

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To 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.

**1. DUPLICATE CONTRACTS**

Four copies of contracts are filed with the Commission. The original copy is kept in the Secretary-Treasurer's office. Copies are filed in the following offices: the Construction office, the Engineering Department and the Comptroller's office. The Comptroller's copy is used in making payments on estimated completions. This applies only to the copy in the Comptroller's office. The contracts are filed by contract number and occupy 20 drawers (40 cubic feet) and 6 trans-files (12 cubic feet) in the office area for the years 1938 to date. Approximately 40 cubic feet will be disposed of upon approval of this schedule. The annual rate of accumulation is 6 cubic feet.

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

*Approved  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative

*Paul A. Willis*  
Signature

**Supervisor - Record Survey**  
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. Radloff*  
Archivist

*J. Mccluskey*  
Date Secretary