

resulting from the survey will be of little value unless they are implemented. Once the money for the survey had been appropriated, we adopted the policy of requesting State agencies to hold on to their records until the results of the survey were known.

The use of records disposal schedules is being more widely adopted and this use will no doubt be rapidly accelerated in the near future as one of the key operations of the records survey now in progress will be the preparation of schedules for the retention and disposition of records created by the agencies surveyed.

In reporting on the disposal actions taken during the year, we have considered those involving the establishment or use of schedules first and then listed the requests for selective disposal of records.

DISPOSALS BY SCHEDULE

COMPTROLLER OF THE TREASURY, ADMISSIONS TAX DIVISION

On July 13, 1951, the Chief of the Admissions Tax Division of the Comptroller's Office expressed the wish to establish a schedule permitting the periodic destruction of

Tax on Admissions and Amusements Monthly Returns (Form #14) which are three years old or older.

The Hall of Records approved this schedule on July 16, the Board of Public Works, on August 7. In a letter dated September 21, we were notified that 51 file drawers of Returns covering the fiscal years 1937 through 1948 had been destroyed on August 13. A certificate of destruction was enclosed.

COMPTROLLER OF THE TREASURY, GASOLINE TAX DIVISION

In response to a letter of July 12, 1951, from the Chief of the Gasoline Tax Division, we prepared a schedule permitting the periodic destruction of certain records of the Division as follows: