

1. Requesting Agency WASHINGTON SUBURBAN SANITARY COMMISSION	2. Division or Bureau of Requesting Agency CASHIER'S OFFICE
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3. Authorization Requested (Check only one of the squares below).

<p><input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p>	<p><input checked="" type="checkbox"/> B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant retention after the period of time indicated.</p>	<p><input type="checkbox"/> C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.</p>
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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.
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1.	<p><u>CARBON COPY (OR CHECK STUB) OF CHECKS ISSUED:</u> An unnumbered form (8 1/2" x 6 1/2") used for entries of all checks issued. The carbon copy indicates the payee, voucher number, check number, amount and date paid (single check to each carbon). These copies are filed numerically by fund numbers in monthly groups. They accumulate at the rate of 50 linear feet per year from 1940 (when the form was first used) to date. Microfilmed copies of checks are retained permanently. Prior to 1940, check stubs were retained rather than carbon copies of the checks. They occupy 13 cubic feet in the Treasurer's vault (first floor) for the years 1918 to 1940. An additional accumulation is stored in the warehouse (Bladensburg). These copies are inaccessible and the quantity is unknown.</p> <p>RECOMMENDATION: Retain for three years or until audited, whichever is later, and then destroy.</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>
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2.	<p><u>DEPOSIT SLIPS:</u> An unnumbered (2 1/2" x 3 1/2") form used since 1950, prior to 1950 a 3 1/2" x 9" form was used. These forms are the accumulation from 1918 to 1950. The forms indicate the amount deposited, the fund number to which the deposit is credited, the date and bank. This information is also recorded permanently in the cash register ledger. Deposits are</p>	<p><i>Approved</i> <i>Hall of Records</i> <i>Commission</i></p>
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7. Agency, Division or Bureau Representative		
<i>Paul A. Willis</i> Signature	Supervisor - Record Survey Title	January 5, 1954 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.
<i>Jan 5 1954</i> Date	<i>Marie S. Radloff</i> Signature
<i>Jan 5 1954</i> Date	<i>McCluskey</i> Signature

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~~reconciled monthly and audited annually.~~ They are filed according to the fund and chronologically therein. The new forms occupy 15 linear feet (1 cubic foot) for the years 1950 to 1953. The annual rate of accumulation is 5 linear feet per year.

RECOMMENDATION: Retain for 3 years or until audited, whichever is later, then destroy.

3. **CASHIER'S RECEIPTS:**

Form - No. A-854 (3 3/4" x 8 1/2" - prenumbered for control purposes) is used as an office copy for all receipts of cash payments made over the counter. Attached to the form A-854 is a 6" x 3 1/2" receipt form which is prepared in duplicate. One is given to the customer as a receipt. The office copy is used for entries in a permanent receipt register. It indicates the payee, purpose of receipt, amount, date and fund to which the money is to be credited. A carbon of the attachment is retained in the office in addition to A-854. The two forms are filed together numerically in the Cashier's office. The rate of accumulation is 20" per year. The earlier years' accumulation is in the warehouse and inaccessible.

RECOMMENDATION: Retain for three years or until audited, whichever is later, and then destroy.

Approved
Hall of Records
Commission

APPROVED BY
BOARD OF PUBLIC WORKS

Date: JAN 11 1954

J. McQuinn
SECRETARY