMENTS					
t.	JUDGEMENTS					
u.	LETTERS					
v.	LOGS/INDICES					
vi.	DAILY ACTIVITY LOG	PM-219				
w.	MANAGEMENT PROCEDURES					
w1.	ADMINISTRATIVE PROCEDURE	0M-155				
x.	MANAGEMENT REPORTS					

Certified per Sec. 17.3(e) of L.A. Admin. Code.  
 By: (Person's Name) [Signature]  
 By: (City Clerk, Rec. Mgt. Off.) [Signature]

Date: 2-11-91

RECORDS RETENTION SCHEDULE  
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
x1.	SUPERVISOR'S REPORT OF ELIGIBILITY	RMA 70				
y.	MANAGEMENT SCHEDULES					
z.	MEETING ATTENDANCE RECORDS					
aa.	MEETING MINUTES					
ab.	MEMORANDA					
ab1.	EMPLOYEE TRANSFER MEMORANDUM	82-276				
ab2.	MEMORANDUM	1334, 15047				
ab3.	MEMORANDUM	1334				
ab4.	MEMORANDUM	1336				
ab5.	MEMORANDUM	87-69-078				
ab6.	MEMORANDUM	.01145				
ab7.	MEMORANDUM	.01146				
ab8.	MEMORANDUM	.01147				
ab9.	MEMORANDUM	.01334				
ab10.	MEMORANDUM	.01335				
ab11.	MEMORANDUM	.01336				
ab12.	MEMORANDUM	.38825				
ac.	OPERATING AND MAINTENANCE SCHEDULES					
ad.	OPERATIONAL REPORTS					
ad1.	OPERATOR REPORT OF SERVICE INTERRUPTION AND/OR EQUIPMENT DAMAGE	OTC 144				
ad2.	OPERATOR REPORT OF SERVICE INTERRUPTION AND/OR EQUIPMENT DAMAGE	OTC 163				
ae.	POSITION DESCRIPTIONS					
ae1.	AUTHORIZATION TO PREPARE FORM 2346	OM-112				
ae2.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
ae3.	DDR CONTROL CARD	.02760				
ae4.	POSITION DESCRIPTION	POES 3				
ae5.	SPECIALIST POSITION JUSTIFICATION	PE001				
af.	PROGRESS PHOTOGRAPHS					
ag.	PUBLIC RELATIONS COMMUNICATIONS					
ah.	REQUISITIONS					
ah1.	EQUIPMENT TRANSFER	1217				
ah2.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
ah3.	REQUEST FOR MATERIAL AND/OR SERVICES	SP-R#5				
ah4.	REQUEST FOR SUPPLIES	1321				
ah5.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
ai.	ROUTING SLIPS					
ai1.	ASSIGNMENT	OM-117				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	a12. REFERENCE SLIP	185				
	a1. SPACE/EQUIPMENT ALLOCATION RECORDS					
	ak. STATUS REPORTS					
	a1. SURVEYS/QUESTIONNAIRES					
	am. TELEX/TWX/TELECOPY COMMUNICATIONS	DM-65				
	an. TELECOPY COVER SHEET					
	an. TIMEKEEPING RECORDS					
	an1. ABSENCE FROM DUTY RECORD	2588				
	an2. ABSENCE FROM DUTY RECORD	.02508				
	an3. ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485				
	an4. APPLICATION FOR OVERTIME OFF WITH PAY	2549				
	an5. APPLICATION FOR OVERTIME OFF WITH PAY	.02549				
	an6. APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	.02819				
	an7. CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
	an8. REPORT OF ABSENCE FROM DUTY	DM-399				
	an9. REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
	an10. REQUEST FOR TIME OFF	DM-535				
	an11. VACATION FORM	.01113				
	ao. TRANSMITTALS/ACKNOWLEDGEMENTS					
	ao1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	ap. WAGE/SALARY STRUCTURE RECORDS					
	ap1. PAY CHECK ROLL	23,00023				
	ap2. PAY CHECK ROLL	.00023				
42	PHOTOGRAPHIC FILES		AR	2	AR+2	
	a. MICROFILM/SLIDES					
	b. NEGATIVES					
	c. PROGRESS PHOTOGRAPHS					
43	POWER OPERATIONS & FACILITIES MATTERS		AR	2	AR+2	
	a. AGENDA					
	b. BID RECORDS					
	c. BUDGET RECORDS - ACTUAL					
	d. BUDGET RECORDS - PROJECTED					
	e. CHANGE DOCUMENTS					
	f. CONSTRUCTION CONTRACTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
g.	CONSULTING CONTRACTS					
h.	CONTRACT ADMINISTRATION RECORDS					
i.	CONTRACT AMENDMENTS					
j.	DATA SHEETS					
j1.	ENGINEERING DATA SHEET	.01155				
k.	DESIGN CRITERIA RECORDS					
l.	DETAIL PHOTOGRAPHS					
m.	ENGINEERING PROCEDURES					
n.	ENGINEERING STUDIES					
o.	ENVIRONMENTAL REPORTS					
p.	EXTERNAL INSPECTION RECORDS					
q.	FEASIBILITY STUDIES					
r.	FINANCIAL REPORTS					
s.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
t.	INTRADEPARTMENTAL COMMUNICATIONS					
t1.	INTRA-DEPARTMENTAL	.01455				
u.	INVOICES/PAYMENTS					
v.	JUDGEMENTS					
w.	LEGAL NOTIFICATIONS					
x.	LETTERS					
x1.	COMMITTEE CORRESPONDENCE	.02865				
y.	LITIGATION RECORDS					
z.	LOGS/INDICES					
aa.	MANAGEMENT PROCEDURES					
ab.	MANAGEMENT REPORTS					
ac.	MANAGEMENT SCHEDULES					
ad.	MEETING MINUTE ITEMS					
ae.	MEETING MINUTES					
af.	MEMORANDA					
af1.	MEMORANDUM	1146				
af2.	MEMORANDUM	.01145				
af3.	MEMORANDUM	.01146				
af4.	MEMORANDUM	.01147				
af5.	MEMORANDUM	.01334				
ag.	OPERATING AND MAINTENANCE SCHEDULES					
ah.	OPERATIONAL REPORTS					
ah1.	EQUIPMENT INVENTORY REPORT	OM-177				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	af. OPERATIONS & MAINTENANCE PROCEDURES					
	aj. PARTICIPANT CONTRACTS					
	ak. PERMITS					
	ak1. ANNUAL BILLING PERMIT TO OPERATE	70D112				
	al. PERSONNEL CONTRACTS					
	am. PROCUREMENT/SALES CONTRACTS					
	an. PROPOSALS					
	ao. PUBLIC RELATIONS COMMUNICATIONS					
	ap. PURCHASE ORDERS					
	ap1. PURCHASE ORDER	.00001				
	aq. ROUTING SLIPS					
	aq1. ASSIGNMENT	OM-117				
	ar. STATUS REPORTS					
	as. SURVEYS/QUESTIONNAIRES					
	at. TECHNICAL REPORTS					
	au. TEST RECORDS					
	av. TIMEKEEPING RECORDS					
	aw. TRANSMITTALS/ACKNOWLEDGEMENTS					
	aw1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	aw2. TRANSMITTAL	CAO 649D				
	ax. TURNOVER PACKAGE RECORDS					
44	PRINTS, DRAWINGS, DIAGRAMS & MAPS		S+2	--	S+2	
a.	DATA SHEETS					
b.	DRAWINGS					
c.	DMP CONSTRUCTION DRAWINGS					
d.	DMP ELECTRICAL DRAWINGS					
e.	DMP EQUIPMENT DRAWINGS					
e1.	CIRCUIT DIAGRAM (VITAL)	OM-276			V	
e2.	EQUIPMENT DRAWING (VITAL)				V	
e3.	MICROWAVE CHANNEL ASSIGNMENT (VITAL)				V	
f.	DMP FABRICATION DRAWINGS					
g.	DMP FLOW DIAGRAMS					
h.	DMP LTNE DRAWINGS/DIAGRAMS					
i.	DMP MAPS					
j.	DMP OPERATION DRAWINGS/DIAGRAMS					
j1.	SCHEMATIC DRAWING (VITAL)				V	
k.	DMP PIPING DRAWINGS					

RECORDS RETENTION SCHEDULE  
(Original/Official Records)

Office of (Original) Records  
Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
1.	DMP PROJECT LAYOUT DRAWINGS					
11.	BLOCK & LEVEL DRAWING (VITAL)					
m.	DMP SPACE ALLOCATION DRAWINGS					
n.	DMP STRUCTURAL STEEL DETAIL DRAWINGS					
o.	DMP WIRING DRAWINGS/DIAGRAMS					
o1.	WIRING DRAWING (VITAL)					
p.	FOREIGN CONSTRUCTION DRAWINGS					
q.	FOREIGN ELECTRICAL DRAWINGS					
r.	FOREIGN EQUIPMENT DRAWINGS					
s.	FOREIGN MECHANICAL DRAWINGS					
t.	FOREIGN STANDARD PLANS CITY OF LOS ANGELES					
u.	INTRADPARTMENTAL COMMUNICATIONS					
u1.	INTRA-DEPARTMENTAL	1455				
u2.	INTRA-DEPARTMENTAL	.01455				
v.	JOB SCHEDULES					
w.	LETTERS					
x.	LOGS/INDICES					
y.	MANAGEMENT PROCEDURES					
z.	MANAGEMENT REPORTS					
z1.	POWER SYSTEM STATEMENT	FPC-12				
aa.	MEMORANDA					
aa1.	MEMORANDUM	.01145				
aa2.	MEMORANDUM	.01146				
aa3.	MEMORANDUM	.01147				
ab.	OPERATING AND MAINTENANCE SCHEDULES					
ac.	OPERATIONS & MAINTENANCE PROCEDURES					
ad.	REQUISITIONS					
ad1.	REQUEST FOR PRINTS	DC-267				
ae.	SKETCHES					
af.	SPACE/EQUIPMENT ALLOCATION RECORDS					
ag.	TURNOVER PACKAGE RECORDS					
45	PRIVATE & PUBLICLY-OWNED UTILITIES		AR	2	AR+2	

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
46	RECORDS MANAGEMENT FILES		S	2	S+2	
	a. MANAGEMENT REPORTS					
	b. RECORDS RETENTION AUTHORIZATIONS					
	b1. RECORDS RETENTION AUTHORIZATION	.02317				
	c. RETENTION SCHEDULES					
	c1. RECORDS RETENTION SCHEDULE DUPLICATE RECORDS	GEN. 61				
	c2. RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60				
47	REQUISITIONS FOR PURCHASE - NON-DWP (INTERMOUNTAIN POWER FACILITY)		C+5	--	C+5	
48	ROSTERS & SCHEDULES		S+2	--	S+2	
	a. CHANGE DOCUMENTS					
	b. EMPLOYMENT RECORDS					
	b1. WORK SCHEDULE ASSIGNMENT	OM-396				
	c. JOB SCHEDULES					
	d. LOGS/INDICES					
	e. MEMORANDA					
	e1. MEMORANDUM	X-109				
	e2. MEMORANDUM	.01334				
	e3. MEMORANDUM	.01335				
	f. OPERATING AND MAINTENANCE SCHEDULES					
	g. TIMEKEEPING RECORDS					
	g1. REQUEST FOR TEMPORARY SHIFT CHANGE	2811.16647				
	h. WAGE/SALARY STRUCTURE RECORDS					
	h1. PAY CHECK ROLL	.00023				
49	SAFETY FILES		AR	10	AR+10	
	a. AGENDA					
	b. ANNOUNCEMENTS/BULLETINS					
	c. CLAIMS					
	c1. ACCIDENT ANALYSIS	.02747				
	c2. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741				
	c3. STATEMENT OF ACCIDENT	.00970				
	c4. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
	d. CLERICAL PROCEDURES/INSTRUCTIONS					
	d1. CLERICAL PROCEDURE	OM-352				
	e. CONTRACT ADMINISTRATION RECORDS					
	f. CONVERSATION RECORDS					



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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
9.	CUSTOMER SERVICE RECORDS					
h.	DATA SHEETS					
h1.	DAILY OPERATIONAL CHECK BY CRANE OPERATOR	ORIG112				
h2.	FIRE EXTINGUISHER REPORT	APP-6				
i.	DEPARTMENT AWARDS RECORDS					
j.	DWP EQUIPMENT DRAWINGS					
k.	DWP INSPECTION RECORDS					
k1.	230 KV & 440V BREAKER	S-115				
k2.	AIR FILTERS MONTHLY INSPECTION REPORT	ORIG-68				
k3.	DISTILLATE TANK AREA ANNUAL FIRE PROTECTION EQUIPMENT, ANNUAL TEST DATA SHEET	S-120-1				
k4.	DISTILLATE TANK AREA, FIRE PROTECTION EQUIPMENT MONTHLY INSPECTION SHEET	S-121				
k5.	ELEVATOR STAIRCASE (CLEANING & LIGHTING)	S-110-21				
k6.	EMERGENCY LIGHT	S-112				
k7.	FIRE BLANKET	ORIG68-A				
k8.	FIRE HOSE REEL STATION INSPECTION SHEET	S-118				
k9.	FIRE PUMP TEST	S-104				
k10.	GAS TURBINES CO2 FIRE PROTECTION EQUIPMENT MONTHLY INSPECTION SHEET	S-123-1				
k11.	GRINDER INSPECTION SHEET	ORIG-128				
k12.	JOB SITE INSPECTIONS	ORIG 92A				
k13.	JOB SITE INSPECTIONS	ORIG 92C				
k14.	JOB SITE INSPECTIONS	ORIG 92F				
k15.	JOB SITE INSPECTIONS	ORIG 92				
k16.	LABORATORY FACE SHIELD MONTHLY INSPECTION	ORIG118				
k17.	LABORATORY FIRST AID KIT MONTHLY INSPECTION	S-106				
k18.	LABORATORY MONTHLY SAFETY INSPECTION	ORIG 117				
k19.	MAIN ACB ARC BLAST RESERVOIR & COMPRESSOR	S-119				
k20.	MONTHLY CHLORINE CYLINDER'S EMERGENCY REPAIR KIT INSPECTION	S-107				
k21.	OIL SPILL PREVENTION INSPECTION	S-117-25				
k22.	PERIMETER FENCE & YARD INSPECTION	S-103				
k23.	QUARTERLY INSPECTION REPORT CARDOX FIRE PROTECTION SYSTEM	S-125				
k24.	RELIEF CREW DUTIES (DAILY)	S-108-13				
k25.	RELIEF CREW DUTIES (MONTHLY)	S-109-21				
k26.	RELIEF CREW DUTIES (MONTHLY)	S-116				

RECORDS RETENTION SCHEDULE  
 (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
k27.	RELIEF CREW DUTIES (MONTHLY) MAIN TRANSFORMER BANK	S-202				
k28.	RESCUE BREATHING EQUIPMENT INSPECTION	S-105				
k29.	SAFETY EYEWASH & SHOWER, MONTHLY INSPECTION	ORIG. #95				
k30.	SAFETY INSPECTION	CPP-45				
k31.	STAIRWELL (CLEANING & LIGHTING)	S-111-21				
k32.	STATION BATTERY ROOMS SAFETY EQUIPMENT CHECK	S-102				
k33.	UNDERGROUND STORAGE TANKS ABANDONED-IN-PLACE INSPECTION CHECKLIST	ORIG-170A				
k34.	UNIT SERVICE TRANSFORMER BANK (RECLAMP, CLEAN, & INSPECT)	S-114				
l.	OHP LINE DRAWINGS/DIAGRAMS					
m.	EDUCATION/TRAINING RECORDS					
n.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
n1.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
n2.	INJURY SUMMARY	MS 309				
o.	EMPLOYMENT RECORDS					
p.	ENGINEERING STUDIES					
p1.	FAULT ANALYSIS REPORT	.02076				
q.	ENVIRONMENTAL REPORTS					
r.	EXTERNAL INSPECTION RECORDS					
s.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
s1.	UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A				
t.	INTRADPARTMENTAL COMMUNICATIONS					
t1.	INTRA-DEPARTMENTAL	.01455				
u.	INVOICES/PAYMENTS					
v.	JOB FILE DATA					
w.	LEGAL APPLICATIONS					
x.	LEGAL ORDERS/FILINGS					
y.	LETTERS					
z.	LOGS/INDICES					
z1.	ACCIDENT PREVENTION TAG MONTHLY INVENTORY ORDER SHEET	S-101				
z2.	DAILY MAINTENANCE LOG	76-183				
z3.	LOG OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200				
aa.	MANAGEMENT PROCEDURES					
aa1.	ADMINISTRATIVE PROCEDURE	OM-155				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ab.	MANAGEMENT REPORTS					
ac.	MANAGEMENT SCHEDULES					
ad.	MEETING ATTENDANCE RECORDS					
ad1.	ATTENDANCE SHEET - TRANSMISSION	OM-816				
ae.	MEETING MINUTES					
af.	MEMORANDA					
af1.	MEMORANDUM	87-69-078BX				
af2.	MEMORANDUM	OM-259				
af3.	MEMORANDUM	OVES-02				
af4.	MEMORANDUM	.01145				
af5.	MEMORANDUM	.01146				
af6.	MEMORANDUM	.01147				
af7.	MEMORANDUM	.01334				
af8.	MEMORANDUM	.01335				
af9.	SERVICE CONFIRMATION MEMO	.02413				
ag.	OPERATING AND MAINTENANCE SCHEDULES					
ah.	OPERATIONAL REPORTS					
ah1.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3.03191				
ah2.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695				
ai.	OPERATIONS & MAINTENANCE PROCEDURES					
ai1.	HAZARDOUS MATERIALS & WASTE PROCEDURE	OM-764				
aj.	POSITION DESCRIPTIONS					
ak.	PROGRESS PHOTOGRAPHS					
al.	PROPOSALS					
am.	PUBLIC RELATIONS COMMUNICATIONS					
an.	REQUISITIONS					
an1.	REPROGRAPHICS CENTER	MS452				
an2.	REQUEST FOR SERVICES OR SUPPLIES	.01321				
an3.	REQUEST FOR STATIONERY SUPPLIES	.00903				
an4.	REQUEST FOR SUPPLIES	.01321				
an5.	REQUISITION FOR MATERIAL/SERVICES	.01660				
an6.	REQUISITION FOR STATIONERY SUPPLIES	.00903				
ao.	ROUTING SLIPS					
ao1.	ASSIGNMENT	OM-117				
ao2.	SYSTEM MAINTENANCE ASSIGNMENT	OM-700				
ap.	STANDARDS					
aq.	SURVEYS/QUESTIONNAIRES					
ar.	TELEX/TWX/TELECOPY COMMUNICATIONS					
as.	TEST RECORDS					

Date

4-11-91

Date

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

Department of Water, Ice and Power  
Office of Planning and Maintenance

RECORDS RETENTION SCHEDULE  
(Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
as1.	TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	.01774			
at.	TIMEKEEPING RECORDS				
at1.	ATTENDANCE ROSTER	OM-579			
au.	TRANSMITTALS/ACKNOWLEDGEMENTS				
av.	WORK PACKAGE RECORDS				
av1.	SAFETY SUGGESTION	ORIG113A			
50	STATION INFORMATION FILES		5	2	5+2
a.	AGENDA				
b.	ANNOUNCEMENTS/BULLETINS				
b1.	MEETING ANNOUNCEMENT	DC519			
c.	BID RECORDS				
c1.	BID	1799			
c2.	BID FOR WORK/REQUEST FOR OPERATOR	OM-103			
d.	BUDGET RECORDS - PROJECTED				
d1.	AUTHORIZATION FOR EXPENDITURE	1611			
d2.	AUTHORIZATION FOR EXPENDITURE	2911			
d3.	COST CODE ESTIMATE	.02908			
d4.	COST ESTIMATE	2544			
d5.	COST ESTIMATE	2547			
d6.	COST ESTIMATE	82-330			
d7.	COST ESTIMATE	.02544			
d8.	COST ESTIMATE	.03038			
d9.	PRELIMINARY ESTIMATE	82-320			
d10.	PRELIMINARY ESTIMATE	OM-320			
d11.	REQUEST FOR CHANGE IN ORIGINAL JOB	76-42			
d12.	SUPPLEMENTARY INFORMATION SUPPORTING AUTHORIZATION FOR EXPENDITURE	.02650			
e.	CHANGE DOCUMENTS				
e1.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815			
e2.	WORK SCHEDULE CHANGE RECORD	82-209			
e3.	WORK SCHEDULE CHANGE RECORD	82-247			
f.	CLAIMS				
f1.	ACCIDENT ANALYSIS	.02747			
f2.	ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741			
f3.	STATEMENT OF ACCIDENT	970			
f4.	STATEMENT OF ACCIDENT	.00970			

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f5.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
9.	CLERICAL PROCEDURES/INSTRUCTIONS					
h.	DATA SHEETS					
h1.	ENGINEERING DATA SHEET	.03091				
h2.	STATION HOURLY REPORT	OM-965				
i.	DEPARTMENT REAL ESTATE RECORDS					
j.	DRAWINGS					
k.	DWP FLOW DIAGRAMS					
l.	DWP INSPECTION RECORDS					
ll.	INSPECTION REPORT	72-0050				
m.	DWP LINE DRAWINGS/DIAGRAMS					
n.	DWP MAPS					
o.	DWP OPERATION DRAWINGS/DIAGRAMS					
p.	DWP PROJECT LAYOUT DRAWINGS					
q.	DWP WIRING DRAWINGS/DIAGRAMS					
r.	EMPLOYEE ACCOUNTS RECORDS					
r1.	PERSONAL VEHICLE AUTHORITY REQUEST	OM-389				
s.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
s1.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
t.	EMPLOYEE SUGGESTION PLANS					
u.	ENGINEERING STUDIES					
u1.	FAULT ANALYSIS REPORT	.02076				
v.	ENVIRONMENTAL REPORTS					
w.	INFORMATION SERVICES RECORDS					
x.	INTERDEPARTMENTAL COMMUNICATIONS					
x1.	INTER-DEPARTMENTAL	.38824				
x2.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
y.	INTRADPARTMENTAL COMMUNICATIONS					
y1.	INTRA-DEPARTMENTAL	87-69-074				
y2.	INTRA-DEPARTMENTAL	.01455				
y3.	INTRA-DEPARTMENTAL	.01456				
z.	INVOICES/PAYMENTS					
z1.	DELIVERY RECEIPT	.00817				
z2.	FOREMAN'S MATERIAL CREDIT	39				
z3.	NOTICE OF CHANGE IN ORIGINAL ESTIMATE	76-42				
z4.	RECEIPT FOR CONSIGNED GOODS RETURNED	1617				
z5.	REPORT OF MATERIAL RECEIVED	361				
aa.	JOB FILE DATA					

**RECORDS RETENTION SCHEDULE (Original/Official Records)**  
Office of (Original) Records  
RAYMOND C. BURR  
Power Operating Division

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aa1.	ENGINEER'S INSTRUCTION SHEET	.03143				
aa2.	OPERATING ENGINEER'S ORDER	82-268				
aa3.	OPERATING ENGINEER'S ORDER	OM-018				
aa4.	OPERATING ORDER	OM-113				
ab.	JOB SCHEDULES					
ab1.	JOB SEQUENCE SCHEDULE	DC027				
ac.	LEGAL NOTIFICATIONS					
ac1.	CITATION	CAL/OSHA				
ad.	LETTERS					
ae.	LOGS/INDICES					
af.	MANAGEMENT PROCEDURES					
ag.	MANAGEMENT REPORTS					
ah.	MANAGEMENT SCHEDULES					
ai.	MEETING MINUTES					
aj.	MEMORANDA					
aj1.	CORRECTION NOTICE	993				
aj2.	MEMORANDUM	1146				
aj3.	MEMORANDUM	1147				
aj4.	MEMORANDUM	1334				
aj5.	MEMORANDUM	1335				
aj6.	MEMORANDUM	1336				
aj7.	MEMORANDUM	87-69-078BX				
aj8.	MEMORANDUM	87-69-078				
aj9.	MEMORANDUM	.01145				
aj10.	MEMORANDUM	.01146				
aj11.	MEMORANDUM	.01147				
aj12.	MEMORANDUM	.01334				
aj13.	MEMORANDUM	.01335				
aj14.	MEMORANDUM	.38825				
aj15.	MESSENGER MEMO	.01287				
ak.	OPERATING AND MAINTENANCE SCHEDULES					
al.	OPERATIONAL REPORTS					
al1.	APPARATUS TROUBLE REPORT	5-667				
al2.	APPARATUS TROUBLE REPORT	82-304				
al3.	AUTOMATIC OSCILLOGRAPH OPERATION REPORT	.02076				
al4.	DAILY OPERATING RECORD RECEIVING STATION TRANSFORMERS	.02603				
al5.	EXPERIMENTAL TROUBLE REPORT	OM-409				
al6.	FAULTY EQUIPMENT REPORT	.00035				

Sch. No. WP-23  
 Department/Bureau 01 753 FJ  
 Department of Water and Power  
 Office of (Original) Raymond C. Furey  
 Power Operating and Maintenance

Certified per Sec. 12.3(e) of L.A. Admin. Code.  
 By: *Edward A. Cotton*  
 Date: 4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
a17.	RELAY OPERATION REPORT	.00947				
a18.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3				
am.	OPERATIONS & MAINTENANCE PROCEDURES					
an.	PERMITS					
an1.	ENCROACHMENT PERMIT	P-202				
ao.	PROGRESS PHOTOGRAPHS					
ap.	PUBLIC RELATIONS COMMUNICATIONS					
aq.	PURCHASE ORDERS					
aq1.	PURCHASE ORDER	.00001				
aq2.	PURCHASE ORDER	.00003				
aq3.	SUB-PURCHASE ORDER	.00008				
ar.	REQUISITIONS					
ar1.	BILL OF MATERIAL REQUISITION	2661				
ar2.	DISCONNECTING SWITCH ORDER	.01194				
ar3.	EQUIPMENT TRANSFER	1217				
ar4.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735				
ar5.	MAINTENANCE JOB ORDER	87-14-000				
ar6.	MAINTENANCE, REPAIR AND SHOP SECTION	76-56				
ar7.	REQUEST FOR MAINTENANCE	OM-296				
ar8.	REQUEST FOR SERVICES OR SUPPLIES	1321				
ar9.	REQUISITION FOR MATERIAL/SERVICES	.01660				
ar10.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2211				
ar11.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
ar12.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672				
ar13.	WORK ORDER	.02822				
as.	ROUTING SLIPS					
as1.	REFERENCE SLIP	185				
at.	SPECIFICATIONS					
at1.	SPECIFICATION	1799				
au.	TEST RECORDS					
au1.	LABORATORY AND TECHNICAL SERVICES SUPPLEMENTARY REPORT	DC608				
av.	TIMEKEEPING RECORDS					
aw.	TRANSMITTALS/ACKNOWLEDGEMENTS					
aw1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
aw2.	JOB SEQUENCE SCHEDULE DISTRIBUTION LIST AND TRANSMITTAL FORM	DC028				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
aw3.	TRANSMITTAL	94/DC157				
aw4.	TRANSMITTAL	94				
aw5.	TRANSMITTAL	.00028				
aw6.	TRANSMITTAL SLIP	3014				
ax.	VENDOR MANUALS/CATALOGS					
ay.	WORK PACKAGE RECORDS					
ay1.	CONSTRUCTION WORK PACKAGE MATERIAL PROCUREMENT CHECKLIST	DC575				
ay2.	CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764				
ay3.	CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540				
51	SUBJECT & CORRESPONDENCE FILES		AR	2	AR+2	
a.	ADDENDA TO SPECIFICATIONS					
b.	AFFIRMATIVE ACTION/EEO RECORDS					
b1.	DISCRIMINATION COMPLAINT APPEAL	EEO-003				
b2.	DISCRIMINATION COMPLAINT RESPONSE	EEO-002				
b3.	EMPLOYEE'S REQUEST FOR APPEAL OF GRIEVANCE	P&E GP-03				
b4.	GRIEVANCE APPEAL	LR-003				
b5.	GRIEVANCE INITIATION	LR-001				
b6.	GRIEVANCE RESPONSE	LR-002				
b7.	INITIAL FORMAL PRESENTATION OF GRIEVANCE	GP-01				
b8.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77				
b9.	NOTICE OF TERMINATION OR SUSPENSION	FA3				
c.	AGENDA					
d.	AGENDA ITEMS					
e.	ANNOUNCEMENTS/BULLETINS					
e1.	CIVIL SERVICE JOB ANNOUNCEMENT	PDR 10				
e2.	CIVIL SERVICE JOB ANNOUNCEMENT	PDR 20				
e3.	DAILY WEATHER BULLETIN	1531				
e4.	EPIISODE ANNOUNCEMENT	OM-1203				
e5.	EPIISODE TERMINATION MESSAGE	OM-252				
e6.	HOUSING VACANCY ANNOUNCEMENT	OM-807				
e7.	MEETING ANNOUNCEMENT	DC519				
e8.	OPERATING BULLETIN	OM-170				
f.	BID RECORDS					
f1.	BID FOR WORK/REQUEST FOR OPERATOR	OM-103				
f2.	BID NOTICE	.03214				



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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
f3.	BIDDING DOCUMENT	1799-8			
f4.	POSITIONS OPEN FOR BID	OM-102			
f5.	POWER STATION BID	82-51			
f6.	POWER STATION POSITION BID	82-51			
f7.	POWER STATION POSITION BID	OM-057			
f8.	REQUEST FOR BID	.01027			
f9.	SPECIAL INSTRUCTIONS & INFORMATION SHEET	.03030			
f10.	STANDARD BID SHEET	82-386			
f11.	STANDARD BID SHEET	OM-463			
g.	BUDGET RECORDS - ACTUAL				
g1.	EXPENDITURE DETAIL	.03193			
h.	BUDGET RECORDS - PROJECTED				
h1.	AUTHORIZATION FOR EXPENDITURE	1611.15345			
h2.	AUTHORIZATION FOR EXPENDITURE	1611			
h3.	AUTHORIZATION FOR EXPENDITURE	1612.01612			
h4.	AUTHORIZATION FOR EXPENDITURE	1612			
h5.	AUTHORIZATION FOR EXPENDITURE	2911.02911			
h6.	AUTHORIZATION FOR EXPENDITURE	2911			
h7.	AUTHORIZATION FOR EXPENDITURE	.01612			
h8.	COST ESTIMATE	2544			
h9.	COST ESTIMATE	2547.16373			
h10.	COST ESTIMATE	2547			
h11.	COST ESTIMATE	OM-330			
h12.	COST ESTIMATE	.02544			
h13.	CREDIT ESTIMATE	.02912			
h14.	ENGINEER'S DETAILED ESTIMATE	1041			
h15.	ENGINEER'S ESTIMATE AND AUTHORIZATION	1040			
h16.	ESTIMATE WORKSHEET	76-37			
h17.	MATERIAL AND LABOR ESTIMATE	376.00376			
h18.	MATERIAL AND LABOR ESTIMATE	376.14284			
h19.	MATERIAL AND LABOR ESTIMATE	376			
h20.	PRELIMINARY ESTIMATE	1548			
h21.	PRELIMINARY ESTIMATE	2908			
h22.	PRELIMINARY ESTIMATE	82-320			
h23.	PRELIMINARY ESTIMATE	OM-320			
h24.	PRELIMINARY ESTIMATE	.15280			
h25.	REQUEST FOR CHANGE IN ORIGINAL JOB	76-42			
h26.	STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378			
i.	CHANGE DOCUMENTS				

Date: FEBRUARY 15, 1990

CITY CLEP  
City of Los Angeles  
Form Gen. 6 J-61

Sch. No. WP-23

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

00753 F J

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

Page: 070 of 106  
Date: 4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
11.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	815, 14578				
12.	FOREMAN'S REPORT OF STATION EQUIPMENT CHANGES OR MAINTENANCE	.00815				
13.	NOTICE OF CHANGE IN WORK SCHEDULE AND/OR WORK LOCATION	SP-5				
14.	WORK SCHEDULE CHANGE RECORD	82-209				
15.	WORK SCHEDULE CHANGE RECORD	82-247				
16.	WORK SCHEDULE CHANGE RECORD	DM-499				
J.	CLAIMS					
J1.	ACCIDENT ANALYSIS	2747 .02747				
J2.	ACCIDENT ANALYSIS	2747				
J3.	ACCIDENT ANALYSIS	.02747				
J4.	ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741				
J5.	ACCIDENT/INCIDENT PRELIMINARY REPORT	X-183				
J6.	CLAIM FOR DAMAGES TO PERSON OR PROPERTY	100-A				
J7.	DRIVER'S PRELIMINARY ACCIDENT REPORT	76-44				
J8.	DRIVER'S PRELIMINARY ACCIDENT REPORT	65 152				
J9.	DRIVER'S PRELIMINARY ACCIDENT REPORT	DM-466				
J10.	INCIDENT NOTIFICATION	761463				
J11.	LAPD PRELIMINARY INVESTIGATION	03.01.0				
J12.	LAPD TRAFFIC ACCIDENT INFORMATION	04.37.0				
J13.	RELEASE	.00504				
J14.	REPORT OF ACCIDENT MOBILE EQUIPMENT	2364, 16187				
J15.	STATEMENT OF ACCIDENT	410, 14317				
J16.	STATEMENT OF ACCIDENT	970, 14702				
J17.	STATEMENT OF ACCIDENT	970				
J18.	STATEMENT OF ACCIDENT	.00970				
J19.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364, 16187				
J20.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364				
J21.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
J22.	TRAFFIC COLLISION REPORT	CWP-555				
k.	CLERICAL PROCEDURES/INSTRUCTIONS					
k1.	CLERICAL PROCEDURE	OM-352				
l.	CONFERENCE/SEMINAR ARRANGEMENTS					
m.	CONSERVATION REPORTS					
n.	CONSULTING CONTRACTS					
o.	CONTRACT ADMINISTRATION RECORDS					
p.	CONTRACT AMENDMENTS					

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

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

Date: FEBRUARY 15, 1990

Sch. No. WP-23

Department/Bureau C 1 C 753 FJ  
 Department of Water and Power  
 Office of (Original) Records and Administration  
 Power Operating and Maintenance

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

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
p1.	AMENDMENT TO AGREEMENTS ASEA	.03384				
q.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS					
r.	CONVERSATION RECORDS					
r1.	CALL SLIP	146				
r2.	CALL SLIP	148				
r3.	CALL SLIP	.00148				
r4.	CALL SLIP	.00198				
r5.	RECORD OF CONVERSATION	DC772A				
s.	CUSTOMER SERVICE RECORDS					
s1.	APPLICATION FOR POWER	1013				
s2.	APPLICATION FOR POWER SERVICE	145				
s3.	METER AND SERVICE ORDER ELECTRIC	2143, 15939				
s4.	SERVICE ORDER	1120				
s5.	SERVICE ORDER	.02343				
t.	DATA SHEETS					
t1.	DAILY OPERATING RECORD	.00641				
t2.	DAILY OPERATING RECORD	.01342				
t3.	ENGINEERING DATA SHEET	.01155				
t4.	ENGINEERING DATA SHEET	.03091				
t5.	FEEDER MAXIMUM AMPERE DEMAND	DC-358				
t6.	LOS ANGELES AQUEDUCT HYDROGRAPHIC PATROL	14				
t7.	MONTHLY ODOMETER READING	76-21				
t8.	RECORD OF RIVER AND CLIMATOLOGICAL OBSERVATIONS	E-15				
t9.	STATION HOURLY REPORT	OM-965				
t10.	VITAL RECORDS INFORMATION SHEET	GEN. 66				
u.	DEPARTMENT AWARDS RECORDS					
u1.	SAFETY INCENTIVE PROGRAM SUPERVISOR'S REPORT OF ELIGIBILITY	R8A-70				
v.	DEPARTMENT REAL ESTATE RECORDS					
v1.	NOTICE OF ENCROACHMENT OR OTHER VIOLATION	82-434				
w.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
x.	DESIGN CALCULATIONS					
x1.	CALCULATION SHEET	1155				
y.	DESIGN CRITERIA RECORDS					
y1.	DESIGN CRITERIA	DC784A				
z.	DESIGN REPORTS					
aa.	DESTRUCTION RECORDS					
aa1.	AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48				
aa2.	OBSOLETE RECORDS RECOMMENDED FOR DESTRUCTION	3140				

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

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		Y	P	S	T	REMARKS
			OFFICE	CENTER					
aa3.	RECORDS RECOMMENDED FOR DESTRUCTION	3129, 03129							
aa4.	RECORDS RECOMMENDED FOR DESTRUCTION	3129							
aa5.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	48-625							
ab.	DETAIL PHOTOGRAPHS								
ab1.	STILL PHOTOGRAPHY RIDER DRAWINGS	MPC-1M							
ac.	DRAWINGS								
ac1.	POWER SYSTEM DIAGRAM	OES-LCM67							
ad.	DMP CONSTRUCTION DRAWINGS								
ae.	DMP ELECTRICAL DRAWINGS								
af.	DMP EQUIPMENT DRAWINGS								
ag.	DMP FLOW DIAGRAMS								
ah.	DMP INSPECTION RECORDS								
ah1.	BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380							
ah2.	INVESTIGATION OF INJURY, EQUIPMENT DAMAGE AND/OR SERVICE INTERRUPTION	OTC-164							
ah3.	OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	14380							
ah4.	PCB QUARTERLY INSPECTION REPORT	03-443							
ah5.	SAFETY INSPECTION	CPP-45							
ah6.	SAFETY INSPECTION	OVES-01							
ah7.	SUBSTATION OPERATION SUPERINTENDENT'S SAFETY INSPECTION	OM-802							
ah8.	SUPERVISOR'S MONTHLY TOOL INSPECTION REPORT								
ai.	DMP LINE DRAWINGS/DIAGRAMS	82-300							
aj.	DMP MAPS								
ak.	DMP OPERATION DRAWINGS/DIAGRAMS								
al.	DMP PIPING DRAWINGS								
am.	DMP PROJECT LAYOUT DRAWINGS								
an.	DMP SPACE ALLOCATION DRAWINGS								
ao.	DMP STRUCTURAL STEEL DETAIL DRAWINGS								
ap.	DMP WIRING DRAWINGS/DIAGRAMS								
aq.	EDUCATION/TRAINING RECORDS								
aq1.	NUS MAINTENANCE TRAINING PROGRESS RECORD	DM-585							
aq2.	SUBSTATION OPERATIONS TRAINING APPRENTICESHIP FIELD REPORT	AFR(106)							
aq3.	TUITION REIMBURSEMENT APPLICATION	HR269							
ar.	EMPLOYEE ACCOUNTS RECORDS								

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ar1.	AUTHORITY FOR PAYROLL DEDUCTION TO BE USED FOR WELFARE ACCOUNTS	16000				
ar2.	AUTHORITY TO OBTAIN TRANSPORTATION	.00280				
ar3.	EMPLOYEES ENTITLED TO SUBSISTENCE	OM-194				
ar4.	GASOLINE CREDIT CARD REQUIREMENTS	OM-693				
ar5.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	45				
ar6.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
ar7.	MILEAGE REIMBURSEMENT	OM-822				
ar8.	MILEAGE STATEMENT	.00626				
ar9.	PERSONAL AUTOMOBILE AUTHORITY	.02586				
ar10.	PERSONAL AUTOMOBILE AUTHORITY REQUEST	82-389				
ar11.	PERSONAL EXPENSE ACCOUNT	OM-181				
ar12.	PERSONAL VEHICLE AUTHORITY REQUEST	OM-389				
ar13.	PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085				
ar14.	REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261				
ar15.	REPLACEMENT ID CARD LETTER	OM-586				
ar16.	REQUEST FOR MILEAGE AUTHORITY	R&D 59				
ar17.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	.00415				
ar18.	TAKE HOME VEHICLE WORKSHEET	OM-590				
ar19.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316				
as.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
as1.	APPLICATION FOR MILITARY SERVICE COMPENSATION	2808				
as2.	APPLICATION FOR NORMAL RETIREMENT	OM-238				
as3.	DOCTOR'S FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5021				
as4.	DOCTOR'S RETURN TO WORK	.02202				
as5.	DOCTORS FIRST REPORT OF OCCUPATIONAL INJURY OR ILLNESS	12-3390				
as6.	DWP MEDICAL SERVICES: EMPLOYEE VISITS	HR 948				
as7.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
as8.	EMPLOYEE'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
as9.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
as10.	EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
as11.	EMPLOYER'S REPORT OF INDUSTRIAL INJURY	C-3			
as12.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020			
as13.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032			
as14.	EXAMINATION FOR RETURN TO DUTY	2249			
as15.	REPORT OF PERSONAL INJURIES	32.00032			
as16.	REPORT OF PERSONAL INJURIES	32.14031			
as17.	REPORT OF PERSONAL INJURIES	32			
as18.	REPORT OF PERSONAL INJURIES	.00032			
as19.	REQUEST FOR ADDITIONAL GARAGE SPACE	APP-49			
as20.	REQUEST FOR RETIREMENT	OM-588			
as21.	RETIREMENT, DISABILITY AND DEATH BENEFIT INSURANCE PLAN	.14730			
as22.	RETURN TO WORK LETTER	HR 948			
as23.	RETURN TO WORK SLIP	.01844			
as24.	STATE EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032			
as25.	STATE OF CALIFORNIA EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032			
as26.	WORKER'S COMPENSATION MEMORANDUM ON PERSONAL INJURY	.01335			
at.	EMPLOYEE HOME PURCHASE PROGRAM RECORDS				
at1.	HOUSING BID	OM-732			
au.	EMPLOYEE SUGGESTION PLANS				
au1.	RECEIVING & DISTRIBUTING STATIONS EMPLOYEE SAFETY RECOMMENDATIONS	82-99			
au2.	SUGGESTION	IR272			
au3.	SUGGESTION	.02558			
au4.	SUGGESTION EVALUATION REPORT	IR035			
av.	EMPLOYMENT RECORDS				
av1.	APPLICATION FOR EMPLOYMENT	PDR-1			
av2.	AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	.00469			
av3.	AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN WORKING HOURS	.00469			
av4.	CERTIFICATION LIST	PDAS 4			

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
av5.	CHANGE OF EMERGENCY INFORMATION	.03395				
av6.	EMPLOYEE DATA RECORD	2758				
av7.	EMPLOYEE DECLINATION OF TRANSPORTATION	RA-2886				
av8.	EMPLOYEE IDENTIFICATION CARD REPLACEMENT	OM-586				
av9.	EMPLOYEE PARKING APPLICATION	76-103				
av10.	EMPLOYEES RECORD	.02757				
av11.	EMPLOYMENT ELIGIBILITY VERIFICATION	1-9				
av12.	IDENTIFICATION CARD REQUEST FOR REPLACEMENT	OM-586				
av13.	INTERVIEW AND APPOINTMENT NOTICE	403				
av14.	INTERVIEW DATA SHEET	3381				
av15.	INTERVIEW FORM	OM-439				
av16.	NAME CHANGE	OM-346				
av17.	NOTICE OF COMMENDATION	GEN. 79				
av18.	NOTICE OF SAFETY INFRACTION	CPP-59				
av19.	NOTICE OF SAFETY INFRACTION	OVES-03				
av20.	PERSONNEL BID INFORMATION	0599				
av21.	PERSONNEL CHANGE SUBSTATION OPERATION	OM-101				
av22.	PERSONNEL INFORMATION FOR NEW EMPLOYEE	OM-1202				
av23.	PROBATION REPORT WORKSHEET	PD-061				
av24.	RECEIVING & DISTRIBUTING STATION SECTION OPERATING PERSONNEL CHANGE	28				
av25.	REPORT OF DRIVER'S TEST	76-45				
av26.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360, 16183				
av27.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	2360				
av28.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360				
av29.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.16183				
av30.	REQUEST FOR CERTIFICATION	PDAS 15				
av31.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B				
av32.	REQUEST TO FILL POSITION	424				
av33.	REQUEST TO FILL POSITION	.00424				
av34.	TERMINATION OF EMPLOYMENT	.00723				
aw.	ENGINEERING STUDIES					
aw.	AVAILABILITY/RELIABILITY IMPROVEMENT PROGRAM COMPONENT ANALYSIS	OM-1019				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
aw2.	FAULT ANALYSIS REPORT	.02076			
ax.	ENVIRONMENTAL REPORTS				
ax1.	ANNUAL NOTICE - GROUND WATER EXTRACTION	SWRB-505; SWRB-5052			
ax2.	DISASTER DAMAGE	OM-378			
ax3.	EPISODE PREDICTION	OM-1192			
ax4.	EPISODE PREDICTION	OM-1203			
ax5.	EPISODE TERMINATION	OM-1051			
ax6.	SPILL AND CLEANUP REPORT	03-442			
ax7.	SPILL AND CLEANUP REPORT	03-449			
ax8.	SPILL AND CLEANUP REPORT	OM-186			
ay.	EXTERNAL INSPECTION RECORDS				
ay1.	FIRE/LIFE SAFETY VIOLATION	F-340-C			
az.	FEASIBILITY STUDIES				
ba.	FINANCIAL REPORTS				
ba1.	COST REPORT	1322.15034			
ba2.	DETAIL OF ADJUSTMENT VOUCHER CHARGES	A-13, 516.2			
ba3.	GAS RATIONING PLAN	OM-962			
ba4.	MONTHLY REPORT OF REVENUES AND COLLECTIONS	A-13			
bb.	FLOWCHARTS				
bc.	FOREIGN MAPS				
bd.	FUELS ADMINISTRATION RECORDS				
bd1.	FUEL OIL TRANSFER	2772			
be.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS				
be1.	CERTIFICATE OF DISCLOSURE OF HAZARDOUS SUBSTANCES	2002-H			
be2.	UNIFORM HAZARDOUS WASTE MANIFEST	DHS 8022A			
be3.	UNIFORM HAZARDOUS WASTE MANIFEST	OMB 2050-0039			
bf.	INFORMATION SERVICES RECORDS				
bg.	INTERDEPARTMENTAL COMMUNICATIONS				
bg1.	INTER DEPARTMENTAL ORDER	GEN. 34			
bg2.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
bh.	INTERROGATORIES				
bi.	INTRADEPARTMENTAL COMMUNICATIONS				
bi1.	INTRA-DEPARTMENTAL	1455, 15185			
bi2.	INTRA-DEPARTMENTAL	1455			
bi3.	INTRA-DEPARTMENTAL	1456, 01456			
bi4.	INTRA-DEPARTMENTAL	1456			
bi5.	INTRA-DEPARTMENTAL	87-69-074			
bi6.	INTRA-DEPARTMENTAL	DM-259			



Certified per Sec. 12.3(e) of L.A. Admin. Code.  
 By: (Dept. Head) *Robert A. Cotton* Date: 2-11-91  
 By: (City Clerk, Rec. Mgt. Off.)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
bi7.	INTRA-DEPARTMENTAL	.01455				
bi8.	INTRA-DEPARTMENTAL	.01456				
bi9.	INTRA-DEPARTMENTAL	.38824				
bi10.	INTRA-DEPARTMENTAL	.69074				
bj.	INVOICES/PAYMENTS					
bj1.	ACCOUNTS PAYABLE VOUCHER	AC286				
bj2.	ASSIGNMENT TELECOMMUNICATION SECTION FORM	OM-583				
bj3.	AUTHORITY FOR BILLING	.00364				
bj4.	AUTHORITY FOR BILLING FOR CONTRIBUTION IN AID OF CONSTRUCTION	66-38				
bj5.	AUTHORITY FOR BILLING FOR GUARANTEE OF PERMANENCY	GSD-66-151				
bj6.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405,00405				
bj7.	CASH ADVANCE	OM-414				
bj8.	CASH MEMORANDUM RECEIPT	.00982				
bj9.	CASH TRANSACTION	.01287				
bj10.	DELIVERY RECEIPT	.00817				
bj11.	DEPARTMENT TRANSFER	1409, 15130				
bj12.	DEPARTMENT TRANSFER	.01409				
bj13.	FOREMAN'S MATERIAL CREDIT	39				
bj14.	INTERFUND BILLING WATER REVENUE FUND	.03105				
bj15.	INVOICE	PS-11-82, 76 1-555				
bj16.	INVOICE - POWER REVENUE FUND	.00188				
bj17.	INVOICE COLLECTIBLE	.00861				
bj18.	JOURNAL VOUCHER	.03103				
bj19.	JOURNAL VOUCHER	.19349				
bj20.	JOURNAL VOUCHER SUPPLEMENT	.01407				
bj21.	PETTY CASH VOUCHER	.00724				
bj22.	RECEIPT FOR SALE OF SALVAGE MATERIAL AND EQUIPMENT	.02439				
bj23.	REPORT OF FUEL OIL RECEIVED	2771				
bj24.	REPORT OF GOODS RETURNED	.00400				
bj25.	REPORT OF MATERIAL RECEIVED	361, 14268				
bj26.	REPORT OF MATERIAL RECEIVED	361				
bj27.	REPORT OF MATERIAL RECEIVED	.00361				
bj28.	REQUEST FOR PAYMENT	.03078				
bj29.	STATEMENT OF SETTLEMENT	.02122				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	bj30. STORES RECEIVING COPY	.00003				
	bj31. SUB VOUCHER	.00046				
	bj32. TOOLS OR SUPPLIES RECEIVED	OM-453				
	bj33. VOUCHER CONTROL FORM	.01218				
	bk. JOB FILE DATA					
	bk1. OPERATING ENGINEER'S ORDER	B2-268				
	bk2. OPERATING ENGINEERING ORDER	449				
	bk3. OPERATING ORDER	OM-113				
	bk4. SUMMARY OF DRAWING	DC005				
	b1. JOB SCHEDULES					
	b11. JOB SEQUENCE SCHEDULE	DC027				
	bm. JUDGEMENTS					
	bn. LEGAL APPLICATIONS					
	bo. LEGAL NOTIFICATIONS					
	bo1. CERTIFICATE OF OCCUPANCY	B-956				
	bo2. CITATION	CAL/OSHA				
	bo3. NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS	CP-2061				
	bo4. PARKING CITATION	76-105				
	bp. LEGAL ORDERS/FILINGS					
	bq. LETTERS					
	bq1. COMMITTEE CORRESPONDENCE	2865				
	bq2. COMMITTEE CORRESPONDENCE	.02865				
	bq3. COMMITTEE CORRESPONDENCE	.02867				
	br. LICENSES					
	bs. LITIGATION RECORDS					
	bs1. APCD HEARING ON SCATTERGOOD 3	1043-3; 1043-4				
	bt. LOGS/INDICES					
	bt1. AERIAL BOOM AND LADDER TRUCKS DAILY MAINTENANCE LOG	OM-474				
	bt2. BI-WEEKLY OVERTIME LOG ELECTRICAL STATION MAINTENANCE	OM-529				
	bt3. BUILDING REGISTER	.00105				
	bt4. BULK POWER - SENIOR DISPATCHER'S LOG	OM-568				
	bt5. BULK POWER - SENIOR DISPATCHER'S LOG	.02433				
	bt6. CONFIDENTIAL WORK SHEET PRIORITY RATINGS OF FEEDER CIRCUITS	R&D 37				
	bt7. CONTROL FORM	OM-545				
	bt8. DAILY OPERATING RECORD DISTRIBUTING STATION TRANSFORMER	.02602				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
bt9.	DAILY OPERATING RECORD FEEDER	.00642				
bt10.	DRIVER'S DAILY LOG	MCS-59				
bt11.	FORCED OUTAGE & LOAD LIMIT LOG	L0H 2013				
bt12.	INDICATORS CLEARANCES & OK'S TO	OM-392				
bt13.	INDIVIDUAL MONTHLY TOOL CHECK MEMORANDUM	.01147				
bt14.	KEY CARD	.01413				
bt15.	KEY ISSUE AUTHORIZATION	301-116				
bt16.	LOAD DISPATCHER'S LOG	OM-731				
bt17.	LOAD DISPATCHER'S LOG	.02432				
bt18.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS SOUTH SECTION	OM-566				
bt19.	LOAD DISPATCHER'S LOG GENERATION	OM-563-2				
bt20.	LOG AND SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200				
bt21.	PERSONNEL ROSTER	OM-202				
bt22.	PROPERTY INVENTORY LISTING - ADJUSTMENT SHEET	157				
bt23.	PUBLIC AGENCY LOG OF OCCUPATIONAL INJURIES AND ILLNESS	OSHA 100A				
bt24.	RECORDS CENTER STORAGE SPACE	MS884				
bt25.	SENIOR DISPATCHER'S LOG DISTRIBUTION	OM-027				
bt26.	SIGNATURE CARD	OM-151				
bt27.	STATION OPEN HOUSE ATTENDANCE COUNT LOG	3				
bt28.	TASK LIST	R&A 01				
bt29.	TROUBLE CALL	OM-158				
bt30.	WORK ORDER LOG	OM-381				
bu.	MANAGEMENT PROCEDURES					
bu1.	ADMINISTRATIVE PROCEDURE	OM-155				
bu2.	EMERGENCY RESPONSE PROCEDURE	OM-775				
bu3.	TELECOMMUNICATION PROCEDURE	OM-552				
bu4.	WHAT TO DO IN CASE OF ACCIDENT	76-44				
bv.	MANAGEMENT REPORTS					
bv1.	ANNUAL ELECTRIC GENERATOR REPORT	EIA-860				
bv2.	ANNUAL ELECTRIC POWER SYSTEM REPORT	EIA-714				
bv3.	ANNUAL PROJECTION OF SYSTEM CHANGES	EIA-119A				
bv4.	ANNUAL REPORT OF PUBLIC ELECTRIC UTILITIES	EIA-412				
bv5.	ANNUAL SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 200				
bv6.	DMP NAVAJO GENERATION PLAN	OM-914				
bv7.	EQ MASTER LISTING	AT 984 0P1				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
bv8.	LOS ANGELES CITY PERSONNEL DEPARTMENT CERTIFICATION	PDAS 4				
bv9.	MONTHLY POWER PLANT REPORT	OMB-1905-0130				
bv10.	MONTHLY SUMMARY OF SYSTEM FAULTS 34.5 KV & ABOVE	DC 488				
bv11.	QUALITY ASSURANCE REPORT	DC237				
bv12.	SECURITY REPORT	HR963				
bv13.	SUMMARY OF OCCUPATIONAL INJURIES AND ILLNESSES	OSHA 102				
bv14.	TECHNICAL GROUP LABORATORY AND INSTRUMENT REPAIR	100-C				
bv15.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069				
bv16.	TRANSMISSION LINES HELICOPTER PATROL REPORT	82-76				
bw.	MANAGEMENT SCHEDULES					
bw1.	VACATION SCHEDULE	.02294				
bx.	MEDICAL SCHEDULES					
bx1.	MED VAN SCHEDULING FORM	MV2				
by.	MEETING ATTENDANCE RECORDS					
bz.	MEETING MINUTE ITEMS					
ca.	MEETING MINUTES					
ca1.	REPORT OF MEETING	OM-259				
cb.	MEMORANDA					
cb1.	CORRECTION NOTICE	.00993				
cb2.	ENGINEERING MEMO	82-122				
cb3.	MEMORANDUM	1146.01146				
cb4.	MEMORANDUM	1146.14857				
cb5.	MEMORANDUM	1146.14858				
cb6.	MEMORANDUM	1146				
cb7.	MEMORANDUM	1147.01147				
cb8.	MEMORANDUM	1147				
cb9.	MEMORANDUM	1334.01334				
cb10.	MEMORANDUM	1334.15047				
cb11.	MEMORANDUM	1334.15048				
cb12.	MEMORANDUM	1334				
cb13.	MEMORANDUM	1335.01335				
cb14.	MEMORANDUM	1335				
cb15.	MEMORANDUM	1336.01336				
cb16.	MEMORANDUM	1336				
cb17.	MEMORANDUM	82-5005				
cb18.	MEMORANDUM	87-69-073				
cb19.	MEMORANDUM	87-69-076				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
cb20.	MEMORANDUM	87-69-078BX				
cb21.	MEMORANDUM	87-69-078				
cb22.	MEMORANDUM	OM-259				
cb23.	MEMORANDUM	.01145				
cb24.	MEMORANDUM	.01146				
cb25.	MEMORANDUM	.01147				
cb26.	MEMORANDUM	.01334				
cb27.	MEMORANDUM	.01335				
cb28.	MEMORANDUM	.01336				
cb29.	MEMORANDUM	.14860				
cb30.	MEMORANDUM	.36825				
cb31.	MEMORANDUM	.38825				
cb32.	OFFICE MEMORANDUM	140				
cb33.	QUALITY ASSURANCE OFFICE MEMORANDUM	DC237				
cb34.	TEST & START-UP WORK PACKAGE TRANSMITTAL MEMORANDUM	DC 868				
cb35.	WORK MEMO	OM-254				
cc.	OPERATING AND MAINTENANCE SCHEDULES					
cc1.	GENERATING STATION WORK SCHEDULE	100-A				
cc2.	OUTAGE SCHEDULE	.82109				
cd.	OPERATIONAL REPORTS					
cd1.	APPARATUS TROUBLE REPORT	5-667				
cd2.	APPARATUS TROUBLE REPORT	82-384				
cd3.	ATTAINED FIRST-STAGE EPISODE	OM-1054				
cd4.	AUTOMATIC OSCILLOGRAPH OPERATION REPORT	2076, 15851				
cd5.	BACTERIOLOGICAL SUMMARY	WS-248				
cd6.	BULK POWER RECAP	2004				
cd7.	CATASTIC WATER - PYRAMID TO ELDERBERRY	82-379				
cd8.	CONSTRUCTION QUALITY VERIFICATION REPORT	DC013				
cd9.	DAILY OPERATING LOADS & RESOURCES	MF-9				
cd10.	DAILY OPERATING RECORD RECEIVING STATION TRANSFORMERS	.02603				
cd11.	DAILY OPERATING RECORD TRANSMISSION AND INTERCHANGE LINES AND CABLES	.02731				
cd12.	DAILY REPORT	82-150				
cd13.	DAILY REPORT OF POWER SYSTEM OPERATION	1391				
cd14.	DISPATCHER'S RELAY OPERATION REPORT	948				
cd15.	DRIVER'S TROUBLE REPORT	689, 00689				
cd16.	DRIVER'S TROUBLE REPORT	689				

Date: FEBRUARY 15, 1990  
 Sch. No. WP-23  
 Department/Bureau Office of (Original) Reports  
 Department of Water and Power  
 Office of (Original) Reports  
 Power Operating and Maintenance

753 FJ

Certified by Sec. 12.3(e) of I.A. Admin. Code  
 By: (Dept. Head) [Signature]  
 By: (City Clerk/Rec. Mgt. Off.) [Signature]

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 Date: 4-11-91

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
cd17.	DRIVER'S TROUBLE REPORT	.00689				
cd18.	EIA REPORTS STEAM ELECTRIC PLANT OPERATION & DESIGN REPORT	EIA-767				
cd19.	ELECTRIC TROUBLE SUMMARY DISTRIBUTION SYSTEM	OM-543				
cd20.	EQUIPMENT INVENTORY REPORT	03-448				
cd21.	EQUIPMENT INVENTORY REPORT	OM-177				
cd22.	EXPERIMENTAL TROUBLE REPORT	OM-409				
cd23.	FOREMAN'S DAILY REPORT	.00408				
cd24.	HELICOPTER PATROL REPORT	82-76				
cd25.	HELICOPTER PATROL REPORT	OM-475				
cd26.	LOAD DISPATCHER'S OFFICE DAILY SUMMARY & OPERATIONS	82-187				
cd27.	LOAD DISPATCHER'S OFFICE DAILY SUMMARY OF OPERATION	82-187				
cd28.	LOAD DISPATCHING HEADQUARTERS BULK POWER SUMMARY OF INTERRUPTIONS	LDH #2005				
cd29.	LOAD DISPATCHING HEADQUARTERS DISTRIBUTION SUMMARY OF INTERRUPTIONS	LDH #2008				
cd30.	LOST OR STOLEN TOOLS REPORT	OM-937				
cd31.	MONTHLY BULK PETROLEUM WHARFAGE AND STATISTICAL REPORT	ORHM-611B				
cd32.	MONTHLY INTERCHANGE METER REPORT	.00603				
cd33.	MONTHLY MILEAGE STATEMENT	OM-085				
cd34.	MONTHLY REPORT ON STEP REGULATOR OPERATION	82-135				
cd35.	OPERATOR REPORT OF SERVICE INTERRUPTION AND/OR EQUIPMENT DAMAGE	DTC 163				
cd36.	OWENS VALLEY ELECTRIC SYSTEM MONTHLY GENERATION REPORT	DG-35A				
cd37.	PB&C DIVISION QUALITY ASSURANCE OFFICE REPORT	DC237				
cd38.	POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3				
cd39.	POWER SYSTEM REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	.03191				
cd40.	PRELIMINARY EVENT REPORT	OM-821				
cd41.	PRIORITY RATING OF FEEDER CIRCUITS DURING EMERGENCIES	R&D FORM 37				
cd42.	RELAY OPERATION REPORT	.00947				
cd43.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3, 03191				
cd44.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	60-3				

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	
cd45.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE	OM-695				
cd46.	STATEMENT OF SHOT INSULATORS & CONDUCTORS	TRAN 0001				
cd47.	STATION ELECTRICAL DESIGN SECTION	94				
cd48.	STRUCTURE MOVE REPORT	OM-032				
cd49.	SUBSTATION OPERATIONS PRELIMINARY EVENT REPORT	OM-821				
cd50.	TRANSMISSION LINE INCIDENT OR UNUSUAL EVENT FORM	OM-770				
cd51.	TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6220P2				
cd52.	VEHICLE TROUBLE REPORT	,00689				
ce.	OPERATIONS & MAINTENANCE PROCEDURES	,02813				
ce1.	DAILY INSTRUCTION & INFORMATION	OM-798				
ce2.	HAZARDOUS WORK PROCEDURE	7.5.03				
ce3.	POWER DRAFTING MANUAL	OM-596				
ce4.	SYSTEM MAINTENANCE PROCEDURE					
cf.	PARTICIPANT CONTRACTS					
cg.	PERMITS					
cg1.	APPLICATION FOR STATION AUTHORIZATION IN THE PRIVATE OPERATIONAL FIXED MICROWAVE RADIO SERVICE	OMB-3060-004				
cg2.	APPLICATION/PERMIT FOR PERMIT TO OPEN MANHOLE COVER	3.655				
cg3.	COMMUNICATION SITE REQUEST	2860-1				
cg4.	CONDITIONS FOR FILMING ON VALLEY GENERATING STATION PROPERTY	X-137				
cg5.	FILMING PERMIT SCHEDULE "A"	MPC-1A				
cg6.	PARADE PERMIT APPLICATION	02.57.0				
cg7.	PERMIT	76P238A				
cg8.	PERMIT ORDER	,00028				
cg9.	PERMIT TO REMOVE EQUIPMENT	,02807				
cg10.	POLE CONTACT CHANGE OR REMOVAL APPLICATION AND PERMIT	566				
cg11.	UTILITIES ENCROACHMENT PERMIT	OH0-M-P-302				
ch.	PERSONNEL CONTRACTS					
ci.	POSITION DESCRIPTIONS					
ci1.	AUTHORIZATION TO PREPARE FORM 2346	82-53				
ci2.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	,02346				
ci3.	DUTIES DESCRIPTION RECORD	MS 131				
ci4.	POSITION DESCRIPTION	FOES 3				
cj.	PROCUREMENT/SALES CONTRACTS					

**RECORDS RETENTION SCHEDULE (Original/Official Records)**  
 Office of (Original) Records and Information Management  
 Power Operating and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
ck.	PROFESSIONAL DEVELOPMENT RECORDS					
c1.	PROGRESS PHOTOGRAPHS					
cm.	PROPOSALS					
cm1.	PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353				
cn.	PUBLIC RELATIONS COMMUNICATIONS					
co.	PURCHASE ORDERS					
co1.	PURCHASE ORDER	1A				
co2.	PURCHASE ORDER	1B				
co3.	PURCHASE ORDER	3				
co4.	PURCHASE ORDER	.00001				
co5.	PURCHASE ORDER	.00002				
co6.	PURCHASE ORDER	.00003				
co7.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
co8.	RECORD OF MATERIAL RECEIVED	361				
co9.	SUB-PURCHASE ORDER	.00008				
co10.	SUB-PURCHASE ORDER	.00009				
cp.	RECORD TRANSMITTALS					
cp1.	RECORDS TRANSFER CONTROL	2673, 16508				
cp2.	RECORDS TRANSFER CONTROL	.02673				
cq.	RECORDS RETENTION AUTHORIZATIONS					
cq1.	RECORDS RETENTION AUTHORIZATION REQUISITIONS	.02317				
cr.	REQUISITIONS					
cr1.	BILL OF MATERIAL	1901				
cr2.	COMMUNICATION ENGINEERING ORDER	7839				
cr3.	COPY REQUEST	MS-452				
cr4.	DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690				
cr5.	EQUIPMENT TRANSFER	1217, 01217				
cr6.	EQUIPMENT TRANSFER	1217, 14930				
cr7.	EQUIPMENT TRANSFER	1217				
cr8.	EQUIPMENT TRANSFER	.00049				
cr9.	EQUIPMENT TRANSFER	.01217				
cr10.	FOREMAN'S MATERIAL REQUISITION	107				
cr11.	FOREMAN'S MATERIAL REQUISITION	.00106				
cr12.	FOREMAN'S ORDER	2723				
cr13.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
cr14.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03279				
cr15.	INFORMATION SERVICES SUPPORT REQUEST	.00247				
cr15.	JOB ORDER					



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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
cr16.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735				
cr17.	MAINTENANCE JOB ORDER	87-14-000				
cr18.	MAINTENANCE REQUEST	OM-525				
cr19.	MEMO MATERIAL REQUISITION	2102				
cr20.	OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025				
cr21.	PHOTOGRAPHIC REQUEST	.03247				
cr22.	PRE-APPROVED REQUEST FOR SUPPLIES	2849				
cr23.	PRINTING REQUISITION	.03068				
cr24.	REPRODUCTION SERVICE	.3056				
cr25.	REPROGRAPHICS CENTER	MS452				
cr26.	REQUEST FOR ASSIGNMENT OF SEALING TOOL	OM-091				
cr27.	REQUEST FOR DRAFTING WORK	14271				
cr28.	REQUEST FOR MAINTENANCE	16000				
cr29.	REQUEST FOR MAINTENANCE	OM-296				
cr30.	REQUEST FOR PRINTS	DC-267				
cr31.	REQUEST FOR PURCHASE OF ADDITIONAL FLEET EQUIPMENT	.02415				
cr32.	REQUEST FOR PURCHASE TO REPLACE FLEET EQUIPMENT	.02414				
cr33.	REQUEST FOR SERVICES OR SUPPLIES	1321				
cr34.	REQUEST FOR SERVICES OR SUPPLIES	.01321				
cr35.	REQUEST FOR STATIONERY SUPPLIES	.00903				
cr36.	REQUEST FOR SUPPLIES	1321,01321				
cr37.	REQUEST FOR SUPPLIES	1321				
cr38.	REQUEST FOR SUPPLIES	.01321				
cr39.	REQUEST FOR TRANSPORTATION AND CONSTRUCTION EQUIPMENT ADDITIONAL UNITS	.02415				
cr40.	REQUISITION FOR MATERIAL/SERVICES	.01658				
cr41.	REQUISITION FOR MATERIAL/SERVICES	.01660				
cr42.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2211				
cr43.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2395				
cr44.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392				
cr45.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392				
cr46.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.0211				
cr47.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672				
cr48.	REQUISITION FOR STATIONERY SUPPLIES	.00903				
cr49.	REQUISITION FOR TRANSPORTATION	.00597				
cr50.	SUBORDINATE WORK ORDER REQUEST	DC690				
cr51.	TELEPHONE CREDIT CARD REQUEST	OM-521				
cr52.	TRANSPORTATION ORDER	1089				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
cr53.	TRANSPORTATION ORDER	.01089				
cr54.	WORK ORDER	OM-599				
cr55.	WORK ORDER	.02822				
cr56.	WORK ORDER	.03218				
cr57.	WORK ORDER STANDARD FORM	.02821				
cr58.	WORK ORDER ZIP FORM	.02822				
cs.	RETENTION SCHEDULES					
cs1.	RECORDS RETENTION SCHEDULE ORIGINAL/OFFICIAL RECORDS	GEN. 60				
ct.	ROUTING SLIPS					
ct1.	ASSIGNMENT	OM-117				
ct2.	ASSIGNMENT FORM - COMMUNICATION SECTION	OM-583				
ct3.	REFERENCE SLIP	185,00185				
ct4.	REFERENCE SLIP	185,14142				
ct5.	REFERENCE SLIP	185				
ct6.	REPRODUCTION AND DISTRIBUTION LIST	DC764				
ct7.	SYSTEM OPERATIONS ASSIGNMENT	OM-569				
cu.	SKETCHES					
cv.	SPACE/EQUIPMENT ALLOCATION RECORDS					
cv1.	JUSTIFICATION FOR NONSTANDARD OFFICE SPACE	PE 003				
cv2.	T&C EQUIPMENT ASSIGNMENT FORM	.00690				
cv3.	TOOL TRANSFER	.01574				
cv4.	TRANSPORTATION AND CONSTRUCTION EQUIPMENT ASSIGNMENT FORM	.00690				
cw.	SPECIFICATIONS					
cw1.	CLASS SPECIFICATION	PDES 8				
cw2.	OVERHEAD CONSTRUCTION SPECIFICATIONS	542-B				
cw3.	SPECIFICATION	1799				
cw4.	SPECIFICATION	.01799				
cw5.	SYSTEM/STRUCTURE DESIGN SPECIFICATION CONTINUATION SHEET	DC800B				
cw6.	SYSTEM/STRUCTURE DESIGN SPECIFICATION	DC800A				
cx.	STANDARDS					
cy.	STATUS REPORTS					
cy1.	BI-WEEKLY EQUIPMENT STATUS REPORT	POM 6755				
cy2.	LIMITED DUTY STATUS REPORT	X-284A				
cy3.	ORGANIZATIONAL PROGRESS CHART	OM 709				
cy4.	POWER SWITCHBOARD OPERATOR BASIC EVALUATION AND CHECK-OFF RECORD	R&D FORM 56				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
cy5.	WORK ORDER SUMMARY	RC6020P1				
cz.	SURVEYS/QUESTIONNAIRES					
da.	TAX RECORDS					
db.	TELEX/TWX/TELECOPY COMMUNICATIONS					
db1.	TELECOPY COVER SHEET	OM-65				
db2.	TELECOPY COVER SHEET	OM-66				
db3.	TELEGRAM	1209-J				
db4.	TELEGRAM	1210-J				
db5.	TELEGRAM	1245				
db6.	TELEGRAM	1813				
dc.	TEST RECORDS					
dc1.	BATTERY EMERGENCY LOAD TEST	82-320				
dc2.	LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592				
dc3.	LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC618				
dc4.	LABORATORY DAILY TIME REPORT - VGS	X-56-A				
dc5.	SPECIAL TEST & INVESTIGATION REPORT	1774,01774				
dc6.	SPECIAL TEST & INVESTIGATION REPORT	1774				
dc7.	TESTING LABORATORIES AUTOMATIC OSCILLOGRAPH OPERATION REPORT	2076				
dc8.	TESTING LABORATORIES JOB ORDER	2735				
dc9.	TESTING LABORATORIES JOB ORDER	,02735				
dc10.	TESTING LABORATORIES MATERIAL TEST REPORT	1320				
dc11.	WATT-HOUR METER TEST	230				
dd.	TIMEKEEPING RECORDS					
dd1.	ABSENCE FROM DUTY RECORD	2588				
dd2.	ABSENTEEISM/ATTENDANCE IMPROVEMENT PROGRAM	OM-565				
dd3.	ADVANCE NOTICE TO DWP HEALTH PLANS OFFICE OF EMPLOYEE'S TERMINATION OF EMPLOYMENT	HR966				
dd4.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485				
dd5.	APPLICATION FOR OVERTIME OFF WITH PAY	,02549				
dd6.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819				
dd7.	ATTENDANCE AUTHORITY	,02329				
dd8.	CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075				
dd9.	DAILY TIME REPORT SUBSTATION OPERATION	OM-146				

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
dd10.	NOTICE OF ABSENCE	.02728				
dd11.	NOTICE OF OVERTIME DENIED	OM-784				
dd12.	NOTICE OF TRANSFER TIME ROLL DATA	.02531				
dd13.	OPERATOR'S DAILY TIME REPORT	.02269				
dd14.	OPERATOR'S DAILY TIME REPORT	.02270				
dd15.	OVERTIME RECORD	OM-326				
dd16.	REPORT OF ABSENCE FROM DUTY	OM-373				
dd17.	REPORT OF OVERTIME WORKED	.02831				
dd18.	REQUEST FOR ADJUSTMENT TO WORKING HOURS FOR PARTICIPATION IN A CAR OR VAN POOL	OM-827				
dd19.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
dd20.	REQUEST FOR TIME OFF	OM-535				
dd21.	TERMINATION RIDER	2222				
dd22.	TIME OFF REQUEST	OM-769				
dd23.	TIME ROLL CORRECTION AUTHORITY	2734				
dd24.	VACATION FORM	.01113				
dd25.	VACATION REQUEST	.02839				
de.	TRANSMITTALS/ACKNOWLEDGEMENTS					
de1.	BID TRANSMITTAL	2280				
de2.	BID TRANSMITTAL	.02280				
de3.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
de4.	NOTICE TO REPAIR	OM-068				
de5.	PURCHASING BID TRANSMITTAL	.02280				
de6.	TRANSMITTAL	28				
de7.	TRANSMITTAL	94				
de8.	TRANSMITTAL	.00028				
df.	TRIP REPORTS					
df1.	TRUCK DRIVER'S TRIP REPORT	.02260				
dg.	TURNOVER PACKAGE RECORDS					
dg1.	POAC TURNOVER PACKAGE COVER SHEET	DC870				
dh.	VENDOR MANUALS/CATALOGS					
dh1.	HOUSING BID	OM-732				
dh2.	HOUSING POINTS RECORD	OM-100				
di.	VIDEOTAPES					
dj.	WAGE/SALARY STRUCTURE RECORDS					
dj1.	PAY CHECK ROLL	23,00023				
dj2.	PAY CHECK ROLL	.00023				
dk.	WORK PACKAGE RECORDS					

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
dk1.	CONSTRUCTION WORK PACKAGE REPRODUCTION & DISTRIBUTION LIST	DC764				
dk2.	CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540				
dk3.	SUMMARY OF DOCUMENTS	DC601				
52	TELECOMMUNICATIONS EQUIPMENT INSTALLATION FILES					
a.	CUSTOMER SERVICE RECORDS		C+2	--	C+2	
b.	DATA SHEETS					
b1.	ENGINEERING DATA SHEET	.03091				
c.	INFORMATION SERVICES RECORDS					
d.	INTRADEPARTMENTAL COMMUNICATIONS					
d1.	INTRA-DEPARTMENTAL	.01455				
e.	INVOICES/PAYMENTS					
f.	LOGS/INDICES					
g.	MEMORANDA					
g1.	MEMORANDUM	.01145				
g2.	MEMORANDUM	.01147				
g3.	MEMORANDUM	.01334				
h.	REQUISITIONS					
i.	ROUTING SLIPS					
11.	ASSIGNMENT FORM	.01853				
53	TELECOMMUNICATIONS LOGS					
a.	LOGS/INDICES		2	--	2	
a1.	COMMUNICATIONS LOG	OM-628				
54	TELEPHONE CALL RECORDS					
a.	INVOICES/PAYMENTS		1	1	2	
a1.	LONG DISTANCE TICKET	.02848				
b.	LOGS/INDICES					
c.	MANAGEMENT REPORTS					
d.	MEMORANDA					
d1.	MEMORANDUM	OM-160				
d2.	MEMORANDUM	.01145				
e.	OPERATIONAL REPORTS					

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
55	TIMEKEEPING FILES		1	4	5	
a.	AFFIRMATIVE ACTION/EEO RECORDS					
a1.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77				
b.	DATA SHEETS					
b1.	DAILY RECORD - TAG LOG	OM-183				
b2.	DAILY RECORD TRANSMISSION REPORT	.02115				
c.	EDUCATION/TRAINING RECORDS					
d.	EMPLOYEE ACCOUNTS RECORDS					
d1.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	.00415				
e.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
e1.	CERTIFICATION OF DISABILITY AND/OR RETURN TO WORK OR SCHOOL	12-0016				
e2.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
e3.	EXAMINATION FOR RETURN TO DUTY	.02249				
e4.	RETURN TO WORK SLIP	.01844				
e5.	RETURN TO WORK SLIP	.02202				
f.	EMPLOYMENT RECORDS					
f1.	EMPLOYEE DATA RECORD	2758				
f2.	EMPLOYEE PERSONNEL JACKET	87-02-759				
f3.	EMPLOYEES RECORD	.02757				
f4.	INTERVIEW DATA SHEET	3381				
f5.	NOTICE OF COMMENDATION	GEN. 79				
f6.	REQUEST FOR CERTIFICATION	POAS 15				
f7.	TERMINATION OF EMPLOYMENT	723				
f8.	TERMINATION OF EMPLOYMENT	.00723				
f9.	WORK SCHEDULE ASSIGNMENT	2840.16676				
g.	HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
h.	LETTERS					
i.	LOGS/INDICES					
i1.	DAILY ACTIVITY LOG	PM-219				
i2.	DAILY LOG	82-432				
j.	MANAGEMENT REPORTS					
k.	MEMORANDA					
k1.	MEMORANDUM	.01145				
k2.	MEMORANDUM	.01147				
k3.	MEMORANDUM	.01334				
l.	OPERATIONAL REPORTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
11.	DAILY REPORT	OM-054				
12.	TRANSMISSION TROUBLE & STREETLIGHT SECTION DAILY RECORD TRANSMISSION REPORT	.02115				
13.	TRANSPORTATION AND EQUIPMENT RECORD	82-133				
m.	POSITION DESCRIPTIONS					
m1.	AUTHORIZATION TO PREPARE FORM 2346	82-53				
m2.	AUTHORIZATION TO PREPARE FORM 2346	OM-112				
m3.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
n.	SPACE/EQUIPMENT ALLOCATION RECORDS					
o.	TIMEKEEPING RECORDS					
o1.	ABSENCE FROM DUTY RECORD	2588				
o2.	ABSENCE FROM DUTY RECORD	.02588				
o3.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	.02485				
o4.	APPLICATION FOR OVERTIME OFF WITH PAY	.02549				
o5.	AUTHORIZATION AND/OR ACCOUNT	TRN 6881				
o6.	CONFIRMATION OF OVERTIME	OG-22				
o7.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075,03075				
o8.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				
o9.	DAILY JOB TIME SHEET	OM-407				
o10.	DAILY JOB/TIME SHEET VALVE MAINTENANCE	OM-730				
o11.	DAILY TIME REPORT	82-138				
o12.	DAILY TIME REPORT	OM-374				
o13.	DAILY TIME REPORT OPERATING TRAINING CENTER	OM-375				
o14.	DAILY TIME REPORT RECEIVING AND DISTRIBUTING	.02816				
STATION SECTION						
o15.	DAILY TIME REPORT SUBSTATION OPERATION	OM-146				
o16.	EMPLOYEES DAILY TIME CHECK	82-323				
o17.	EMPLOYEES DAILY TIME CHECK	OM-729				
o18.	GORGE OPERATORS TIME SHEET	OG-22				
o19.	LABOR DISTRIBUTION O.V.	87-02-545				
o20.	NOTICE OF ABSENCE	.02726				
o21.	NOTICE OF OVERTIME REFUSAL	OM-516				
o22.	NOTICE OF TRANSFER TIME ROLL DATA	.02531				
o23.	OPERATOR'S DAILY TIME REPORT	.02269				
o24.	REASON FOR ABSENCE	.02728				
o25.	REPORT OF ABSENCE FROM DUTY	87-373				
o26.	REPORT OF ABSENCE FROM DUTY	(M-373)				
o27.	REPORT OF ABSENCE FROM DUTY	UM 399				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
028.	REPORT OF OVERTIME WORKED	.02831				
029.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
030.	REQUEST FOR TEMPORARY SHIFT CHANGE	.02811				
031.	REQUEST FOR TIME OFF	OM-234				
032.	REQUEST FOR TIME OFF	OM-535				
033.	REQUEST FOR TIME OFF	OM-769				
034.	REQUEST FOR TIME OFF	OM-785				
035.	REQUEST FOR TIME OFF	OM-814				
036.	REQUEST FOR TIME OFF	R&D 63				
037.	REQUEST/REPORT OF ABSENCE	OM-578				
038.	SHIFT TRADE AGREEMENT	OM-078				
039.	SHIFT TRADE AGREEMENT	OM-359				
040.	SUPERVISOR'S DAILY TIME REPORT	OM-783				
041.	SUPERVISOR'S DAILY TIME SHEET	OM-437				
042.	TIME OFF REQUEST	OM-234				
043.	TIME OFF REQUEST	OM-769				
044.	TIME ROLL CORRECTION AUTHORITY	2734				
045.	TIME ROLL CORRECTION AUTHORITY	87-02-734				
046.	VACATION FORM	.01113				
047.	VACATION REQUEST	.02839				
048.	WORK HOUR CHANGE MEMO	X-109				
P.	WAGE/SALARY STRUCTURE RECORDS					
p1.	PAY CHECK ROLL	.00023				
p2.	SALARY ADJUSTMENT	AC124				
56	TOOL AND WAREHOUSE RECORDS					
a.	BID RECORDS		3		3	
a1.	STANDARD BID SHEET	82-386				
b.	EMPLOYMENT RECORDS					
c.	INTERDEPARTMENTAL COMMUNICATIONS					
c1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
d.	INVOICES/PAYMENTS					
d1.	TOOLS OR SUPPLIES RECEIVED	OM-453				
e.	LOGS/INDICES					
e1.	SIGN-OUT CARD	.01413				
e2.	TOOL ISSUE LOG	X-152				
f.	MEMORANDA					
f1.	MEMORANDUM	.01145				
f2.	MEMORANDUM	.01147				



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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
f3.	MEMORANDUM	.01334				
g.	OPERATIONAL REPORTS					
g1.	LOST TOOL STATEMENT	VSP-D #42				
h.	POSITION DESCRIPTIONS					
h1.	POSITION DESCRIPTION	POES 3				
i.	PURCHASE ORDERS					
j.	REQUISITIONS					
j1.	EQUIPMENT TRANSFER	.01217				
j2.	JOB ORDER	.00247				
j3.	OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025				
k.	SPACE/EQUIPMENT ALLOCATION RECORDS					
k1.	TOOL TRANSFER	.01574				
l.	SPECIFICATIONS					
57	TOOL/MATERIAL CONTROL RECORDS		S+2	--	S+2	
a.	FINANCIAL REPORTS					
b.	INVOICES/PAYMENTS					
b1.	MATERIAL ISSUED	14412				
b2.	TOOLS OR SUPPLIES RECEIVED	OM-453				
c.	LOGS/INDICES					
d.	MANAGEMENT REPORTS					
e.	MEMORANDA					
e1.	MEMORANDUM	.01145				
e2.	MEMORANDUM	.01334				
f.	OPERATIONAL REPORTS					
f1.	LOST OR STOLEN TOOLS REPORT	OM-937				
g.	PURCHASE ORDERS					
g1.	REPORT OF MATERIAL USED	.02111				
h.	REQUISITIONS					
h1.	REQUISITION FOR MATERIAL/SERVICES	.01660				
i.	SPACE/EQUIPMENT ALLOCATION RECORDS					
j.	STATUS REPORTS					
k.	TIMEKEEPING RECORDS					

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
58	TRAINING RECORDS		AR	50	
a.	AFFIRMATIVE ACTION/EEO RECORDS				
a1.	GRIEVANCE RESPONSE	LR-002			
b.	AGENDA				
c.	ANNOUNCEMENTS/BULLETINS				
d.	BID RECORDS				
d1.	BID FORM AND EQUIPMENT REQUEST	OM-774			
d2.	BID REQUEST FOR CHANGE OF WORK LOCATION	OM-768			
d3.	EQUIPMENT BID AND RECORD	2814, 02814			
e.	CHANGE DOCUMENTS				
e1.	PERMISSION TO CHANGE WORKING LOCATION AND SHIFT OF ELECTRIC STATION OPERATOR TRAINEE	OTC86			
f.	CONTRACT COMPLIANCE/AFFIRMATIVE ACTION RECORDS				
g.	CONVERSATION RECORDS				
g1.	CALL SLIP	.00148			
h.	DATA SHEETS				
h1.	ENGINEERING DATA SHEET	.01155			
i.	DEPARTMENT AWARDS RECORDS				
j.	DESTRUCTION RECORDS				
j1.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48			
k.	DRAWINGS				
l.	DMP INSPECTION RECORDS				
m.	DMP OPERATION DRAWINGS/DIAGRAMS				
n.	EDUCATION/TRAINING RECORDS				
n1.	GENERATING STATION ASSISTANT MAINTENANCE TRAINING STANDARDS AND PROGRESS RECORD	OM-048			
n2.	GENERATING STATION ASSISTANT OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-046			
n3.	GENERATING STATION INSTRUMENTATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	OM-511			
n4.	GENERATING STATION INSTRUMENTATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	OM-516			
n5.	GENERATING STATION MAINTENANCE, MAINTENANCE MECHANIC AND ASSISTANT MECHANIC, TRAINING STANDARDS AND PROGRESS RECORD	OM-049			
n6.	GENERATING STATION OPERATOR OPERATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	82-428-B			

Certified per Sec. 12.3(e) of L.A. Admin. Code  
 By: (Dept. Head) *[Signature]*  
 By: (City Clerk/Mgt. Off.) *[Signature]* Date: 4-11-91

Records Retention Schedule (Original/Official Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
n7.	GENERATING STATION OPERATOR OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-047				
n8.	GSA OPERATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	82-4288				
n9.	MAINTENANCE TRAINING PROGRESS RECORD	OM-440				
n10.	MUS MAINTENANCE TRAINING PROGRESS RECORD	OM-585				
n11.	MUS VIDEO TAPE INSTRUMENT TRAINING PROGRESS RECORD	OM-585				
n12.	OPERATOR PERFORMANCE PROFICIENCY SHEET	CPP-T113-1				
n13.	OPERATOR PERFORMANCE PROFICIENCY SHEET	CPP-T57				
n14.	OPERATOR PERFORMANCE PROFICIENCY SHEET	CPP-159				
n15.	OPERATOR QUIZ	X-68				
n16.	PERFORMANCE TEST INSTRUMENTS AND CONTROLS	OM-598				
n17.	PERFORMANCE TEST MAINTENANCE PERSONNEL	OM-004				
n18.	PROGRESS EXAM RESULTS	X-66				
n19.	REQUEST AND RECORD OF EMPLOYEE RESPIRATOR TRAINING AND FIT TEST	X-2928				
n20.	STATEMENT OF UNDERSTANDING	OTC86				
n21.	STEAM PLANT TRAINEE EVALUATION AND TRAINING RECORD	X-34				
n22.	SUPERVISORS EVALUATION - GENERATION STATION ASSISTANT	82-428-D				
n23.	TAG LOCATION WORKSHEET	APP-33				
n24.	TRAINING COMPLETED ON SHIFT	OM-212				
o.	EMPLOYEE BENEFITS/COMPENSATION RECORDS	MVP21				
o1.	CONFIDENTIAL OSHA MEDICAL EVALUATION AND RESPIRATOR CERTIFICATION	.02249				
o2.	EXAMINATION FOR RETURN TO DUTY					
p.	EMPLOYMENT RECORDS					
p1.	EMPLOYEE DATA RECORD	2758, 16593				
p2.	EMPLOYEE DATA RECORD	.02758				
p3.	INTERVIEW AND APPOINTMENT NOTICE	403, 00403				
p4.	INTERVIEW DATA SHEET	3381				
p5.	INTERVIEW DATA SHEET	861				
p6.	NOTICE OF COMMENDATION	GEN. 79				
p7.	PROBATION REPORT	82-271				
p8.	WORK SCHEDULE ASSIGNMENT	2814, 02840				
p9.	WORK SCHEDULE ASSIGNMENT	OM-396				
p10.	WORK SCHEDULE ASSIGNMENT	.02340				

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

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
p11.	WORK SCHEDULE ASSIGNMENT	.02840				
q.	INTRADPARTMENTAL COMMUNICATIONS					
q1.	INTRA-DEPARTMENTAL	.01455				
r.	INVOICES/PAYMENTS					
r1.	RECEIPT FOR NOMEX SWITCHING COST	QTC89				
s.	JOB FILE DATA					
t.	LETTERS					
u.	LICENSES					
v.	LOGS/INDICES					
v1.	LOAD DISPATCHER'S LOG 4.8 KV & 34.5 KV OPERATIONS CENTER SECTION	.02431				
v2.	LOAD DISPATCHER'S LOG INTERCHANGE	.03180				
v3.	WATT-HOUR METER READINGS	OM-576				
w.	MANAGEMENT REPORTS					
x.	MANAGEMENT SCHEDULES					
y.	MEETING ATTENDANCE RECORDS					
y1.	ATTENDANCE SHEET - TRANSMISSION	OM-816				
z.	MEETING MINUTES					
aa.	MEMORANDA					
aa1.	CORRECTION NOTICE	.00993				
aa2.	MEMORANDUM	1146, 14857				
aa3.	MEMORANDUM	1334				
aa4.	MEMORANDUM	OM-259				
aa5.	MEMORANDUM	.01145				
aa6.	MEMORANDUM	.01146				
aa7.	MEMORANDUM	.01147				
aa8.	MEMORANDUM	.01334				
aa9.	MEMORANDUM	.01335				
ab.	OPERATING AND MAINTENANCE SCHEDULES					
ac.	OPERATIONAL REPORTS					
ad.	OPERATIONS & MAINTENANCE PROCEDURES					
ae.	PARTICIPANT CONTRACTS					
ae1.	TRAINEE AGREEMENT	DAS-152				
af.	POSITION DESCRIPTIONS					
af1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
ag.	PUBLIC RELATIONS COMMUNICATIONS					
ah.	PURCHASE ORDERS					
ah1.	PURCHASE ORDER	.00001				
ai.	RECORD TRANSMITTALS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
	aj1. RECORDS TRANSFER CONTROL	.02673				
	aj. REQUISITIONS					
	aj1. INFORMATION SERVICES SUPPORT REQUEST	.03279				
	aj2. REQUISITION FOR MATERIAL/SERVICES	.01660				
	aj3. WORK ORDER	.02821				
	aj4. WORK ORDER	.02822				
	ak. ROUTING SLIPS					
	ak1. ASSIGNMENT					
	al. STATUS REPORTS	OM-117				
	am. SURVEYS/QUESTIONNAIRES					
	an. TIMEKEEPING RECORDS					
	an1. ABSENCE FROM DUTY RECORD	.02588				
	an2. ATTENDANCE ROSTER	OM-579				
	an3. EMPLOYEE CHECK IN SHEET	#63				
	an4. REQUEST/REPORT OF ABSENCE	OM-578				
	an5. VACATION REQUEST	.02839				
	ao. TRANSMITTALS/ACKNOWLEDGEMENTS					
	ap. VENDOR MANUALS/CATALOGS					
	aq. VIDEOTAPES					
59	TRANSMISSION MANUALS					
	a. OPERATIONS & MAINTENANCE PROCEDURES		T+2	--	T+2	
60	TRANSMISSION PATROL RECORDS					
	a. DATA SHEETS		3	--	3	
	b. DEPARTMENT AWARDS RECORDS					
	c. DMP EQUIPMENT DRAWINGS					
	d. EDUCATION/TRAINING RECORDS					
	e. MANAGEMENT REPORTS					
	f. MEMORANDA					
	g. OPERATIONAL REPORTS					
	g1. HELICOPTER PATROL REPORT	82-76				
	h. OPERATIONS & MAINTENANCE PROCEDURES					
	i. TURNOVER PACKAGE RECORDS					

ITEM NO.	RECORD TITLE	FORM NO.	OFFICE	RETENTION		REMARKS
				CENTER	DESTROY	
61	TROUBLE REPORTS		2	8	10	
	a. CUSTOMER SERVICE RECORDS	.00698				
	a1. MISCELLANEOUS COMPLAINT ELECTRIC					
	b. DATA SHEETS	OM-324				
	b1. OUTAGE RECORD					
	c. LOGS/INDICES					
	c1. ELECTRICAL STATION MAINTENANCE TROUBLE CALL	82-158				
	d. MEMORANDA					
	d1. MEMORANDUM	.01146				
	d2. MEMORANDUM	.01334				
	e. OPERATIONAL REPORTS					
	e1. APPARATUS TROUBLE REPORT	5-667				
	e2. APPARATUS TROUBLE REPORT	82-384				
	e3. TROUBLE CALL REPORT	OG-13				
	e4. VEHICLE TROUBLE REPORT	.00689				
	f. TIMEKEEPING RECORDS					
	f1. REQUEST FOR LEAVE OF ABSENCE	GEN. 38				
62	VEHICLE AUTHORIZATIONS		S+2	--	S+2	
	a. EMPLOYEE ACCOUNTS RECORDS					
	a1. AUTHORITY TO OBTAIN TRANSPORTATION	.00280				
	a2. PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085				
	a3. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261				
	b. EMPLOYMENT RECORDS					
	b1. AUTHORITY FOR REGULAR USE OF A DEPARTMENT VEHICLE FOR DEPARTMENT BUSINESS DURING OTHER THAN REGULAR WORKING HOURS	.00469				
	c. INTERDEPARTMENTAL COMMUNICATIONS					
	c1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	d. INTRA-DEPARTMENTAL COMMUNICATIONS					
	d1. INTRA-DEPARTMENTAL	1455				
	e. MEMORANDA					
	e1. MEMORANDUM	.01145				
	e2. MEMORANDUM	.01147				
	f. ROUTING SLIPS					
	f1. ASSIGNMENT	OM-117				
	g. TRANSMITTALS/ACKNOWLEDGEMENTS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
63	g1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	a. ANNOUNCEMENTS/BULLETINS					
	a1. AUTHORIZATION COMPLETION NOTICE	.14391				
	b. BID RECORDS					
	b1. BID FOR WORK/REQUEST FOR OPERATOR	OM-103				
	c. BUDGET RECORDS - ACTUAL					
	c1. GENERAL LEDGER SHEET	.03368				
	d. BUDGET RECORDS - PROJECTED					
	d1. AUTHORIZATION FOR EXPENDITURE	1611				
	d2. AUTHORIZATION FOR EXPENDITURE	2911				
	d3. COST CODE ESTIMATE	.02908				
	d4. COST ESTIMATE	OM-330				
	d5. COST ESTIMATE	.02544				
	d6. CREDIT ESTIMATE	.02912				
	d7. PRELIMINARY ESTIMATE	2908				
	d8. PRELIMINARY ESTIMATE	OM-320				
	d9. REQUEST FOR CHANGE IN ORIGINAL JOB	76-42				
	e. CHANGE DOCUMENTS					
	e1. MULTIPLE WORK ORDER CHANGE	.02827				
	e2. WORK ORDER MISCELLANEOUS CHANGE	.02824				
	e3. WORK ORDER SENSITIVE DATA CHANGE	OMS-352				
	e4. WORK ORDER TITLE/DESCRIPTION CHANGE	.02823				
	f. CONVERSATION RECORDS					
	f1. CALL SLIP	.00148				
	g. DATA SHEETS					
	g1. ENGINEERING DATA SHEET	.01155				
	g2. ENGINEERING DATA SHEET	.03091				
	h. INFORMATION SERVICES RECORDS					
	h1. CODE SHEET	.03024				
	i. INTERDEPARTMENTAL COMMUNICATIONS					
	i1. INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
	j. INTRADEPARTMENTAL COMMUNICATIONS					
	j1. INTRA-DEPARTMENTAL	.01455				
	j2. INTRA-DEPARTMENTAL	.14694				
	k. INVOICES/PAYMENTS					
	k1. COURTESY NOTIFICATION - WORK ORDER	OM-471				

Sch. No. MP-23  
 Department/Bureau C-1 0753 FJ  
 Department of Water and Power  
 Office of (Original) Record  
 Power Operating and Maintenance

Certified per Sec. 12.3(e) of L.A. Administrative Code  
 By: (Dept. Clerk) *Robert A. Cotton*  
 Date: 4-11-91  
 By: (City Clerk, Rec. Mgt. Off.)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
k2.	DELIVERY RECEIPT	.00817				
k3.	REQUEST FOR PAYMENT	.03078				
k4.	VOUCHER CONTROL FORM	.01218				
1.	JOB FILE DATA					
11.	OPERATING ENGINEER'S ORDER	449				
12.	OPERATING ENGINEER'S ORDER	82-268				
13.	OPERATING ENGINEER'S ORDER	OM-018				
m.	JOB FILES					
m1.	REQUEST FOR OPERATOR	32				
n.	LETTERS					
o.	LOGS/INDICES					
o1.	PERMANENT WORK ORDER CARD	20-882				
o2.	TRANSFORMER TAG	.00573				
o3.	WORK ORDER LOG	OM-691				
p.	MANAGEMENT REPORTS					
p1.	CONSTRUCTION QUALITY CONTROL PLAN					
q.	MEMORANDA	DC012				
q1.	CORRECTION NOTICE	993				
q2.	CORRECTION NOTICE	.00993				
q3.	MEMORANDUM	.01145				
q4.	MEMORANDUM	.01146				
q5.	MEMORANDUM	.01147				
q6.	MEMORANDUM	.01334				
q7.	MEMORANDUM	.01335				
q8.	MEMORANDUM	.01336				
q9.	MEMORANDUM NOTICE OF JOINT POLE WORK	48				
r.	OPERATIONAL REPORTS					
r1.	DAILY REPORT	OM-054				
s.	PROGRESS PHOTOGRAPHS					
t.	PROPOSALS					
u.	PURCHASE ORDERS					
u1.	PURCHASE ORDER	.00001				
u2.	PURCHASE ORDER	.00003				
u3.	PURCHASE ORDER ADJUSTMENT	.87-02-806				
u4.	SUB-PURCHASE ORDER	.00008				
u5.	SUB-PURCHASE ORDER	.00009				
v.	REQUISITIONS					
v1.	AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1M				
v2.	AUTHORIZATION FOR JOINT POLE TRANSACTION	2-1				

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.	BY DATE MAINTENANCE				REMARKS
			OFFICE	CENTER	DESTROY		
v3.	DESIGN AND CONSTRUCTION DIVISION SUBORDINATE WORK ORDER REQUEST	DC690					
v4.	MEMO MATERIAL REQUISITION	2102,02102					
v5.	REQUEST FOR MATERIAL OR SERVICES	2837					
v6.	REQUEST FOR SERVICES OR SUPPLIES	1321					
v7.	REQUEST FOR SUPPLIES	.01321					
v8.	REQUISITION	2233,16053					
v9.	REQUISITION FOR MATERIAL/SERVICES	.01660					
v10.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211					
v11.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672					
v12.	REQUISITION FOR TRANSPORTATION	.00597					
v13.	WORK ORDER STANDARD FORM	.02821					
v14.	WORK ORDER ZIP FORM	OM-333					
v15.	WORK ORDER ZIP FORM	.02822					
v16.	WORK SHEET	.02106					
w.	SPACE/EQUIPMENT ALLOCATION RECORDS	.01574					
w1.	TOOL TRANSFER						
x.	SPECIFICATIONS						
x1.	OVERHEAD CONSTRUCTION SPECIFICATIONS	.00542					
x2.	OVERHEAD CONSTRUCTION SPECIFICATIONS PREFACE	.02560					
y.	STATUS REPORTS						
y1.	CONTRACT/JOB REPORT	DC237					
y2.	STATUS OF REQUEST FOR SUPPLIES	831					
y3.	WORK ORDER PROGRESS REPORT	OM-433					
z.	TEST RECORDS						
z1.	TESTING LABORATORIES JOB ORDER	2735					
z2.	TESTING LABORATORIES JOB ORDER	.02735					
aa.	TIMEKEEPING RECORDS						
ab.	TRANSMITTALS/ACKNOWLEDGEMENTS						
ab1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
ac.	WORK PACKAGE RECORDS						
ac1.	CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601					
ac2.	CONSTRUCTION WORK PACKAGE TRANSMITTAL	DC540					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		REMARKS
			OFFICE	CENTER	
64	OPERATING PROCEDURES DEVELOPMENT FILES		AR	P	
a.	AFFIRMATIVE ACTION/EEO RECORDS				
a1.	NOTICE TO CORRECT DEFICIENCIES	GEN. 78			
b.	AGENDA				
c.	ANNOUNCEMENTS/BULLETINS				
c1.	OPERATING BULLETIN	OM-170			
d.	BID RECORDS				
d1.	BID & EQUIPMENT REQUEST	CPP-38			
d2.	BIDDING DOCUMENT	1799-B			
d3.	LOG OF BIDS RECEIVED	PU-005			
e.	CLAIMS				
e1.	ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741			
f.	CONTRACT AMENDMENTS				
g.	DATA SHEETS				
g1.	ENGINEERING DATA SHEET	.01155			
g2.	ENGINEERING DATA SHEET	.03091			
h.	DESIGN CRITERIA RECORDS				
i.	DETAIL PHOTOGRAPHS				
j.	DMP EQUIPMENT DRAWINGS				
k.	DMP FLOW DIAGRAMS				
l.	DMP INSPECTION RECORDS				
l1.	OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	.14380			
m.	DMP MAPS				
n.	DMP OPERATION DRAWINGS/DIAGRAMS				
o.	EDUCATION/TRAINING RECORDS				
p.	EMPLOYEE ACCOUNTS RECORDS				
p1.	AUTHORITY TO OBTAIN TRANSPORTATION	.00280			
p2.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045			
p3.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316			
q.	EMPLOYMENT RECORDS				
r.	FINANCIAL REPORTS				
s.	FOREIGN MAPS				
t.	INTERDEPARTMENTAL COMMUNICATIONS				
t1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160			
u.	INTRA-DEPARTMENTAL COMMUNICATIONS				
u1.	INTRA-DEPARTMENTAL INVOICES/PAYMENTS	.01455			
v.	REPORT OF GOODS RETURNED	.00400			

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
w2.	VOUCHER CONTROL FORM	.01218				
w1.	OPERATING ORDER	OM-113				
x.	LEGAL NOTIFICATIONS					
y.	LETTERS					
z.	LOGS/INDICES					
z1.	BULK POWER - SENIOR DISPATCHER'S LOG	OM-568				
z2.	LOAD DISPATCHER'S LOG	OM-563				
z3.	LOAD DISPATCHER'S LOG INTERCHANGE	OM-564				
aa.	MANAGEMENT PROCEDURES					
aa1.	ADMINISTRATIVE PROCEDURE	OM-155				
aa2.	STEAM GENERATION ADMINISTRATIVE GUIDE	OM-751				
ab.	MANAGEMENT REPORTS					
ab1.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069				
ac.	MEETING MINUTE ITEMS					
ad.	MEETING MINUTES					
ae.	MEMORANDA					
ae1.	MEMORANDUM	1146				
ae2.	MEMORANDUM	.01145				
ae3.	MEMORANDUM	.01146				
ae4.	MEMORANDUM	.01147				
ae5.	MEMORANDUM	.01334				
ae6.	MEMORANDUM	.01335				
af.	OPERATIONAL REPORTS					
af1.	EEC CAPACITY & LOAD ESTIMATE	CC1001B				
af2.	LOAD DISPATCHER'S HEADQUARTERS BULK POWER SUMMARY OF INTERRUPTIONS	LOH #2005				
af3.	REPORT OF MAJOR ACCIDENT OR UNUSUAL OCCURRENCE OPERATIONS & MAINTENANCE PROCEDURES	OM-695				
ag.	OPERATIONS & MAINTENANCE PROCEDURES					
ag1.	INSTRUCTIONS TO LOAD DISPATCHERS	OM-257				
ag2.	SYSTEM MAINTENANCE PROCEDURE	OM-596				
ag3.	SYSTEM OPERATIONS PROCEDURE	OM-113				
ag4.	SYSTEM OPERATIONS PROCEDURE	OM-170				
ah.	PARTICIPANT CONTRACTS					
ai.	PERMITS					
ai1.	PERMIT TO REMOVE EQUIPMENT	.02807				
aj.	PROCUREMENT/SALES CONTRACTS					
ak.	PROFESSIONAL DEVELOPMENT RECORDS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
a1.	PUBLIC RELATIONS COMMUNICATIONS					
am.	PURCHASE ORDERS					
am1.	PURCHASE ORDER	.00001				
am2.	SUB-PURCHASE ORDER	.00009				
an.	REQUISITIONS					
an1.	BILL OF MATERIAL REQUISITION	DC545				
an2.	INDUSTRIAL GRAPHICS PHOTOGRAPHIC SERVICE REQUEST	.03247				
an3.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
an4.	INFORMATION SERVICES SUPPORT REQUEST	.03279				
an5.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735				
an6.	REPROGRAPHICS CENTER	MS452				
an7.	REQUISITION FOR MATERIAL/SERVICES	.01660				
an8.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211				
an9.	REQUISITION FOR STATIONERY SUPPLIES	.00903				
an10.	WORK ORDER STANDARD FORM	.02821				
an11.	WORK ORDER ZIP FORM	.02822				
ao.	ROUTING SLIPS					
ao1.	ASSIGNMENT	OM-117				
ap.	SPACE/EQUIPMENT ALLOCATION RECORDS					
aq.	SPECIFICATIONS					
ar.	STANDARDS					
as.	SURVEYS/QUESTIONNAIRES					
at.	TELEX/TWK/TELECOPY COMMUNICATIONS					
at1.	TELECOPY COVER SHEET	OM-65				
au.	TEST RECORDS					
au1.	TESTING LABORATORIES SPECIAL TEST & INVESTIGATION REPORT	.01774				
av.	TIMEKEEPING RECORDS					
av1.	ATTENDANCE AUTHORITY	.02329				
av2.	EMPLOYEES DAILY TIME CHECK	82-323				
av3.	WORK CARD	OM-763				
aw.	TRANSMITTALS/ACKNOWLEDGEMENTS					
aw1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
aw2.	GENERAL TRANSMITTAL	.01110				
aw3.	PURCHASING BID TRANSMITTAL	.02280				
ax.	VENDOR MANUALS/CATALOGS					

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			REMARKS
			OFFICE	CENTER	DESTROY	
65	TREE TRIMMING RECORDS		2	13	15	
	a. INVOICES/PAYMENTS					
	b. LETTERS					
	c. MEMORANDA					
	c1. MEMORANDUM	.01145				
	d. OPERATIONAL REPORTS					
	d1. TREE TRIMMER CONTRACTOR'S DAILY REPORT	PD-013				
	e. PERMITS					
	e1. TREE TRIMMING RELEASE	PD-084				
66	EQUIPMENT MAINTENANCE MANUALS AND CATALOG		AR	--	AR	
	a. OMP ELECTRICAL DRAWINGS					
	b. FOREIGN TRANSFORMER DRAWINGS					
	b1. VENDOR TRANSFORMER DRAWING (VITAL)					V
	c. FOREIGN WIRING DIAGRAMS					
	c1. VENDOR WIRING DIAGRAM (VITAL)					V
	d. LOGS/INDICES					
	d1. PRINT & CIRCUIT BREAKER INDEX (VITAL)					V
	d2. VENDOR PARTS LIST (VITAL)					V
	e. MANAGEMENT PROCEDURES					
	e1. VENDOR PROCEDURE MANUAL (VITAL)					V
	f. OPERATIONS & MAINTENANCE PROCEDURES					
	f1. PROCEDURE MANUAL (VITAL)					V
	g. REQUISITIONS					
	g1. PRE-APPROVED REQUEST FOR SUPPLIES	.02849				
	h. SPECIFICATIONS					
	h1. VENDOR SPECIFICATION (VITAL)					V
	i. VENDOR MANUALS/CATALOGS					
	i1. EQUIPMENT MANUAL (VITAL)					V
	i2. INSTRUCTION BOOKS & PARTS LIST (VITAL)					V
	i3. VENDOR CATALOG (VITAL)					V
	i4. VENDOR EQUIPMENT OPERATIONS MANUAL (VITAL)					V
	i5. VENDOR INSTRUCTION (VITAL)					V
	i6. VENDOR INSTRUCTION MANUAL (VITAL)					V
	i7. VENDOR MANUAL (VITAL)					V
	i8. VENDOR REFERENCE MATERIAL (VITAL)					V

