

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

1. Requesting Agency

**DEPARTMENT OF LABOR AND INDUSTRY**

2. Division or Bureau of Requesting Agency

**BOILER INSPECTION DIVISION**

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. BOILER INSPECTION DATA SHEETS**

This file contains the annual boiler inspection reports. There are three unnumbered 8 1/2" x 11" forms used by Departmental inspectors. These are:

- Miniature Boiler Inspection Report
- Boiler-External Inspection Report
- Boiler Data Report

In cases where an insurance company inspector submits an annual inspection report for a boiler, Departmental inspectors do not do so. The insurance company report is included in this file. The date of the inspection is indicated on the proper card in the Inspection File (See Item 2). Since fees are collected for boiler inspection, the reports are occasionally necessary for audit purposes but very little use is made of the reports otherwise. The reports are filed alphabetically by name of company and then chronologically. The accumulation, dating from 1949, occupies 8 drawers (12 cubic feet) in the office, an additional accumulation of 10 cubic feet for the period 1939 to 1948 is located in the third floor storeroom - a total of 22 cubic feet. The annual rate of accumulation is one drawer (1 1/2 cubic feet). Approximately 1 1/4 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. INSPECTION FILE**

The Record of State Inspected Boilers or Record of Boiler (Insurance Inspected), Form LIBI-131, indicates the owner, location, number, type, pressure, manufacturer and year of manufacture of the boiler.

*Approved  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative

*Margaret W. Kimble*  
Signature

*Deputy Commissioner*  
Title

*3-1-54*  
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.

*3/5/54*  
Date

*Morris F. Kadoff*  
Archivist

*MAR 8 1954*  
Date

*J. Melus*  
Secretary

REQUEST 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.

Their primary function is a control of inspections. The cards, which are 4" x 6", are ruled for 10 years' entries and show dates of inspection which are made annually. The file is separated into two categories; the first for boilers inspected by insurance company inspectors, the other for boilers inspected by Departmental inspectors. Within these categories the cards are filed by month of inspection and then by boiler number. (All boilers licensed by the State are assigned a Maryland State control number.) The present accumulation occupies 4 drawers (less than 1 cubic foot) for the period 1942 to date. Since filled cards are removed and replaced by newly prepared cards bearing the same information, the space occupied by the file is constant. Cards for inoperative boilers are removed and held separately for 3 years after which they are destroyed. After that time if the boiler is re-inspected, information necessary is obtained from the Boiler History Card (See Item 3). Cards for inoperative boilers occupy less than 1 linear inch. No material will be destroyed upon approval of this schedule.

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

3.

BOILER HISTORY CARD

These unnumbered 4" x 6" card forms are a permanent record of all boilers licensed by the State. Information on the card indicates name, location and business of the owner, its use, manufacturer, date manufactured, manufacturer's number, the physical measurements and capacities of the boiler and the Maryland State control number. The cards are filed numerically according to the Maryland State number. The file occupies 4 drawers (less than 1 cubic foot) for the period 1939 to date. The annual rate of accumulation is less than 1 linear inch.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved*  
*Hall of Records*  
*Commission*

APPROVED BY  
BOARD OF PUBLIC WORKS

Date ..... MAY 8, 1954

*[Signature]*  
Secretary