

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

1. Requesting Agency: WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Requesting Agency: 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. PUBLIC UTILITIES PERMIT AND SKETCHES (WASHINGTON GAS LIGHT COMPANY)
Form E-195A (8 1/2" X 11") is a public utilities permit which is sent to this office by the Washington Gas Light Company along with sketches of the project, requesting rights of way to construct underground gas mains. One copy is retained in this office and one is sent back to the Gas Company, showing the Commission's approval, which is made by the Storm Drain Division and the Drafting Department. (If these permits involve state roads, a copy is sent to the State Roads Commission for their approval). The material is filed by permit number and occupies 24 drawers (36 cubic feet) in the office area for the years 1921 to date. The annual rate of accumulation is 1 1/2 drawers (3 cubic feet).
RECOMMENDATION: MICROFILM AFTER 5 YEARS RETENTION; DESTROY ORIGINAL; RETAIN MICROFILM COPIES PERMANENTLY.

Approved
Hall of Records
Commission

2. PUBLIC UTILITIES PERMIT AND SKETCHES (CHESAPEAKE AND POTOMAC TELEPHONE COMPANY AND POTOMAC ELECTRIC POWER COMPANY)
Form E-195A (8 1/2" X 11") is a public utilities permit which is sent to this office by either the Chesapeake and Potomac Telephone Company or the Potomac Electric Power Company, along with sketches of the project, requesting the rights of way to construct poles or conduits on certain projects. One copy is retained in this office and one is sent back to the Utility Company, showing the Commission's approval, which is recommended by the Storm Drain Section. (If these permits involve the state roads, a copy is sent to the State Roads Commission for their approval). The material is filed by permit number and occupies 20 drawers (30 cubic feet) for the years 1920 to date. The annual rate of accumulation is two drawers (3 cubic feet).

Approved
Hall of Records
Commission

7. Agency, Division or Bureau Representative
Saul A. Walker Signature Supervisor - Record Survey Title July 13, 1954 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
8/5/54 Date
Morris S. Radloff Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
AUG 9 1954 Date
McCluskey Secretary

EST 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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RECOMMENDATION: MICROFILM AFTER 5 YEARS RETENTION; DESTROY ORIGINALS; RETAIN MICROFILM COPIES PERMANENTLY.

3. FINALS (WATER AND SEWER AND STORM DRAIN)

These finals (folded and filed in envelopes 5" X 7") are the exact construction plans and elevation of the outlines for water and sewer and storm drain construction, engineers and inspectors notes, sketches of water and sewer and storm drain construction. These plans are used by every department in the Commission for reference on future and past construction. The material is filed by job number and occupies 46 drawers (5" X 7" X 15") and 15 drawers (15" wide and 30" deep) for the years 1918 to date. The annual rate of accumulation is 8 drawers (5" X 7" X 15"). These finals have been microfilmed up to the present date for security purposes.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
AUG 9 1954
Date

J. Mccluson
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Secretary