

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.

1.

BILL WORK INVOICES

This unnumbered form (8" x 7"), is prepared in triplicate and is used for billing individuals for damages made to Commission property. A copy is mailed to the customer with the original of the bill. The original is returned at the time of payment and is stamped paid by the Cashier's office. It serves as the permanent signed receiving record. The recommendation for this item applies only to the signed and stamped record copy of the bill. (The record copy is retained in a pending file until the bill is paid after which time it is considered non-record, Art. 41, Sec. 155, Annotated Code of 1951.) The invoices are filed alphabetically by customer's name. They occupy 2 lettersize drawers (3 cubic feet) in the office area for the years 1952 to date and 30 boxes (15 cubic feet) in the 2nd floor vault for the years 1930 to 1951. Approximately 13 1/2 cubic feet will be disposed of upon approval of this schedule. The annual rate of accumulation is 1 1/2 cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER. MICROFILM AND RETAIN THE MICROFILM PERMANENTLY, DESTROY ORIGINALS.

*Approved
Hall of Records
Commission*

2.

WARRANT REGISTER

Form C-200 (18" x 13") is a numerical register of warrants showing the date, vendor, gross amount, discount, date of payment and check number. This form is prepared in triplicate. The original is kept in the Comptroller's office, one copy is sent to the Commissioners and one to the Cashier's office. Prior to July 1953, this was hand posted. Since that date it is a machine operation. Prior to 1953, only one copy of the register was prepared. This record is kept in a post binder. Each page of the original only is signed by two Commissioners indicating approval of expenditure. It occupies 3

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

Monie S. Radloff
Archivist

FEB 8 1954
Date

J. Melusker
Secretary

RE TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

linear inches for the year 1952 and 4 linear inches for 1953 in the office area and 3 linear feet in the 2nd floor vault for the years 1926 to 1950 (total 5 1/2 cubic feet). Annual accumulation is 1 cubic foot.

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

*Approved
Hall of Records
Commission*

RECEIVED
MAR 8 1954
J. McCreary
RECORDS