

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

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

COMPTROLLER'S OFFICE

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.
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1. TRANSPORTATION FILE
This unnumbered report form (8 1/2" x 11") is prepared monthly for each vehicle operated by the Commission. It is a record of the gas, oil, repairs, parts and mileage of each vehicle. The form is filed by car number and chronologically therein. The annual accumulation is 1 cubic foot per year. This file is necessary for audit purposes. The period covered by these files is 1947 to date. The total accumulation for six years is 6 cubic feet. It is estimated that 4 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved
Hall of Records
Commission*

2. MATERIAL RECEIVED TICKET
This is an unnumbered form (5 1/2" x 8 1/2") which indicates the material received, vendor, date and quantity. This prenumbered ticket is prepared in duplicate, the copy is retained in the warehouse and the original in the Comptroller's office. This schedule is concerned with the original copy which is used in the inventory control and in checking invoice payments in the Comptroller's office. They are filed numerically and accumulate at the rate of 2 linear feet per year. Stored in the 2nd floor vault are 5 cubic feet for the years 1949 to 1952 and 1/2 cubic foot in the office for the current year (total 6 cubic feet). Approximately 4 cubic feet will be disposed of upon approval of this schedule. Those for earlier years have been stored in the warehouse (Bladensburg) and are inaccessible; it is therefore impossible to estimate the amount to be disposed of.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF RECEIPT AND THEN DESTROY.

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Record
Title

February 3, 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.

2-5-54
Date

Morris S. Sadoff
Archivist

FEB 8 1954
Date

J. Melusner
Secretary

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.
3.	<p>MATERIAL ISSUED TICKET This unnumbered form (5 1/2" x 8 1/2") indicates material issued from the warehouse. It is signed by the warehouse clerk and the recipient. The ticket, which is prenumbered for control purposes, is prepared in triplicate, one copy is retained in the warehouse, one copy goes to the recipient and the original copy is used in the Comptroller's office for inventory control. This schedule is concerned with the Comptroller's copy which is filed by ticket number. The rate of annual accumulation is 2 cubic feet. Stored in the 2nd floor vault are 50 boxes (22 cubic feet) for the period 1935 to 1952, and in the office area 2 cubic feet for the current year (total 24 cubic feet). Approximately 18 cubic feet will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF ISSUANCE AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p>
4.	<p>AUDIT WORK PAPERS These papers are used for the annual audit and in preparation of the annual financial statement. They are filed chronologically and the period covered is 1927 to date. Stored in the basement vault are 42 drawers (63 cubic feet) for the years 1918 to 1950. There are 3 file drawers (6 cubic feet) for the years 1951 to date (total 69 cubic feet). Approximately 63 cubic feet will be destroyed upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p>
5.	<p>INCINERATOR WEIGHT PAPER This is an unnumbered form (4" x 7") used in preparation of a monthly bill mailed to the customer for incinerator disposal service. Information on this prenumbered form includes the type of trash, weight, charge and customer's name. Very little use is made of this form after the bill is paid; until payment is made this form is used as a control. The file is in two sections - one for the Lyttonsville incinerator, the other for the Bladensburg incinerator. Weight papers are filed alphabetically within these two classifications. There are 8 drawers (4 cubic feet) in the office area for the year 1953. Stored in the 2nd floor vault are 4 transfiles (4 cubic feet) and 12 boxes (4 cubic feet) for the years 1946 to 1951 (total 12 cubic feet). The annual rate of accumulation is 4 cubic feet. Approximately 8 cubic feet will be disposed of upon approval of this schedule.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p> <p>BOARD OF PUBLIC WORKS Date: ... 1954.</p> <p>SECRET</p>