

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

SCHEDULE NO. 74

Hall of Records Commission

PAGE NO. 1

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

DESIGN AND DRAFTING DEPARTMENT

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. WATER AND SEWER PLANS

These plans are classified in four groups - "L" plans (8 1/2" X 11") "M" plans (16 1/2" X 11") "N" plans (11" X 24") and "Y" plans (23" X 32"). These plans are profiles which include water and sewer design, storm drain design, pumping stations, filter plants, buildings and warehouses. Tracing of these plans are submitted to this department by outside engineers for its approval for construction of water and sewer lines. Reproductions are made and let to the contractor concerned with this project. These plans are referred to constantly, as they are the only permanent files of water and sewer plans in the Commission. The material is filed by date and occupies 51 drawers (3' X 2' X 3') for the years 1918 to date. The annual rate of accumulation is two drawers.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved  
Hall of Records  
Commission*

2. VALVE LOCATION

These sketches (5 1/2" X 8") in book form prepared by the Records Division, on all valves on water mains and are used for maintenance. These are accurate ties to the location of the valves and are made from the final construction plans. These prints are re-drawn when necessary and replaced by new ones. The material is filed numerically by county. There are three books for the years 1920 to date.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative

*Paul A. Willis*  
Signature

Supervisor - Records Survey  
Title

July 12, 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.

8/5/54  
Date

*Morris S. Redoff*  
Archivist

AUG 9 1954  
Date

*McLuskey*  
Secretary

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.
3.	<p><u>200 FOOT RECORD SHEETS</u></p> <p>These are map tracings (22½" X 32½") of water and sewer lines in the Sanitray District. Prints of the records are made and sent to the various departments upon their request. They are used in the various departments of the Commission for locations of valves, storm drain reports, house connections and service locations, water line locations, water billing routes, and assessment of property. This record copy is filed by base number and location, and occupies 10 drawers (22½" X 32½") in the third floor vault for the years 1920 to date. The annual rate of accumulation is very small. The records are kept up to date by adding new tracings to the accumulation. The recommendation below applies only to the record copy retained by the Design and Drafting Department. All other copies of the base sheets are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated code of 1951).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved Hall of Records Commission</i></p>
4.	<p><u>100 FOOT BASE POSITION SHEETS</u></p> <p>These sheets (100") are detailed sheets taken by the surveyors in the field. They are used to designate the main streams and trunk sewer reserves for large area layouts and for referral purposes. The sheets are filed by numbers and there are 50 sheets for the years 1918 to date. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved Hall of Records Commission</i></p>
5.	<p><u>50 FOOT BASE POSITION SHEETS</u></p> <p>These sheets are detailed drawings taken by the surveyors in the field. They are used in making water and sewer designs; designate the area controlled by the Washington Sanitary Commission, where ever water and sewer mains are located; used for storm drain constructions and for referral purposes. This is the only copy of this sheet in the Commission. The material is filed by base number and there are 2,500 sheets which occupy 17' by 3' of floor space in the third floor vault for the years 1918 to date. The annual rate of accumulation varies, depending upon the services, for water and sewer applied for during the year.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date AUG. 9. 1954. <i>McL...</i> Secretary</p>

**BEST 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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**6. 200 FOOT BASE POSITION SHEETS**

These sheets are 200' detailed sheets taken by the surveyors in the field. They are used for street layouts and accurate plotting for base tracings and water and sewer 200 foot tracings. They are filed by base number and there are 175 sheets for the years 1918 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved  
Hall of Records  
Commission*

**7. DETAIL NOTES**

These are final notes made by the Survey Section on a form (5" X 7") which give the elevation of the ground, location of project corners and street rights of ways, etc. The information on these notes is used in making up the 50 Foot Base Sheets and profiles. There are 68 drawers (5" X 7" X 15") for the years 1918 to date. The annual rate of accumulation is 6 drawers. They have no further value after the construction has been completed, as the information may change after the surveys are made.

RECOMMENDATION: RETAIN FOR A PERIOD OF FIVE YEARS AND THEN DESTROY.

*Approved  
Hall of Records  
Commission*

**8. PAVING PLANS**

The plans ("Y" size and generally 23" X 32") are of paving sections, mostly of state roads and federal highways and are used for design information by Storm Drain and Reports of Water & Sewage Sections. This source of information is used for estimating purposes for repaving or replacement of pavements. The plans are filed numerically and occupy 1/2 map drawers for the years 1948 to date, in the office area. The annual rate of accumulation is 1/2 drawer per year according to the jobs done during the year. The plans are referred to from time to time. There are no duplications.

RECOMMENDATION: RETAIN FOR 10 YEARS AND THEN DESTROY.

*Approved  
Hall of Records  
Commission*

**91. MISCELLANEOUS**

(a.) Plans & Profiles - The material in this file consists of final water and sewer systems bought by the Commission as working systems. It is filed numerically and occupies 5 drawers (36" X 24") for the years 1918 - 1930 in the office area.

(b.) Plans, Profiles, Sketches, etc. - The file consists of plans, profiles sketches, etc. of Rocky Gorge Dam, Anacostia River Sewer Treatment Works, Brighton Dam, Burnt Mills, Patuxent Filter Plant. The material occupies 3 map drawers for the years 1918 - 1930 and is filed in the office area.

*Approved  
Hall of Records  
Commission*

APPROVED  
BOARD OF PUBLIC WORKS  
AUG... 1954  
*J. Mel...*

EST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4.	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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(c.) Properties - The file consists of material for old buildings, Treatment Works, Plans, Profiles, Elevations of building, etc. The material occupies 1 double drawer (5' X 4") and is used for reference purposes occasionally.

RECOMMENDATION: RETAIN PERMANENTLY.

10. RECORD PLATS

These plats (18" X 18" X 23") are surveyed and drawn by a registered engineer and submitted to the county seats in Rockville and Upper Marlboro, Park and Planning Commission and the Washington Suburban Sanitary Commission, for their respective endorsement. They are records of street and lot layouts in the land records in the State of Maryland. These plats specify the location of water and sewer so that the engineers will not infringe on private property. These records give the rights of way for the installations of these utilities. The material is filed by subdivisions and occupy 31 drawers (2' X 3' X 3") in the office area for the years 1898 to date. The annual rate of accumulation is 4 drawers. A set of duplicate Flat Plans, bound in two volumes is maintained in the office. It is used principally as a security copy and when plats are out of the subdivision file. These bound plats are filed numerically. The duplicates in the numerical-bound file are considered non-record within the meaning of the statute governing material (Art. 41, Sec. 155, Annotated code of 1951)

RECOMMENDATION: RETAIN PERMANENTLY.

11. STREET GRADE PLANS

These plans (22 X 32") are made in duplicate. One copy is sent to the Washington Gas Light Company. These plans are ~~an actual profile~~ to which the street is paved. The plans are received from the private engineer, county agencies and Public Works Administration, both in Prince George's County and Montgomery County. From these plans the designs are set up for Water and Sewer and Storm Drains. The material is filed by street name and occupies 45 drawers (3' X 2' X 3") in the office area for the years 1916 to date.

RECOMMENDATION: RETAIN PERMANENTLY.

12. PRELIMINARY STREET LAYOUT PLANS

These plans are land planners designs of street layouts used in the engineer's study of water and sewer to determine the topographic value, check record plats and street gradings. Only one copy of the plans is made by the private engineer or the builder who handles the job and it must be approved by the Park and Planning Commission before coming to this office. The material is filed by location and occupies 32 drawers (3' X 2' X 3") in the office area for the years 1920 to date. The annual rate of accumulation is two drawers.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved  
Hall of Records  
Commission*

*Approved  
Hall of Records  
Commission*

APPROVED  
BOARD OF PUBLIC WORKS  
DATE AUG 11 1964  
*[Signature]*  
Secretary