

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

1. Requesting Agency: STATE DEPARTMENT OF PUBLIC WELFARE
2. Division or Bureau of Requesting Agency: DIVISION OF ACCOUNTS AND AUDITS

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. **COLLEGE STUDENT AID**
This Form 40 (8 1/2" x 11") was submitted to the Department by schools aiding students through work projects. The student was paid with Federally allotted funds administered by the Department. The report indicates the type of work performed, the hours and salary. This program was transferred to the Works Progress Administration in 1935 and was administered by that agency thereafter. The accounts have been audited and closed. The material is filed chronologically and occupies 1 drawer (1 1/2 cubic feet) for the years 1934 and 1935.
RECOMMENDATION: DESTROY FILE
- 2. **EMERGENCY EDUCATION PROGRAM**
This file consists of Form 64 (8 1/2" x 11"), Monthly Report on Emergency Education Program, submitted by County Welfare Boards to the State Department. The form indicates the number of students and teachers, the type of instruction, salaries and other expenditures. This program was transferred to the Works Progress Administration in 1935 and was administered by that agency thereafter. The accounts have been audited and closed. The material is filed chronologically and occupies 1/2 drawer (1 cubic foot) for the years 1934 to 1935.
RECOMMENDATION: DESTROY FILE
- 3. **WEEKLY REPORT TO FEDERAL EMERGENCY RELIEF ADMINISTRATION**
This weekly report (8 1/2" x 11") received from each county indicates the number of persons employed, the hours, type of work and salaries. This program was transferred to the Works Progress Administration in 1935 and was administered by that agency thereafter. The accounts have been audited and closed. The material is filed

Approved Hall of Records Commission
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7. Agency, Division or Bureau Representative
Signature: *M. H. ...* Chief Auditor: _____ Date: 6/1/54

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
Date: June 9, 1954 Archivist: *Morris S. Radloff* Date: JUL 12 1954 Secretary: *[Signature]*

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(Continuation Sheet)

4. Item No.

5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

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RECOMMENDATION: DESTROY FILE

4.

INDIGENT HOSPITAL AID

This file includes the following material:

- Form SDFW 210 (8 1/2" x 11") Certificate of Eligibility for Hospital Care at State Expense
- Form SDFW 501 (4" x 6") Certificate for Hospital Care
- Form SDFW 319 (8 1/2" x 11") Annual Financial Report for Institutions and Agencies
- Correspondence (8 1/2" x 11") All correspondence is a duplicate of correspondence found in the Central Correspondence File for which schedules have already been approved.

These records accumulated as a result of a State aid program administered by the State Department of Public Welfare. The program was transferred to the Department of Health in July 1949, as were any records pertinent to the continuity of its operation. The above records remaining at the Department of Welfare have no value and no use has been made of them since the final audit. The accounts are entered in the permanent books of entry retained by the Department. The file occupies 8 drawers (12 cubic feet) for the years 1944 to July 1949. Material in this file is maintained alphabetically by name of institution receiving funds and chronologically therein.

RECOMMENDATION: DESTROY FILE

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date JUL 12 1954

[Signature]
SECRETARY