

1. Requesting Agency
WASHINGTON SUBURBAN SANITARY COM.

2. Division or Bureau of Requesting Agency
WATER REGISTRAR

3
Item
No.

4. Description of Records

1 & 2
Schedule 16

1
Schedule 17

These three record items - Meter Book Pages, Bill Stubs and Billing Register - are the products of the billing process. The meter books are taken by the meter readers at the time the semi-annual or monthly reading falls due. Upon return, the books are sent to the IBM office in the basement for processing. The IBM office prepares the bill and the Billing Register which are sent to the Water Registrar's Office. The meter books are also returned to this office at which time the filled pages are removed to the inactive file and new pages inserted in their place. The books are then ready for the next reading.

The bills are mailed to the customer. The Billing Register is secured in fiber board covers... each volume containing the billing information from approximately ten meter books. The customer returns the bill stub with his payment and proper posting is made on the Billing Register. The stubs have only occasional reference made to them after the annual audit. The Billing Register is kept current by bringing forward all unpaid balances and cumulative information. Reference to the Register during the first two years is frequent and very infrequent thereafter. Microfilming is recommended for the Billing Register (Schedule 17, Item 1) as a space saving device and also for ease of reference. The fact that microfilming had already been accomplished for the Billing Register for the period 1949 through 1952 was not a determining factor in making this recommendation, but rather consideration of such procedure was based on the actual need.

APPROVED BY
BOARD OF PUBLIC WORKS
Date DEC. 14, 1953
J. McQuinn
Secretary

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| 1. Requesting Agency WASHINGTON SUBURBAN SANITARY COMMISSION | 2. Division or Bureau of Requesting Agency WATER REGISTRAR |
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3. Authorization Requested (Check only one of the squares below).

| | | |
|---|--|---|
| A <input type="checkbox"/> | B <input type="checkbox"/> | C <input checked="" type="checkbox"/> |
| Dispose of present accumulation. No additional accumulation there is anticipated. Records have ceased to have value to warrant retention. | 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. | Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated. |

| 4. Item No. | 5. Description of Records | 6. Recommendation of hall of Records and Board of Public Works. |
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| 1. | <p>BILLING REGISTER</p> <p>This unnumbered form (11" x 17") is prepared on IBM equipment. It lists the consumer's names and addresses in numerical order (that is territory, meter book and page number), consumption, charges (including refuse collection) and total bill. A cross reference file to the account number is maintained by area and street number. When a bill is paid it is posted to this register. Unpaid balances are brought forward to the next billing register which is prepared every six months or in cases of heavy consumers, monthly. The current register pages are retained in fibre board covers of which there are 170 annually (21 linear feet or 27 cubic feet). Registers for 1952, occupy 25 cubic feet in the basement vault, those for earlier years have been stored in the warehouse (Bladensburg) and are inaccessible. The Register for the years July 1949 thru 1952 has been microfilmed.</p> <p>RECOMMENDATION: Microfilm annually after audit; retain microfilm for 10 years; and destroy originals after being microfilmed.</p> |
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*Approved
Hall of Records
Commission*

See Extension Sheet

7. Agency, Division or Bureau Representative

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| <i>Paul A. Willis</i> Signature | Supervisor of Record Survey Title | <i>12/8/53</i> Date |
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

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

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| <i>12/10/53</i> Date | <i>Miriam S. Radoff</i> Signature | <i>DEC 14 1953</i> Date | <i>[Signature]</i> Signature |
|-------------------------|--------------------------------------|----------------------------|---------------------------------|