

1. Requesting Agency **WASHINGTON SUBURBAN SANITARY COMMISSION**
2. Division or Bureau of Requesting Agency **OFFICE OF PERSONNEL**

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.

5. Description of Records

6. Recommendation of Hall of Records and Board of Public Works.

* Note: 1/25/57 -
Items (1 and 2) Transferred to
Comptroller's Office

1. **DAILY TIME REPORT**
An unnumbered form (11" x 13") submitted weekly by division heads and gang foremen. It is used in the preparation of the payroll register and for making proper entries on the individual leave and earnings cards of each employee. After the above processing has been completed there is only occasional need to refer to the Daily Time Reports again. The Reports, along with the Payroll Register (Item 2), is filed chronologically and then alphabetically according to the name of the foreman or by the code number of the Administrative Division submitting it. (Data concerning volume and accumulation is included in Item 2 of this schedule.)
RECOMMENDATION: Retain for 3 years after receipt or until audited, whichever is later, and then destroy.

*Approved
Hall of Records
Commission*

2. **PAYROLL REGISTER**
An unnumbered form (11" x 18"), The Payroll Register, is prepared weekly for the day laborers and bi-weekly for the Administrative staff. The Register indicates the name, the individual's employment number, gross pay, take-home pay and various deductions. This information is also posted to the individual's earnings card which will be retained permanently. The Payroll Register and the Daily Time Report (Item 1) occupy 79 cubic feet in the first floor vault, 188 cubic feet in the basement vault and 4 linear feet (5 1/2 cubic feet) in the Personnel Office in the Commission Building, 4017 Hamilton Street, Hyattsville (total 272 1/2 cubic feet). They accumulate at the rate of 4 linear feet (5 1/2 cubic feet) per

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Commission*

7. Agency, Division or Bureau Representative

Paul A. Willis Supervisor of Record Survey 12/8/53
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

12/10/53 Morris S. Dabell DEC 14 1953
Date Signature Date Signature

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3.	<p>year. RECOMMENDATION: Retain Payroll Registers for 3 years or until audited, whichever is later, and then destroy.</p> <p>INDIVIDUAL PERSONNEL RECORDS (FOLDER) Separate file folders are maintained for each individual employed by the Commission. Certain of the records must be retained for periods of time differing from that recommended for the bulk of the file. Excluded from the retention recommendation for this item are the following:</p> <p>Form E406 Personnel Record Form A920 Oath of Loyalty</p> <p>These two forms will be included in a "C" Schedule for microfilming.</p> <p>Form (unnumbered) Leave Record (covered in Item 4 of this schedule)</p> <p>The operation of the recommendation for this Item applies to the following records:</p> <p>Form A-887 Personnel Record (5½" x 8½") Form A-585 Change in Personnel (8½" x 11") Form (unnumbered) Recommended Changes in Salary (8½" x 11") Form (unnumbered) Application for Employment (8½" x 11" - both sides) U.S. Treasury Form W-4 Employee's Withholding Exemption Certificate (3½" x 8")</p> <p>The Personnel folders, active file (including the records covered under another schedule) occupy 7 drawers (10 cubic feet) 1943 to date, and inactive files occupy 8 drawers (cubic feet) 1946 to date, They are filed alphabetically and accumulate about 2 cubic feet annually. RECOMMENDATION: Retain for 5 years after employee separates from the Commission's employment and then destroy.</p>	<p>Approved Hall of Records Commission</p> <p>APPROVED BY BOARD OF PUBLIC WORKS DEC 14 1953 Date</p> <p><i>McLuskey</i> Secretary</p>
4.	<p>VACATION, SICK LEAVE AND INJURY RECORD This is an 8½" x 11" unnumbered card form designed to accommodate 3 years entries. After the third year's entries there is very little reference to the card. Accrued leave is brought forward to the new card. The cards are retained in the personnel folder and their accumulation is included in the total for that item (Item 3) RECOMMENDATION: Retain for 3 years after date of last entry. and then destroy.</p>	<p>Approved Hall of Records Commission</p>

Paul A. Wilko Supervisor of Record Survey

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5.	<p>RETIREMENT LEDGER An 8 1/2" x 11" unnumbered card form designed for 20 years entries. Monthly entries indicating salary and retirement contributions are posted to this card. The cards have been retained since 1947, when the Commission was included in the Retirement System. They now occupy one drawer. Art. 73 B. Sec. 3 (6) 1951 Code, requires individuals to withdraw their funds if they separate from State employment for more than two years, prior to reaching retirement age. RECOMMENDATION: Retain for three years after employee separates from the Commission's employ and then destroy.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p> <p><i>[Signature]</i> Secretary</p> <p>DEC 14 1953</p>
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