

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 20
PAGE NO. 1

1. Requesting Agency
STATE PLANNING COMMISSION

2. Division or Bureau of Requesting Agency

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.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>POST-WAR PROJECTS FILE</p> <p>The records in this file were created or received by the Commission on Post-War Reconstruction and Development. This Commission was organized July 16, 1943 (Chapter 981, Acts of 1943) and was terminated September 30, 1946. The files of the Commission and the work of completing any of its projects were turned over to the State Planning Commission. All such business was completed prior to 1950.</p> <p>Chapter 710, Acts of 1943 established a Post-War Construction Fund which the Board of Public Works interpreted to include financial assistance to political sub-divisions of the State in the preparation of plans and specifications for their post-war construction programs. Any payments by the Board of Public Works to the local political sub-divisions were made on the recommendation of the Commission on Post-War Reconstruction and Development. The files consist of an individual folder for each project. Correspondence is fastened on the right side of the folder while on the left side of the same folder are documents other than correspondence consisting of:</p> <p>Form P.W.R. & D-1 (8½" x 11") <u>Application</u>. This is the application of the governmental unit for financial assistance toward the cost of the plans and specifications of a project. The form presents a detailed analysis of the need, description, estimated cost, time necessary for completion of the plans and specifications and an estimate of the man years of employment the project will provide. There are several supplemental pages required for this information. The action taken by the Board of Public Works is indicated on reverse of form.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>

7. Agency, Division or Bureau Representative

J. Aloin Pasarew
Signature

Director
Title

1/15/53
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.

Jan 8, 1954 *Morris S. Radloff*
Date Archivist

1954 *[Signature]*
Date Secretary

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(Continuation Sheet)

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	<p>Form P.W.R. & D-2 (8½" x 11") <u>Resolution</u>. This form is the resolution of the governmental unit asking the Board of Public Works for financial assistance in the preparation of studies, plans and specifications of a particular public works project.</p> <p>Form P.W.R. & D-3 (8½" x 11") <u>Offer</u>. An offer by the Board of Public Works acting for the State of Maryland to financially assist the local governmental unit by making a grant of money to pay for all or part of the costs of preparing the plans or specifications of a building project. The amount of money the State will grant is specified in the offer.</p> <p>Form P.W.R. & D-4 (8½" x 11") <u>Acceptance of Offer</u>. This form is prepared by the governmental unit accepting the Offer (Form P.W.R. & D-3) by the Board of Public Works.</p> <p>Form P.W.R. & D-5 (8½" x 11") <u>Progress Report</u>. This report was submitted monthly by the architects and/or engineers preparing the plans and specifications. It indicates the percentage of completion at the time the report is submitted.</p> <p>Form 6 (8½" x 11") <u>Application for Payment of State's Contribution to Cost of Preparation of Plans and Specifications</u>. This form was submitted by the governmental unit to the State Planning Commission and to the Board of Public Works. Action taken by these agencies is indicated.</p> <p>Form 8 (8½" x 11") <u>Project Clearance Summary</u>. This summary indicates the status of the plans and specifications at the time payment was made.</p> <p>Unnumbered Form (8½" x 11") <u>Technical Report</u>. Each project of the Post-War Construction Fund was thoroughly investigated by the Field Representative of the Commission on Post-War Reconstruction and Development. The report, consisting of from one to several pages, was a detailed analysis of the scope, need, location of the project, observations of the Field Representative and his conclusions and recommendations. The Technical Reports are in mimeographed form. A complete set of the reports is maintained permanently by the State Planning Commission.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>Date</p> <p><i>[Signature]</i> Secretary</p>

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There is some duplication of material within the folder. The folders are filed by project number and occupy 4 drawers (6 cubic feet) for the years 1943 to 1950. No new projects were undertaken after September 30, 1946. The Board of Public Works has reverted any monies remaining in the Post-War Construction Fund to the General Fund. No use has been made of the file for several years.

All papers concerning actions involving the Board of Public Works are duplicated in the files of that agency.

APPROVED BY
BOARD OF PUBLIC WORKS
Date '51

[Signature]
SECRET