

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

1. Requesting Agency

DEPARTMENT OF PUBLIC WELFARE

2. Division or Bureau of Requesting Agency

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.	<p><u>DISTRIBUTION OF SURPLUS COMMODITIES (CENTRAL FILES CLASSIFICATION SCHEME NO. 16)</u> Material in this file was removed from the Central Correspondence File at the time the program ceased to be administered by the Department. Administration of this program has been assumed by the several participating agencies such as the Department of Budget and Procurement, the Department of Education, various local agencies, etc. The material in this file consists of correspondence (generally 8 1/2" x 11") with various local and Federal agencies concerning all phases of the program. It is filed alphabetically by the name of the commodity and occupies 7 drawers (10 1/2 cubic feet) in the third floor storeroom for the period 1939 to 1944.</p>	<p><i>Approved Hall of Records Commission</i></p>
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2.	<p><u>CIVILIAN CONSERVATION CORPS (CENTRAL FILES CLASSIFICATION SCHEME NO. 12)</u> This material is divided into three categories as follows:</p> <p><u>CCC Correspondence</u> This file consists of correspondence (generally 8 1/2" x 11") to and from various Federal and local agencies concerned with the program. Also in the file is the monthly enrollment of each county (Form CCC-S 220) and the monthly enrollment forecast of each county (Form 380). The material is filed by county and chronologically therein and occupies 2 drawers (3 cubic feet) for the years 1937 to 1941.</p> <p><u>CCC Applications</u> Information given on this 8 1/2" x 11" form (CCC 105) consists of the applicant's family, work and educational history. The forms are filed alphabetically by county and occupy 2 drawers (3 cubic feet) for the period 1937 to 1941.</p>	<p><i>Approved Hall of Records Commission</i></p>
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7. Agency, Division or Bureau Representative

Thomas A. ...
Signature

Director
Title

March 1, 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.

3/5/54
Date

Morris L. Radoff - JSC
Archivist

MAR 8 1954
Date

J. ...
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.
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CCC Discharges

This form, 354 CCC No. 10 (8½" x 10½") indicates the CCC work history of the individual and reason for discharge. The file is maintained by county and by type of discharge therein; that is, honorable, dishonorable or administrative. The file occupies 2 drawers (3 cubic feet) for the years 1938, 1939 and 1940.

The material in this Central File Classification occupies a total of 6 drawers (9 cubic feet).

3. HOMES FOR THE AGED (CENTRAL FILES CLASSIFICATION SCHEME NO. 25)

The material in this file consists of correspondence (generally 8½" x 11") with local welfare agencies, Homes for the Aged, doctors, etc. Also in the file are field reports of Departmental personnel, Fire Inspection Reports (Form SDPW 908, 8½" x 11"), Health Inspection Reports (Form SDPW 902, 8½" x 11"), Proof of Compliance with Rules and Regulations Governing Homes for the Aged (Form SDPW 901, 6 pages, 8½" x 11"), Information as to Eligibility for Care in a Home for the Aged at State Expense (Form SDPW 904, 8½" x 11"), Certificate of Eligibility (Form SDPW 905, 8½" x 11"), a copy of the license (Form SDPW 903, 8" x 8") and interoffice memorandums. The Department of Public Welfare ceased to administer this program in 1944 and transferred any records of continuing importance to the State Department of Health, the agency which assumed administration of the program. The file is in alphabetical order by name of institution and occupies 1 drawer (1½ cubic feet) for the years 1938 to 1944.

*Approved
Hall of Records
Commission*

4. WORKS PROGRESS ADMINISTRATION (CENTRAL FILES CLASSIFICATION SCHEME NO. 13)

This file is composed entirely of mimeographed directives, orders, circulars, bulletins, etc., received from the Works Progress Administration Central Office in Washington, D. C. The material is maintained in 9 loose-leaf note books which occupy 1 transfile (1½ cubic feet) and is for the two years 1935 and 1936. Except for a few sheets, the records all measure 8½" x 11". No use has been made of this material for several years.

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
MAR 8 1954
Date

J. McElissen
.....
Secretary