

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	DEPARTMENT & OFFICE
			OFFICE	CENTER		
1	ACCIDENT & INJURY REPORTS		2	3		HUMAN RESOURCES
	a. CLAIMS			5		
	a1. ACCIDENT ANALYSIS	.02747				
	a2. ACCIDENT/INCIDENT PRELIMINARY REPORT	OM-741				
	a3. DRIVER'S PRELIMINARY ACCIDENT REPORT	GS 152				
	a4. DRIVER'S PRELIMINARY ACCIDENT REPORT	OM-466				
	a5. STATEMENT OF ACCIDENT	410				
	a6. STATEMENT OF ACCIDENT	970				
	a7. STATEMENT OF ACCIDENT	.00970				
	a8. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364,16187				
	a9. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	2364				
	a10. STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
	a11. STATEMENT OF ACCIDENT PHOTOGRAPH	970				
	b. DATA SHEETS					
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS					
	c1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020				
	c2. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
	c3. EMPLOYER'S REPORT OF INDUSTRIAL INJURY	C-3				
	c4. EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
	d. ENVIRONMENTAL REPORTS					
	d1. STACK MONITORING REPORT	SC002-77-R1				
	e. LETTERS					
	f. MANAGEMENT REPORTS					
	9. MEMORANDA					
	91. MEMORANDUM	1334,15047				
	92. MEMORANDUM	.01145				
	93. MEMORANDUM	.01334				
	94. MEMORANDUM	.01335				

NOTES:

**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
h.	OPERATIONAL REPORTS					
h1.	DRIVER'S TROUBLE REPORT	689-00689				
h2.	FOREMAN'S DAILY REPORT	.00408				
h3.	VEHICLE TROUBLE REPORT	.00689				
i.	PROGRESS PHOTOGRAPHS					
2	ACCOUNTING RECORDS		1	--	1	ACCOUNTING
a.	AFFIRMATIVE ACTION/FEO RECORDS					
b.	BID RECORDS					
c.	BUDGET RECORDS - ACTUAL					
d.	BUDGET RECORDS - PROJECTED					
d1.	POWER REVENUE FUND AUTHORIZATION SHEET	15469				
e.	CHANGE DOCUMENTS					
f.	CONSULTING CONTRACTS					
g.	CUSTOMER SERVICE RECORDS					
g1.	ELECTRIC ORDER	.01178				
g2.	WATER ORDER	1177.01177				
h.	DATA SHEETS					
h1.	ENGINEERING DATA SHEET	.01155				
i.	DWP LINE DRAWINGS/DIAGRAMS					
j.	EMPLOYEE ACCOUNTS RECORDS					
j1.	ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
j2.	MILEAGE REIMBURSEMENT	OM-822				
j3.	STATEMENT OF MISCELLANEOUS DEDUCTIONS MADE FROM EMPLOYEES	.00418				
k.	FINANCIAL REPORTS					
k1.	MONTHLY REPORT OF CASH ADVANCE	82-181				
l.	INTRADPARTMENTAL COMMUNICATIONS					
l1.	INTRA-DEPARTMENTAL	.01455				
m.	INVOICES/PAYMENTS					
m1.	BILL FOR COLLECTION	PI-1040				

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

Division ORIGINAL SIGNED  
 Power Operations and Maintenance  
 RAYMOND C. BURT  
 City Clerk

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
m2.	CASH ADVANCE/EXPENSE SETTLEMENT SLIP	OM-414					
m3.	CASH MEMORANDUM RECEIPT	.00982					
m4.	CASH TRANSACTION	.01287					
m5.	DEPARTMENT TRANSFER	1409					
m6.	DEPARTMENT TRANSFER POWER REVENUE FUND	03104					
m7.	DEPARTMENT TRANSFER POWER REVENUE FUND	.03103					
m8.	INVOICE	DWR 1020-A					
m9.	INVOICE COLLECTIBLE	.00861					
m10.	JOURNAL VOUCHER	.03103					
m11.	LONG DISTANCE TICKET	.02848					
m12.	PETTY CASH VOUCHER	.00724					
m13.	REPORT OF MATERIAL RECEIVED	.00361					
m14.	REQUEST FOR PAYMENT	.03078					
m15.	REQUEST FOR PAYMENT FOR EXCESS MILEAGE	OM-490					
m16.	VOUCHER CONTROL FORM	.01218					
n.	JUDGEMENTS						
o.	LETTERS						
p.	COMMITTEE CORRESPONDENCE	.02865					
q.	LOGS/INDICES						
r.	TELEPHONE EQUIPMENT CARD	OM-172					
s.	MANAGEMENT REPORTS						
t.	MANAGEMENT SCHEDULES						
u.	MEETING MINUTES						
t.	MEMORANDA						
t1.	MEMORANDUM	.01145					
t2.	MEMORANDUM	.01146					
t3.	MEMORANDUM	.01147					
t4.	MEMORANDUM	.01334					
u.	OPERATIONAL REPORTS						
u1.	WORK OUTSIDE OF SCHEDULED HOURS OR WORK FOR CUSTOMER'S CONVENIENCE	OM-383					

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
	V. OPERATIONS & MAINTENANCE PROCEDURES					
	W. PARTICIPANT CONTRACTS					
	X. REQUISITIONS					
	x1. FOREMAN'S MATERIAL REQUISITION	.00106				
	x2. OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025				
	x3. REQUISITION FOR MATERIAL/SERVICES	.01660				
	x4. WORK ORDER	.02821				
	x5. WORK ORDER ZIP FORM	.02822				
	Y. TIMEKEEPING RECORDS					
	y1. TIME ROLL ATTENDANCE RECORD	2482				
	Z. TRANSMITTALS/ACKNOWLEDGEMENTS					
	z1. AUDIT TRANSMITTAL	.01111				
	z2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
	aa. WAGE/SALARY STRUCTURE RECORDS					
3	BUDGET FILES		AR	--	AR	ACCOUNTING AND BUDGET SECTION OF POWER OPERATING MAINTENANCE.
	a. BUDGET RECORDS - ACTUAL					
	b. BUDGET RECORDS - PROJECTED					
	b1. CAPITAL EXPENDITURE PROGRAM	OM-1058				
	c. DRAWINGS					
	d. EDUCATION/TRAINING RECORDS					
	e. EMPLOYMENT RECORDS					
	f. FINANCIAL REPORTS					
	g. INTRA-DEPARTMENTAL COMMUNICATIONS					
	g1. INTRA-DEPARTMENTAL	.01455				
	h. INVOICES/PAYMENTS					
	i. JOB FILE DATA					
	j. MANAGEMENT REPORTS					
	k. MANAGEMENT SCHEDULES					
	l. MEMORANDA					

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

Original Signed By: RAYMOND C. BURTT  
 Division and Maintenance

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
11.	MEMORANDUM	.01145					
12.	MEMORANDUM	.01146					
13.	MEMORANDUM	.01147					
m.	OPERATIONS & MAINTENANCE PROCEDURES						
n.	POSITION DESCRIPTIONS						
o.	REQUISITIONS						
p.	SPACE/EQUIPMENT ALLOCATION RECORDS						
q.	STATUS REPORTS						
r.	TIMEKEEPING RECORDS						
4	CLEARANCE SLIPS		2	--	2		POWER OPERATING & MAINTENANCE ENERGY CONTROL CENTER (DISPATCHER LOGS)
5	COMPUTER PROGRAM DOCUMENTATION		5	--	5		POWER OPERATING & MAINTENANCE ENGINEERING REPORTS & STUDIES.
6	CORRESPONDENCE		AR	--	AR		ORIGINATING OFFICE
a.	AFFIRMATIVE ACTION/EEO RECORDS						
a1.	GRIEVANCE INITIATION	LR-001					
a2.	NOTICE OF DISCHARGE, SUSPENSION, OR PROBATIONARY TERMINATION	GEN. 77					
a3.	NOTICE TO CORRECT DEFICIENCIES	GEN. 78					
b.	AGENDA						
c.	ANNOUNCEMENTS/BULLETINS						
d.	CHANGE DOCUMENTS						
d1.	WORK SCHEDULE CHANGE RECORD	62-247					
e.	DATA SHEETS						
e1.	ENGINEERING DATA SHEET	.01155					
f.	EMPLOYEE BENEFITS/COMPENSATION RECORDS						
f1.	DWP MEDICAL SERVICES: EMPLOYEE VISITS	MR948					
g.	EMPLOYMENT RECORDS						
g1.	INTERVIEW DATA SHEET	3381					
g2.	WORK SCHEDULE ASSIGNMENT	0M-396					

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	h. EXTERNAL INSPECTION RECORDS						
	i. LEGAL ORDERS/FILINGS						
	j. MANAGEMENT REPORTS						
	k. MEETING MINUTES						
	k1. REPORT OF MEETING	OM-259					
	l. MEMORANDA						
	l1. MEMORANDUM	.01145					
	l2. MEMORANDUM	.01147					
	l3. MEMORANDUM	.01334					
	m. OPERATIONAL REPORTS						
	m1. FAULTY EQUIPMENT REPORT	.00035					
	n. PERMITS						
	o. REQUISITIONS						
	o1. JOB ORDER	.00247					
	p. STANDARDS						
	q. TELEX/TWK/TELECOPY COMMUNICATIONS						
	r. TEST RECORDS						
	r1. LABORATORY AND TECHNICAL SERVICES SPECIAL TEST & INVESTIGATION REPORT	DC592					
	s. TIMEKEEPING RECORDS						
	s1. ABSENCE FROM DUTY RECORD	2588					
	s2. REQUEST FOR TIME OFF	X-120					
	s3. REQUEST/REPORT OF ABSENCE	OM-578					
7	DISASTER CLAIMS		2	--	2		POWER OPERATING & MAINTENANCE RESEARCH & AUDIT UNIT.
	a. BUDGET RECORDS - ACTUAL						
	b. BUDGET RECORDS - PROJECTED						
	b1. STORM DAMAGE COMPUTATION SUPPLEMENT	OM-378					
	c. DATA SHEETS						
	c1. DAILY RECORD TRANSMISSION REPORT	OM-183					
	d. ENGINEERING STUDIES						

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

NOTES:

Certified per Sec. 129(e) L.A. Admin. Code  
 By: *[Signature]* Head  
 Date: 4-11-91  
 By: (City Clerk, Rec. Mgt. Off.)

Department/Bureau 01  
 Department of Water and Power  
 Division OFFICIALS  
 Power Operating Maintenance  
 RAYMOND C. BURR

000754 FJ

Page: 06 of 34

Date: FEBRUARY 15, 1990

Sch. No. MP-23

754 FJ

Department/Bureau 01

Page: 07 of 34

RECORDS RETENTION SCHEDULE (Duplicate Records)

Division of Water and Power  
Power Operations Department

By: Raymond C. Burt  
By: (City Clerk, Rec. Mgt. Off.)

Date: 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
	d1. DAMAGE SURVEY REPORT	OMB 3067-002				
	e. MEMORANDA					
	e1. MEMORANDUM	.01145				
	e2. MEMORANDUM	.01334				
	f. TIMEKEEPING RECORDS					
	f1. OPERATOR'S DAILY TIME REPORT	.02269				
	8 EMPLOYEE TRAVEL & EXPENSE RECORDS		2			ACCOUNTING
	a. ANNOUNCEMENTS/BULLETINS					
	b. CLERICAL PROCEDURES/INSTRUCTIONS					
	b1. CLERICAL PROCEDURE	OM-352				
	c. EMPLOYEE ACCOUNTS RECORDS					
	c1. AUTHORITY TO OBTAIN TRANSPORTATION	.00280				
	c2. ITEMIZED STATEMENT OF PERSONAL EXPENSES	.00045				
	c3. MILEAGE REIMBURSEMENT	OM-822				
	c4. PERSONAL AUTOMOBILE AUTHORITY	.02586				
	c5. PERSONAL AUTOMOBILE AUTHORITY REQUEST	OM-389				
	c6. PERSONAL EXPENSE ACCOUNT	82-181				
	c7. PERSONAL EXPENSE ACCOUNT	OM-181				
	c8. PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085				
	c9. REIMBURSEMENT FOR PERSONAL AUTOMOBILE USE ON DEPARTMENT BUSINESS	.02261				
	c10. TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316				
	d. EMPLOYEE SUGGESTION PLANS					
	e. FINANCIAL REPORTS					
	e1. MONTHLY REPORT OF CASH ADVANCE	82-181				
	e2. REPORT OF CASH AUDIT	.01700				
	f. INTRADEPARTMENTAL COMMUNICATIONS					
	f1. INTRA-DEPARTMENTAL INVOICES/PAYMENTS	.01455				

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
91.	REQUEST TO MAKE PETTY CASH PURCHASE	X141					
92.	STATEMENT OF SETTLEMENT	.02122					
93.	STATEMENT OF SETTLEMENT	.15901					
94.	SUB VOUCHER	.00046					
h.	LOGS/INVOICES						
i.	MANAGEMENT REPORTS						
11.	AUDIT OF REVOLVING FUND	.00992					
j.	MEETING ATTENDANCE RECORDS						
k.	MEMORANDA						
k1.	MEMORANDUM	.01145					
k2.	MEMORANDUM	.01147					
k3.	MEMORANDUM	.01334					
1.	OPERATIONAL REPORTS						
11.	MILEAGE REPORT	OM-085					
12.	MONTHLY MILEAGE STATEMENT	OM-085					
m.	PUBLIC RELATIONS COMMUNICATIONS						
n.	PURCHASE ORDERS						
n1.	PURCHASE ORDER	.00003					
n2.	PURCHASE ORDER ADJUSTMENT	.67-02-806					
o.	REQUISITIONS						
p.	STATUS REPORTS						
q.	TIMEKEEPING RECORDS						
q1.	ATTENDANCE AUTHORITY	.02329					
9	INTER- & INTRA- DEPARTMENTAL BULLETINS, ANNUALS, & PROCEDURES		AR	--	AR		ORIGINATING OFFICE
a.	AFFIRMATIVE ACTION/EEO RECORDS						
b.	ANNOUNCEMENTS/BULLETINS						
b1.	COMPETITIVE PROMOTION	POR 20					
b2.	JOB BULLETIN	POR 10					
b3.	THE CITY OF LOS ANGELES OFFERS COMPETITIVE PROMOTION	POR-20					

NOTES:



Department/Bureau 01 0754 FJ  
 Department of Water and Power  
 Division RAYMOND C. BURT  
 Power Operating and Maintenance

Certified per Sec. 12.3(e) of I.A. Admin. Code  
 By: (City Clerk, Rec. Mgt. Off.)  
 Date 4-11-91

RECORDS RETENTION SCHEDULE  
 (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
b4.	WEEKLY SUMMARY OF CITY JOB OPPORTUNITIES	PDR 7					
b5.	WEEKLY SUMMARY OF PROMOTIONAL EXAMINATIONS	PDR 8					
c.	BUDGET RECORDS - ACTUAL						
d.	CLERICAL PROCEDURES/INSTRUCTIONS						
e.	DATA SHEETS						
f.	DESTRUCTION RECORDS						
f1.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48					
g.	DMP ELECTRICAL DRAWINGS						
h.	EDUCATION/TRAINING RECORDS						
i.	EMPLOYEE BENEFITS/COMPENSATION RECORDS						
i1.	REQUEST FOR RETIREMENT	OM-588					
j.	EMPLOYMENT RECORDS						
j1.	NAME CHANGE	OM-346					
j2.	REPORT OF APPOINTMENT	.02-762					
j3.	REPORT OF OUTSIDE EMPLOYMENT OR INTENTION TO ENGAGE IN OUTSIDE EMPLOYMENT	.02360					
j4.	TERMINATION OF EMPLOYMENT	.00723					
k.	ENGINEERING PROCEDURES						
l.	ENGINEERING STUDIES						
l1.	AVAILABILITY/RELIABILITY IMPROVEMENT PROGRAM	OM-1019					
m.	ENVIRONMENTAL ANALYSIS						
m.	ENVIRONMENTAL REPORTS						
n.	INTERDEPARTMENTAL COMMUNICATIONS						
n1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160					
o.	INTRA-DEPARTMENTAL COMMUNICATIONS						
o1.	INTRA-DEPARTMENTAL	87-69-074					
o2.	INTRA-DEPARTMENTAL	.01455					
o3.	INTRA-DEPARTMENTAL	.01456					
p.	JOB FILE DATA						
q.	JUDGEMENTS						

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
r.	LEGAL ORDERS/FILINGS						
s.	LETTERS						
t.	MANAGEMENT PROCEDURES						
u.	11. ADMINISTRATIVE PROCEDURE	OM-155					
v.	MEETING MINUTES						
v1.	MEMORANDUM	1146					
v2.	MEMORANDUM	1334					
v3.	MEMORANDUM	.01145					
v4.	MEMORANDUM	.01146					
v5.	MEMORANDUM	.01147					
v6.	MEMORANDUM	.01334					
v7.	MEMORANDUM	.01335					
v8.	OFFICE MEMORANDUM	GEN. 53					
w.	OPERATIONAL REPORTS						
x.	OPERATIONS & MAINTENANCE PROCEDURES						
x1.	HAZARDOUS MATERIALS & WASTE PROCEDURE	OM-764					
y.	POSITION DESCRIPTIONS						
y1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
z.	PUBLIC RELATIONS COMMUNICATIONS						
za.	RECORD TRANSMITTALS						
za1.	RECORDS TRANSFER CONTROL	.02673					
ab.	RETENTION SCHEDULES						
ac.	ROUTING SLIPS						
ad.	SPECIFICATIONS						
ad1.	CLASS SPECIFICATION	PDES 8					
ae.	STANDARDS						
af.	TELEX/TWX/TELECOPY COMMUNICATIONS						
af1.	TELECOPY COVER SHEET	OM-652					
ag.	TRANSMITTALS/ACKNOWLEDGEMENTS						
ah.	VENDOR MANUALS/CATALOGS						

NOTES:

**RECORDS RETENTION SCHEDULE**  
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	DESTROY		
10	JOB ESTIMATES		3			ORIGINATING OFFICE
a.	BUDGET RECORDS - PROJECTED					
a1.	PRELIMINARY ESTIMATE	1548				
a2.	PRELIMINARY ESTIMATE	82-320				
a3.	PRELIMINARY ESTIMATE	OM-320				
b.	MEMORANDA					
b1.	MEMORANDUM	1146				
b2.	MEMORANDUM	.01334				
b3.	MEMORANDUM	.01335				
c.	TRANSMITTALS/ACKNOWLEDGEMENTS					
11	JOB ORDERS		C+1			OFFICE PERFORMING SERVICE
a.	ANNOUNCEMENTS/BULLETINS					
b.	CONVERSATION RECORDS					
c.	DATA SHEETS					
c1.	ENGINEERING DATA SHEET	.01155				
d.	DMP EQUIPMENT DRAWINGS					
d1.	CIRCUIT DIAGRAM	OM-276				
e.	DMP WIRING DRAWINGS/DIAGRAMS					
f.	INFORMATION SERVICES RECORDS					
9.	INTRADPARTMENTAL COMMUNICATIONS					
g1.	INTRA-DEPARTMENTAL	.01455				
h.	INVOICES/PAYMENTS					
i.	JOB FILE DATA					
11.	JOB PERSONNEL LIST	DC002				
j.	LETTERS					
k.	LOGS/INDICES					
k1.	TROUBLE CALL	82-158				
l.	MEMORANDA					
11.	CORRECTION NOTICE	.00993				

NOTES:

**RECORDS RETENTION SCHEDULE**  
 (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
12.	MEMORANDUM	.01145				
13.	MEMORANDUM	.01147				
14.	MEMORANDUM	.01334				
m.	OPERATIONAL REPORTS					
m1.	FAULTY EQUIPMENT REPORT	.00035				
n.	OPERATIONS & MAINTENANCE PROCEDURES					
o.	PURCHASE ORDERS					
o1.	PURCHASE ORDER	.00001				
p.	REQUISITIONS					
p1.	BILL OF MATERIAL REQUISITION	DC545				
p2.	JOB ORDER	.00247				
p3.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735				
p4.	MAINTENANCE JOB ORDER	87-14-000				
p5.	MENOMATERIAL REQUISITION	.02102				
p6.	REQUISITION FOR MATERIAL/SERVICES	.01660				
p7.	WORK ORDER	OM-333				
q.	SKETCHES					
r.	SPACE/EQUIPMENT ALLOCATION RECORDS					
s.	SPECIFICATIONS					
t.	TEST RECORDS					
u.	TRANSMITTALS/ACKNOWLEDGEMENTS					
v.	WORK PACKAGE RECORDS					
v1.	CONSTRUCTION WORK PACKAGE SUMMARY OF DOCUMENTS	DC601				
12	PERSONNEL ADMINISTRATIVE FILES		AR	--		HUMAN RESOURCES OR CITY PERSONNEL DEPARTMENT.
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	GEN. 78				

NOTES:

Records Retention Schedule Rev. No. 1  
 (Duplicate Records)  
 Certified per Sec. 12.3(g) of L.A. Adm. Code: By: [Signature] Date: 4-11-91  
 By: (City Clerk, Rec. Mgt. Off.) [Signature] Cotton

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
b.	ANNOUNCEMENTS/BULLETINS					
c.	BID RECORDS					
c1.	BID FOR WORK	OM-103				
c2.	BID NOTICE	.03214				
d.	CLAIMS					
d1.	ACCIDENT ANALYSIS	2747				
d2.	ACCIDENT ANALYSIS	.02747				
d3.	LAPD PRELIMINARY INVESTIGATION	03.01.0				
d4.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
e.	CONVERSATION RECORDS					
e1.	CALL SLIP	.00148				
f.	DATA SHEETS					
f1.	STATION HOURLY REPORT	OM-965				
g.	DEPARTMENT AWARDS RECORDS					
h.	EMPLOYEE ACCOUNTS RECORDS					
h1.	PERSONAL VEHICLE USE REIMBURSEMENT REQUEST	OM-085				
h2.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316				
i.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
i1.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
i2.	EMPLOYEE INSTRUCTIONS FROM DOCTOR	HR-948				
i3.	REPORT OF PERSONAL INJURIES	32				
i4.	STATE OF CALIFORNIA EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032				
j.	EMPLOYEE SUGGESTION PLANS					
j1.	MONTHLY EVALUATION	OM-354				
k.	EMPLOYMENT RECORDS					
k1.	CERTIFICATION LIST	PDAS 4				
k2.	CHANGE OF EMERGENCY INFORMATION	.03395				
k3.	CHANGE OF HOME ADDRESS	.00466				

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
k4.	EMERGENCY APPOINTMENT REQUEST SUPPLEMENTAL INFORMATION	MS453				
k5.	EMPLOYEE DATA RECORD	2758				
k6.	EMPLOYEE PERSONNEL JACKET	87-02-759				
k7.	EMPLOYEE PERSONNEL JACKET	.02759				
k8.	EMPLOYEE TRANSFER/SCHEDULE CHANGE	PD-008				
k9.	EMPLOYEES RECORD	2757				
k10.	EMPLOYEES RECORD	725J				
k11.	EMPLOYEES RECORD	87-02-733				
k12.	EMPLOYEES RECORD	.02757				
k13.	INTERVIEW AND APPOINTMENT NOTICE	403				
k14.	INTERVIEW AND APPOINTMENT NOTICE	.00403				
k15.	INTERVIEW DATA SHEET	3381				
k16.	NOMINATION FOR EMERGENCY APPOINTMENT	GEN. 76				
k17.	NOTICE OF COMMENDATION	GEN. 79				
k18.	PERSONNEL AND PAYROLL DATA FOR TRANSFER/APPOINTMENT TO DWP	MS878				
k19.	PERSONNEL RECORD	2608				
k20.	REPORT OF APPOINTMENT	.02-762				
k21.	REQUEST FOR CERTIFICATION	PDAS 15				
k22.	REQUEST FOR RESTORATION TO ELIGIBLE LIST	PDAS 24				
k23.	REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE UNDER CHARTER SECTION 108	GEN. 16-B				
k24.	REQUEST TO FILL POSITION	PDAS 15				
k25.	TERMINATION OF EMPLOYMENT	.00723				
1.	INTRADPARTMENTAL COMMUNICATIONS	1455				
11.	INTRA-DEPARTMENTAL	.01455				
12.	INTRA-DEPARTMENTAL					
m.	LETTERS					
n.	LOGS/INDICES					
n1.	CHECK-IN SHEET	OM-140				

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
o.	MANAGEMENT PROCEDURES					
p.	MANAGEMENT REPORTS					
p1.	TELEPHONE INFORMATION AND PERSONNEL RECORD REPORT	.02069				
q.	MEMORANDA					
q1.	MEMORANDUM	1146				
q2.	MEMORANDUM	OM-259				
q3.	MEMORANDUM	.01145				
q4.	MEMORANDUM	.01146				
q5.	MEMORANDUM	.01147				
q6.	MEMORANDUM	.01334				
q7.	MEMORANDUM	.01335				
q8.	OFFICE MEMORANDUM	GEN. 53				
r.	OPERATIONAL REPORTS					
r1.	MONTHLY MILEAGE STATEMENT	OM-085				
s.	POSITION DESCRIPTIONS					
s1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346				
s2.	POSITION DESCRIPTION	PDES 3				
t.	PROPOSALS					
t1.	PROPOSAL FOR CHANGES IN POSITIONS REQUIRING BOARD APPROVAL	2353				
u.	REQUISITIONS					
u1.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068				
v.	SPECIFICATIONS					
v1.	CLASS SPECIFICATION	PDES 8				
w.	TIMEKEEPING RECORDS					
w1.	ABSENCE FROM DUTY RECORD	2588				
w2.	ABSENCE FROM DUTY RECORD	.02588				
w3.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	.02819				
w4.	CONFIRMATION OF TIME OFF FOR JURY DUTY	.03075				

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
w5.	NOTICE OF ABSENCE	.0728				
w6.	REPORT OF ABSENCE FROM DUTY	OM-373				
w7.	SUPERVISOR'S DAILY TIME REPORT	OM-783				
w8.	VACATION FORM	.01113				
x.	WAGE/SALARY STRUCTURE RECORDS					
13	PRINTS, DRAWINGS, DIAGRAMS & MAPS					
a.	DRAWINGS					
b.	DMP ELECTRICAL DRAWINGS					
c.	DMP EQUIPMENT DRAWINGS					
d.	DMP OPERATION DRAWINGS/DIAGRAMS					
e.	DMP PIPING DRAWINGS					
f.	DMP PROJECT LAYOUT DRAWINGS					
g.	DMP WIRING DRAWINGS/DIAGRAMS					
h.	LOGS/INDICES					
1.	SPACE/EQUIPMENT ALLOCATION RECORDS					
14	PUBLICATIONS & REFERENCES RECEIVED FROM OUTSIDE SOURCES					
a.	DRAWINGS					
b.	EXTERNAL INSPECTION RECORDS					
c.	INTRADEPARTMENTAL COMMUNICATIONS					
c1.	INTRA-DEPARTMENTAL	.01455				
d.	MEMORANDA					
d1.	MEMORANDUM	.01145				
e.	OPERATIONAL REPORTS					
f.	OPERATIONS & MAINTENANCE PROCEDURES					
g.	PUBLIC RELATIONS COMMUNICATIONS					
h.	SPECIFICATIONS					
1.	TECHNICAL REPORTS					
j.	TRANSMITTALS/ACKNOWLEDGEMENTS					
j1.	TRANSMITTAL	94				

NOTES:



ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
k.	TURNOVER PACKAGE RECORDS					
l.	VENDOR MANUALS/CATALOGS					
15	PURCHASING, SUPPLIES, MATERIALS, REQUISITIONS, CONTRACT FILES					
a.	ANNOUNCEMENTS/BULLETINS					
b.	BID RECORDS					
b1.	SALVAGE BID	.02850				
c.	BUDGET RECORDS - ACTUAL					
c1.	STATEMENT OF PURCHASE BILLS AND TRANSFERS	293,00293				
	RECEIPTS AND ISSUES					
d.	BUDGET RECORDS - PROJECTED					
d1.	AUTHORIZATION FOR EXPENDITURE	2911				
d2.	AUTHORIZATION FOR EXPENDITURE	.01612				
d3.	COST ESTIMATE	82-330				
d4.	COST ESTIMATE	.02544				
d5.	COST ESTIMATE AND REQUISITION FOR SHOP WORK	76-25				
d6.	PRELIMINARY ESTIMATE	82-320				
d7.	PRELIMINARY ESTIMATE	0M-320				
e.	CONSTRUCTION CONTRACTS					
f.	CONTRACT ADMINISTRATION RECORDS					
g.	CONTRACT AMENDMENTS					
h.	CUSTOMER SERVICE RECORDS					
i.	DATA SHEETS					
j1.	ENGINEERING DATA SHEET	.01155				
k.	DEPARTMENT/CONTRACTOR INSURANCE RECORDS					
l.	DWP INSPECTION RECORDS					
11.	BUILDING O&M DIVISION OFFICE MACHINE REPAIR SHOP/INSPECTION REPORT	14380				
12.	OFFICE MACHINE REPAIR SHOP INSPECTION REPORT	.14380				
m.	DWP MAPS					

NOTES:

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

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
n.	EMPLOYEE ACCOUNTS RECORDS						
n1.	TRAVEL AND PERSONAL EXPENSE REIMBURSEMENT AUTHORITY	.02316					
o.	ENVIRONMENTAL REPORTS						
p.	EXTERNAL INSPECTION RECORDS						
q.	FINANCIAL REPORTS						
q1.	MATERIAL CONTROL RECORD	2669, 16504					
r.	INFORMATION SERVICES RECORDS						
s.	INTERDEPARTMENTAL COMMUNICATIONS						
s1.	INTER DEPARTMENTAL ORDER	GEN. 34					
t.	INTRA-DEPARTMENTAL COMMUNICATIONS						
t1.	INTRA-DEPARTMENTAL	87-69-074					
t2.	INTRA-DEPARTMENTAL	.01455					
t3.	INTRA-DEPARTMENTAL	.01456					
u.	INVOICES/PAYMENTS						
u1.	AUTHORITY FOR BILLING	364, 14271					
u2.	AUTHORITY FOR BILLING	364					
u3.	AUTHORITY FOR BILLING	.02497					
u4.	BILL OF LADING	405, 14313					
u5.	BILL OF LADING	56, 14052					
u6.	BILL OF LADING	58, 14052					
u7.	BILL OF LADING	87-00056					
u8.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405, 00405					
u9.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	405, 14313					
u10.	BILL OF LADING AND RECEIPT FOR MATERIAL DELIVERED	.00405					
u11.	CASH TRANSACTION	.01287					
u12.	DELIVERY RECEIPT	817, 14560					
u13.	DELIVERY RECEIPT	.00817					

NOTES:

RECORDS RETENTION SCHEDULE  
(Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
u14.	FOREMAN'S MATERIAL CREDIT	43,14039				
u15.	FOREMAN'S MATERIAL CREDIT	.00039				
u16.	GAS COMPANY STATEMENTS OF CONSUMPTION	.01335				
u17.	INVOICE CORRECTION NOTICE	.03081				
u18.	MATERIALS FILE-CREATION RECORDS	A5				
u19.	REPORT OF GOODS RETURNED	.00400				
u20.	REPORT OF MATERIAL RECEIVED	361,00361				
u21.	REPORT OF MATERIAL RECEIVED	361				
u22.	REPORT OF MATERIAL RECEIVED	.00361				
u23.	REQUEST FOR FOREMAN'S MATERIAL CREDIT	.03286				
u24.	REQUEST FOR MATERIAL CREDIT	.01660				
u25.	REQUEST FOR MATERIAL CREDIT	.01666				
u26.	REQUEST FOR MATERIAL CREDIT	.03286				
u27.	REQUEST FOR PAYMENT	.03078				
u28.	TOOLS OR SUPPLIES RECEIVED	OM-453				
u29.	VOUCHER CONTROL FORM	.01218				
v.	JUDGEMENTS					
w.	LEGAL APPLICATIONS					
x.	LEGAL NOTIFICATIONS					
y.	LETTERS					
z.	LOSS/INDICES					
z1.	STOCK RECORD	2026,15799				
z2.	STOCK RECORD	.02026				
aa.	MANAGEMENT REPORTS					
ab.	MANAGEMENT SCHEDULES					
ac.	MEMORANDA					
ac1.	CORRECTION NOTICE	993,00993				
ac2.	CORRECTION NOTICE	993				
ac3.	CORRECTION NOTICE	.00993				
ac4.	MEMORANDUM	1145				
ac5.	MEMORANDUM	1146,14858				

NOTES:

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
ac6.	MEMORANDUM	1334, 15048					
ac7.	MEMORANDUM	.01145					
ac8.	MEMORANDUM	.01146					
ac9.	MEMORANDUM	.01147					
ac10.	MEMORANDUM	.01334					
ac11.	MEMORANDUM	.01335					
ac12.	MEMORANDUM	.01336					
ac13.	MEMORANDUM	.01744					
ac14.	MESSENGER MEMO	.01287					
ad.	OPERATIONAL REPORTS						
ae.	PARTICIPANT CONTRACTS						
af.	PERMITS						
ag.	PROCUREMENT/SALES CONTRACTS						
ah.	PROGRESS PHOTOGRAPHS						
ah1.	PHOTO ASSIGNMENT	MS-246					
ah2.	PHOTOGRAPHIC SERVICE	.03247					
ai.	PUBLIC RELATIONS COMMUNICATIONS						
aj.	PURCHASE ORDERS						
aj1.	PURCHASE ORDER	0001					
aj2.	PURCHASE ORDER	1A, 14000					
aj3.	PURCHASE ORDER	1A, 14050					
aj4.	PURCHASE ORDER	1B					
aj5.	PURCHASE ORDER	.00001					
aj6.	PURCHASE ORDER	.00002					
aj7.	PURCHASE ORDER	.00003					
aj8.	PURCHASE ORDER	.00004					
aj9.	PURCHASE ORDER ADJUSTMENT	.87-02-806					
aj10.	REPORT OF MATERIAL USED	OM-385					
aj11.	SUB-PURCHASE ORDER	.00001					
aj12.	SUB-PURCHASE ORDER	.00008					
aj13.	SUB-PURCHASE ORDER	.00009					

NOTES:

RECORDS RETENTION SCHEDULE  
 (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
ak14.	SUB-PURCHASE ORDER ADJUSTMENT	.87-03-009					
ak1.	6-REQUISITION	.02211					
ak2.	CENTRAL SERVICES PRINTING REQUISITION	.03068					
ak3.	COMPLETED REQUISITION FOR MATERIAL/SERVICES	.01660					
ak4.	EQUIPMENT TRANSFER	1217.14930					
ak5.	EQUIPMENT TRANSFER	.01217					
ak6.	FOREMAN'S MATERIAL REQUEST	106					
ak7.	FOREMAN'S MATERIAL REQUEST	.00107					
ak8.	FOREMAN'S MATERIAL REQUISITION	106.00106					
ak9.	FOREMAN'S MATERIAL REQUISITION	.00106					
ak10.	FOREMAN'S ORDER	2654.16490					
ak11.	FOREMAN'S ORDER	811.00811					
ak12.	FOREMAN'S ORDER	.02654					
ak13.	FORM APPLICATION	2793					
ak14.	INDUSTRIAL GRAPHICS PRINTING REQUISITION	.03068					
ak15.	JOB ORDER	.00247					
ak16.	LABORATORY AND TECHNICAL SERVICES JOB ORDER	.02735					
ak17.	MEMO MATERIAL REQUISITION	2102.02102					
ak18.	MEMO MATERIAL REQUISITION	.02102					
ak19.	OPERATION AND MAINTENANCE MATERIAL REQUISITION	.02025					
ak20.	PRINTING REQUISITION	3068					
ak21.	PRINTING REQUISITION	.03068					
ak22.	PURCHASE REQUISITION	.00006					
ak23.	PURCHASE REQUISITION	.14007					
ak24.	REPRODUCTION SERVICE	.3056					
ak25.	REQUEST FOR DELIVERY OF PRINT FROM FILE ROOM	DC-267					
ak26.	REQUEST FOR MAINTENANCE	16000					
ak27.	REQUEST FOR MAINTENANCE	OM-296					
ak28.	REQUEST FOR MATERIAL OR SERVICES	2837.16673					
ak29.	REQUEST FOR MATERIAL OR SERVICES	2837					

NOTES:

**RECORDS RETENTION SCHEDULE  
(Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE	
			OFFICE	CENTER		DESTROY	
ak30.	REQUEST FOR MATERIAL OR SERVICES	.02837					
ak31.	REQUEST FOR PRINTS	DC-267					
ak32.	REQUEST FOR SERVICES OR SUPPLIES	1321, 01321					
ak33.	REQUEST FOR SERVICES OR SUPPLIES	1321					
ak34.	REQUEST FOR SERVICES OR SUPPLIES	2837, 02837					
ak35.	REQUEST FOR SERVICES OR SUPPLIES	.01321					
ak36.	REQUEST FOR SUPPLIES	1321, 01321					
ak37.	REQUEST FOR SUPPLIES	1321, 15033					
ak38.	REQUEST FOR SUPPLIES	1321					
ak39.	REQUEST FOR SUPPLIES	2849, 16685					
ak40.	REQUEST FOR SUPPLIES	.01321					
ak41.	REQUEST FOR SUPPLIES	.02849					
ak42.	REQUEST FOR WORK	OM-489					
ak43.	REQUISITION	2233					
ak44.	REQUISITION FOR ADVANCE APPROVAL OF EXPENDITURE	2232					
ak45.	REQUISITION FOR MATERIAL/SERVICES	.01658					
ak46.	REQUISITION FOR MATERIAL/SERVICES	.01660					
ak47.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	2211, 16031					
ak48.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	392, 14303					
ak49.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.00392					
ak50.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.02211					
ak51.	REQUISITION FOR PURCHASE OR TRANSFER OF SUPPLIES	.14672					
ak52.	REQUISITION FOR STATIONERY SUPPLIES	.00903					
ak53.	REQUISITION FOR SUPPLIES	2212, 16032					
ak54.	REQUISITION FOR SUPPLIES	.02849					
ak55.	REQUISITION FOR TRANSPORTATION	597, 14454					
ak56.	REQUISITION FOR TRANSPORTATION	.00597					
ak57.	TELEPHONE CREDIT CARD REQUEST	OM-521					
ak58.	WANT LIST	565, 14428					
ak59.	WANT LIST	.00564					
ak60.	WORK ORDER	OM-599					

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
	ak61. WORK ORDER STANDARD FORM	.02821					
	ak62. WORK ORDER ZIP FORM	OM-333					
	ak63. WORK ORDER ZIP FORM	OM-549					
	ak64. WORK ORDER ZIP FORM	.02822					
	a). ROUTING SLIPS						
	a11. ASSIGNMENT	OM-117					
	a12. ASSIGNMENT FORM - COMMUNICATION SECTION	OM-583					
	am. SKETCHES						
	an. SPACE/EQUIPMENT ALLOCATION RECORDS						
	ao. SPECIFICATIONS						
	ap. STATUS REPORTS						
	aq. TEST RECORDS						
	ar. TRANSMITTALS/ACKNOWLEDGEMENTS						
	ar1. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	3384					
	ar2. BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384					
	ar3. PURCHASING BID TRANSMITTAL	.02280					
	ar4. TRANSMITTAL	.00028					
	as. TRIP REPORTS						
	as1. TRUCK DRIVER'S TRIP REPORT	.02260					
	at. VENDOR MANUALS/CATALOGS						
	au. WAGE/SALARY STRUCTURE RECORDS						
16	RIGHTS-OF-WAY						
	a. CLAIMS						
	a1. ACCIDENT ANALYSIS	.02747					
	b. DEPARTMENT REAL ESTATE RECORDS						
	c. EMPLOYEE BENEFITS/COMPENSATION RECORDS						
	c1. EMPLOYEE-EMPLOYER REPORT OF OCCUPATIONAL INJURY OR ILLNESS	.00032					

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD	
			OFFICE	CENTER		DEPARTMENT & OFFICE	DEPARTMENT & OFFICE
c2.	EMPLOYER'S REPORT OF OCCUPATIONAL INJURY OR ILLNESS	5020					
d.	FOREIGN MAPS						
e.	INTRA-DEPARTMENTAL COMMUNICATIONS						
e1.	INTRA-DEPARTMENTAL	1455.01455					
e2.	INTRA-DEPARTMENTAL	.01455					
e3.	INTRA-DEPARTMENTAL	.01456					
e4.	INTRA-DEPARTMENTAL	.69074					
f.	INVOICES/PAYMENTS						
f1.	INVOICE COLLECTIBLE	.00861					
g.	LEGAL APPLICATIONS						
h.	LETTERS						
i.	LOGS/INDICES						
j.	MEMORANDA						
j1.	MEMORANDUM	1146.14858					
j2.	MEMORANDUM	1146					
j3.	MEMORANDUM	1147.01147					
j4.	MEMORANDUM	1334					
j5.	MEMORANDUM	.01145					
j6.	MEMORANDUM	.01147					
j7.	MEMORANDUM	.01334					
k.	OPERATIONAL REPORTS						
k1.	JOINT POLE FIELD CHECK REPORT	938					
l.	TRANSMITTALS/ACKNOWLEDGEMENTS						
l1.	BOARD OF WATER AND POWER COMMISSIONERS	.03384					
	TRANSMITTAL						
l2.	TRANSMITTAL	28					
l3.	TRANSMITTAL	.00028					

NOTES:



CITY CLERK Date: FEBRUARY 15, 1990  
 City of Los Angeles  
 Form Gen. 61 (R 10-81)

Sch. No. WP-23  
 Department/Bureau  
 Department of Water and Power  
 Division  
 Power Operations and Maintenance

01 10754 FJ

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

RECORDS RETENTION SCHEDULE (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD	
			OFFICE	CENTER		DESTROY	DEPARTMENT & OFFICE
17	SAFETY INSPECTIONS		AR				HUMAN RESOURCES
	a. DMP INSPECTION RECORDS						
18	SPECIFICATIONS (TECHNICAL)		C+2			C+2	PURCHASING (GENERAL SERVICES)
	a. SPECIFICATIONS						
19	SURPLUS PRINTED MATERIAL		AR			AR	NON-RECORD
	a. BUDGET RECORDS - PROJECTED						
	b. DESIGN REPORTS						
	c. ENVIRONMENTAL REPORTS						
	d. FINANCIAL REPORTS						
	e. HAZARDOUS MATERIALS ADMINISTRATION RECORDS						
	f. INTRA-DEPARTMENTAL COMMUNICATIONS						
	f1. INTRA-DEPARTMENTAL	1455, 15185					
	f2. INTRA-DEPARTMENTAL	1455					
	f3. INTRA-DEPARTMENTAL	87-69-074					
	f4. INTRA-DEPARTMENTAL	.01455					
	g. LETTERS						
	h. LOGS/INDICES						
	i. MANAGEMENT PROCEDURES						
	j. MANAGEMENT REPORTS						
	j1. ANNUAL REPORT TO THE ECONOMIC REGULATORY ADMINISTRATION	OMB 38-R0316					
	j2. POWER SYSTEM STATEMENT	FPC-12					
	k. MEMORANDA						
	k1. MEMORANDUM	1146, 14857					
	k2. MEMORANDUM	.01146					
	k3. MEMORANDUM	.01147					
	k4. MEMORANDUM	.01334					
	k5. MEMORANDUM	.01336					
	l. OPERATIONAL REPORTS						

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		S/E NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
m.	PARTICIPANT CONTRACTS					
n.	PROPOSALS					
o.	SPECIFICATIONS					
p.	STATUS REPORTS					
q.	TRANSMITTALS/ACKNOWLEDGEMENTS					
q1.	BOARD OF WATER AND POWER COMMISSIONERS TRANSMITTAL	.03384				
20	TIMEKEEPING FILES		2	--		ACCOUNTING
a.	AFFIRMATIVE ACTION/EEO RECORDS					
a1.	NOTICE TO CORRECT DEFICIENCIES	82-279				
b.	BID RECORDS					
b1.	BID NOTICE	.03214				
c.	CHANGE DOCUMENTS					
c1.	WORK SCHEDULE CHANGE RECORD	82-209				
d.	DESTRUCTION RECORDS					
d1.	REQUEST FOR AUTHORITY TO DESTROY OBSOLETE RECORDS	GEN. 48				
e.	EDUCATION/TRAINING RECORDS					
f.	EMPLOYEE ACCOUNTS RECORDS					
g.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
g1.	ABILITY TO WORK SLIP	.01844				
g2.	APPLICATION FOR MILITARY SERVICE COMPENSATION	280B, 02808				
g3.	APPLICATION FOR MILITARY SERVICE COMPENSATION	.02808				
g4.	EMPLOYEE CERTIFICATE OF DISABILITY	2864				
g5.	EMPLOYEE CERTIFICATE OF DISABILITY	.02864				
g6.	EXAMINATION FOR RETURN TO DUTY	2249, 02249				
g7.	EXAMINATION FOR RETURN TO DUTY	.02249				
g8.	REQUEST FOR AUTHORIZED ABSENCE FROM DUTY	0M-406				
g9.	RETURN TO DUTY EXAMINATION	.02263				
g10.	RETURN TO WORK SLIP	12-0016				

NOTES:

CITY OF LOS ANGELES  
 Form Gen. 61 (R 10-81)

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

Department/Bureau C 1 U 0754 F J  
 Department of Water and Power  
 Division RAYMOND C. BUR.  
 Power Operations Maintenance

Certified per Sec. 12.31(g) of A. Admin. Code  
 By: *[Signature]*  
 City Clerk, Rec. Mgt. Off.

Page 27 of 30  
 Date 4-11-91  
 Date

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
g11.	RETURN TO WORK SLIP	.02202					
h.	EMPLOYMENT RECORDS						
h1.	EMPLOYEE DATA RECORD	2758					
h2.	EMPLOYEES RECORD	2757A					
h3.	PERSONNEL BID INFORMATION	0599					
h4.	PERSONNEL RECORD	2608					
h5.	PERSONNEL RECORD	0M-711					
h6.	TERMINATION OF EMPLOYMENT	.00723					
i.	INTRADPARTMENTAL COMMUNICATIONS						
i1.	INTRA-DEPARTMENTAL	1455					
j.	LETTERS						
k.	LOGS/INDICES						
k1.	DAILY ACTIVITY LOG	PM-219					
l.	MEMORANDA						
l1.	MEMORANDUM	1147					
l2.	MEMORANDUM	.01145					
l3.	MEMORANDUM	.01147					
l4.	MEMORANDUM	.01334					
l5.	MEMORANDUM	.01335					
m.	OPERATIONAL REPORTS						
m1.	TRANSPORTATION AND EQUIPMENT RECORD	82-133					
n.	POSITION DESCRIPTIONS						
n1.	AUTHORIZATION TO PREPARE FORM 02346	0M-112					
n2.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
n3.	DUTIES DESCRIPTION RECORD	MS 131					
o.	RECORD TRANSMITTALS						
o1.	RECORDS TRANSFER CONTROL	.16508					
p.	RECORDS RETENTION AUTHORIZATIONS						
p1.	RECORDS RETENTION AUTHORIZATION	.02317					
q.	SPACE/EQUIPMENT ALLOCATION RECORDS						

NOTES:

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
q1.	TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	,02744					
r.	TIMEKEEPING RECORDS						
r1.	ABSENCE FROM DUTY	OM-373					
r2.	ABSENCE FROM DUTY RECORD	2568					
r3.	ABSENCE FROM DUTY RECORD	,02588					
r4.	ADVANCE NOTICE TO PAYMASTER OF EMPLOYEE'S RETURN TO PAYROLL FROM LEAVE OF ABSENCE	,02485					
r5.	APPLICATION FOR OVERTIME OFF WITH PAY	,02549					
r6.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	2819					
r7.	APPLICATION FOR USE OF ACCRUED VACATION TIME FOR PAY PURPOSES DURING DISABILITY	,02819					
r8.	ATTENDANCE RECORD	3002					
r9.	CERTIFICATE OF JURY SERVICE	76C805A					
r10.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075,03075					
r11.	CONFIRMATION OF TIME OFF FOR JURY DUTY	3075					
r12.	CONFIRMATION OF TIME OFF FOR JURY DUTY	,03075					
r13.	DAILY TIME CARD	1247,01247					
r14.	NOTICE OF HOLIDAY/WORK HOUR CHANGE/VACATION RELIEF (MEMO)	ORIG #84					
r15.	NOTICE OF OVERTIME DECLINED	OM-784					
r16.	NOTICE OF TRANSFER TIME ROLL DATA	2531,16356					
r17.	NOTICE OF TRANSFER TIME ROLL DATA	,02531					
r18.	NOTICE TO CHIEF TIMEKEEPER OF EMPLOYEE'S DISABILITY OR COMPENSATION STATUS	2721					
r19.	REPORT OF ABSENCE FROM DUTY	OM-373					
r20.	REPORT OF OVERTIME WORKED	OM-829					
r21.	REPORT OF OVERTIME WORKED	,02831					
r22.	REQUEST FOR LEAVE OF ABSENCE	GEN. 38					
r23.	REQUEST FOR TEMPORARY SHIFT CHANGE	,02811					

Certified per Sec. 12.3(e) of L.A. Admin. Code: Raymond C. Burt Date: 4-11-91  
 By: (Dept. Head) Raymond C. Burt  
 By: (City Clerk, Rec. Mgt. Off.) Raymond C. Burt

Department of Power Operations Division RAYMOND C. BURT  
 Power Operations RAYMOND C. BURT

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

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	DESTROY		
r24.	REQUEST FOR TIME OFF	OM-535				
r25.	REQUEST FOR TIME OFF	OM-785				
r26.	REQUEST FOR TIME OFF	OM-814				
r27.	REQUEST/REPORT OF ABSENCE	OM-578				
r28.	SHIFT TRADE AGREEMENT	OM-478				
r29.	SUPERVISOR'S DAILY REPORT	OM-783				
r30.	SUPERVISOR'S DAILY TIME SHEET	OM-438				
r31.	TIME OFF REQUEST	OM-234				
r32.	TIME REPORT	OM-931				
r33.	TIME ROLL CORRECTION AUTHORITY	2734				
r34.	TIME ROLL CORRECTION AUTHORITY	87-02-734				
r35.	VACATION FORM	.01113				
r36.	VACATION REQUEST	.02839				
s.	WAGE/SALARY STRUCTURE RECORDS					
s1.	SALARY ADJUSTMENT	AC125				
21	TRAINING PROGRAM		AR			ORIGINATING OFFICE. (INCLUDES NON-RECORD REFERENCE MATERIALS.)
a.	ANNOUNCEMENTS/BULLETINS					
b.	DATA SHEETS					
b1.	ENGINEERING DATA SHEET	.01155				
c.	DESIGN CALCULATIONS					
d.	DETAIL PHOTOGRAPHS					
e.	DRAWINGS					
f.	DWP ELECTRICAL DRAWINGS					
g.	DWP WIRING DRAWINGS/DIAGRAMS					
h.	EDUCATION/TRAINING RECORDS					
h1.	GENERATING STATION ASSISTANT MAINTENANCE TRAINING STANDARDS AND PROGRESS RECORD	OM-048				
h2.	GENERATING STATION ASSISTANT OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-046				

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
h3.	GENERATING STATION OPERATOR OPERATION PERFORMANCE STANDARDS AND TRAINING PROGRESS RECORD	82-428-6				
h4.	GENERATING STATION OPERATOR OPERATION TRAINING STANDARDS AND PROGRESS RECORD	OM-047				
h5.	GENERATION STATION ASSISTANT - MAINTENANCE	OM-048				
h6.	GS INSTRUMENTATION	OM-516				
h7.	GSM TRAINING STANDARDS AND PROGRESS RECORD	OM-049				
h8.	MAINTENANCE TRAINING PROGRESS RECORD	OM-440				
h9.	MUS MAINTENANCE TRAINING PROGRESS RECORD	OM-585				
h10.	PERFORMANCE TEST	OM-004				
h11.	PERFORMANCE TEST MAINTENANCE PERSONNEL	OM-004				
h12.	SAFETY TRAINING PROGRAM RECORD NEW EMPLOYEE INDOCTRINATION	OM-XXX				
i.	EMPLOYEE BENEFITS/COMPENSATION RECORDS					
j.	EMPLOYMENT RECORDS					
j1.	ADDRESS CARD - HAYNES	OM-318				
j2.	EMPLOYEE DATA RECORD	.02756				
j3.	INTERVIEW DATA SHEET	861				
j4.	PROBATION REPORT	82-271				
j5.	WORK SCHEDULE ASSIGNMENT	2840,16676				
j6.	WORK SCHEDULE ASSIGNMENT	OM-396				
j7.	WORK SCHEDULE ASSIGNMENT	.02840				
k.	ENGINEERING STUDIES					
l.	INTRADPARTMENTAL COMMUNICATIONS					
l1.	INTRA-DEPARTMENTAL	.01455				
m.	JOB SCHEDULES					
n.	LETTERS					
o.	LOGS/INDICES					
p.	MANAGEMENT PROCEDURES					
q.	MANAGEMENT SCHEDULES					

NOTES:

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION			SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER	DESTROY		
r.	MEETING ATTENDANCE RECORDS						
s.	MEMORANDA						
s1.	MEMORANDUM	1146, 01146					
s2.	MEMORANDUM	OM-259					
s3.	MEMORANDUM	.01145					
s4.	MEMORANDUM	.01147					
s5.	MEMORANDUM	.01334					
s6.	MEMORANDUM	.01335					
s7.	SHIFT PREFERENCE SHEET - MEMORANDUM	.01147					
t.	MICROFILM/SLIDES						
u.	OPERATIONAL REPORTS						
u1.	AUTOMATIC OSCILLOGRAPH OPERATION REPORT	.02076					
v.	OPERATIONS & MAINTENANCE PROCEDURES						
w.	POSITION DESCRIPTIONS						
w1.	CHANGE OF DUTIES DESCRIPTION RECORD NUMBER	.02346					
x.	PROGRESS PHOTOGRAPHS						
y.	PROPOSALS						
z.	PUBLIC RELATIONS COMMUNICATIONS						
aa.	PURCHASE ORDERS						
aa1.	PURCHASE ORDER	3					
ab.	SKETCHES						
ac.	SPECIFICATIONS						
ac1.	SPECIFICATION	1799					
ad.	SURVEYS/QUESTIONNAIRES						
ae.	TEST RECORDS						
af.	TIMEKEEPING RECORDS						
af1.	ABSENCE FROM DUTY RECORD	.02588					
af2.	TRAINEE WORK ATTENDANCE REPORT	OM-445					
ag.	VENDOR MANUALS/CATALOGS						
ah.	VIDEOTAPES						

NOTES:

RECORDS RETENTION SCHEDULE  
 (Duplicate Records)

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
22	TRANSPORTATION EQUIPMENT USE RECORDS		2	--		ACCOUNTING (DWP); GENERAL SERVICES DEPARTMENT (CITY OF L.A.)
a.	ANNOUNCEMENTS/BULLETINS					
b.	CLAIMS					
b1.	STATEMENT OF ACCIDENT MOBILE EQUIPMENT	.02364				
c.	DATA SHEETS					
d.	EDUCATION/TRAINING RECORDS					
e.	FINANCIAL REPORTS					
f.	INTERDEPARTMENTAL COMMUNICATIONS					
f1.	INTER-DEPARTMENTAL CORRESPONDENCE	GEN. 160				
g.	INTRADPARTMENTAL COMMUNICATIONS					
g1.	INTRA-DEPARTMENTAL	.01455				
h.	INVOICES/PAYMENTS					
h1.	REPORT OF MATERIAL RECEIVED	361				
i.	LOGS/INDICES					
i1.	DRIVER'S DAILY LOG	MCS-59				
j.	MANAGEMENT PROCEDURES					
k.	MEMORANDA					
k1.	MEMORANDUM	.01134				
k2.	MEMORANDUM	.01145				
k3.	MEMORANDUM	.01147				
k4.	MEMORANDUM	.01334				
l.	OPERATIONAL REPORTS					
l1.	GASOLINE AND OIL REPORT	B2-296				
l2.	GASOLINE DIESEL FUEL AND OIL REPORT	3065,03065				
l3.	TRANSPORTATION AND EQUIPMENT RECORD	OM-051				
l4.	TRANSPORTATION AND EQUIPMENT RECORD	X167C				
l5.	TRANSPORTATION/CONSTRUCTION EQUIPMENT REPORTED RECORD	AT6220P2				
l6.	VEHICLE TROUBLE REPORT	.00689				
m.	OPERATIONS & MAINTENANCE PROCEDURES					
n.	PROGRESS PHOTOGRAPHS					

NOTES:



**RECORDS RETENTION SCHEDULE (Duplicate Records)**  
 Certified per S.C. 12.3(g) by *Robert A. Cotton* A. Admin. Code  
 By: (City Clerk, Rec. Mgt. Off.) Date 4-11-91

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION		SEF NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	CENTER		
	o. REQUISITIONS					
	o1. AGREEMENT OF TRANSFER OF MATERIAL	1700				
	o2. EQUIPMENT TRANSFER	1217, 14930				
	o3. EQUIPMENT TRANSFER	.01217				
	o4. REQUISITION FOR TRANSPORTATION	.00597				
	p. SPACE/EQUIPMENT ALLOCATION RECORDS					
	p1. TRANSPORTATION AND CONSTRUCTION EQUIPMENT ASSIGNMENT FORM	.00690				
	p2. TRANSPORTATION AND CONSTRUCTION EQUIPMENT DISTRIBUTION RECORD	.02744				
	q. STATUS REPORTS					
	r. TRIP REPORTS					
	s. VENDOR MANUALS/CATALOGS					
23	TROUBLE REPORTS		2	--	2	ORIGINATING OFFICE
24	WATER QUALITY FILES		AR+2	--	AR+2	SYSTEM DEVELOPMENT
	a. ANNOUNCEMENTS/BULLETINS					
	b. CONVERSATION RECORDS					
	b1. RECORD OF PHONE CONVERSATION	DC772A				
	c. DATA SHEETS	.01155				
	c1. ENGINEERING DATA SHEET					
	d. DMP OPERATION DRAWINGS/DIAGRAMS					
	e. HAZARDOUS MATERIALS ADMINISTRATION RECORDS					
	f. INTRADEPARTMENTAL COMMUNICATIONS					
	f1. INTRA-DEPARTMENTAL	87-69-074				
	f2. INTRA-DEPARTMENTAL	.01455				
	g. INVOICES/PAYMENTS					
	h. LEGAL APPLICATIONS					
	i. LETTERS					
	j. LOGS/INDICES					

NOTES:

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

Department/Bureau 01  
 Department of Water and Power  
 Division ORIGINAL SERVICE  
 Power Operations

0754 F J  
 Certified per Sec. 12.3(e) of L.A. Admin. Code  
 By: (Department) [Signature]  
 By: (City Clerk) [Signature]

Page: 34 of 3  
 Date: 4-11-91

**RECORDS RETENTION SCHEDULE (Duplicate Records)**

ITEM NO.	RECORD TITLE	FORM NO.	RETENTION CENTER		SEE NOTE	OFFICE OF (ORIGINAL) RECORD DEPARTMENT & OFFICE
			OFFICE	DESTROY		
j1.	MASTER LOG CONTROL ROOM "A"	.02672				
j2.	MASTER LOG CONTROL ROOM "B"	.03296				
k.	MEETING MINUTES					
1.	MEMORANDA					
11.	MEMORANDUM	1146.01146				
12.	MEMORANDUM	1146				
13.	MEMORANDUM	.01145				
14.	MEMORANDUM	.01147				
15.	MEMORANDUM	.01334				
m.	PURCHASE ORDERS					
m1.	PURCHASE ORDER	.00001				
n.	REQUISITIONS					
n1.	REQUISITION FOR MATERIAL/SERVICES	.01660				
n2.	WORK ORDER	.02821				
o.	ROUTING SLIPS					
o1.	ASSIGNMENT	OM-117				
p.	TEST RECORDS					
p1.	LABORATORY AND TECHNICAL SERVICES SUPPLEMENTARY REPORT	DC608				
25.	MICROFILM OF ITEMS #1 - 24 ABOVE.		199	199		
26.	HARDCOPY OF RECORDS WHICH HAVE BEEN MICROFILMED		6M	6M		HARDCOPY OF ITEMS #1 - 66 ON WP-23 ORIGINAL (EXCEPT #11 AND #42). HARDCOPY OF ITEMS #1 - 24 ON WP-23 DUPLICATE.
27.	HARDCOPY OF RECORDS WHICH COULD NOT PRODUCE A QUALITY MICROFILM BLOWBACK.		199	199		

NOTES: