

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

SCHEDULE NO. 177
PAGE NO. ✓

1. Requesting Agency: WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Requesting Agency: PLUMBING 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. CORRESPONDENCE - GENERAL
This file consists of correspondence (generally 8 1/2" x 11") with plumbers and house owners. It relates to plumbing and gas inspections made by this department. The material is filed alphabetically by the name of the person making the request for inspection. The file occupies 5 drawers (7 1/2 cubic feet) in the office area for the years 1949 to date. The annual rate of accumulation is one-half cubic foot.

*Approved
Hall of Records
Commission*

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

2. ESTIMATED COST ON WATER, SEWER AND HOUSE CONNECTIONS
This is the estimated cost submitted by the Plumbing Department to the plumbers and house owners, for replacement of existing house connections (water and sewer) with larger sizes. The file consists of plans, correspondence and cost sheets. The material is filed by districts and occupies 7 drawers (9 1/2 cubic feet) in the office area for the years 1943 to date.

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Commission*

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

3. BUILDING PLANS (WITH PLUMBING LAYOUTS)
These plans of various sizes, are used for plumbing installations. Two copies are made by the plumber who handles the job. One copy is returned to the plumber after approval by the department and one is retained in this office. These plans are required for all large

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7. Agency, Division or Bureau Representative
Paul A. Willis Supervisor - Records Survey May 12, 1954
Signature Title 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.

June 9, 1954 Morris S. Radloff
Date Archivist

AUG. 9 1954 [Signature]
Date Secretary

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.

developments, such as schools, apartments, stores, commercial and industrial construction. In the future, plans will be required for all construction. The material is filed alphabetically by plumber's name. It occupies 157 cubic feet in the office area for the years 1952 to date. There is an inaccessible accumulation in the warehouse for earlier years. The annual rate of accumulation is 2,000 plans.

RECOMMENDATION: RETAIN FOR A PERIOD OF THREE YEARS AFTER INSTALLATIONS HAVE BEEN COMPLETED, AND THEN DESTROY.

4. POST CARD (APPLICATION AND PERMIT FOR MINOR ALTERATIONS ON PLUMBING AND GAS CONNECTIONS)

This is a 3 1/4" x 5 1/2" postcard which the Commission has printed and distributed to all plumbers who request inspections. It is used by the plumbers to request inspections on minor alterations on gas and plumbing connections. The material is filed by street address and occupies 8 (1 1/2" x 6") file drawers in the office area for the years 1948 to date. The annual rate of accumulation is 500 cards.

RECOMMENDATION: RETAIN FOR A PERIOD OF THREE YEARS AFTER RECEIPT AND THEN DESTROY.

5. CERTIFICATION OF GAS INSPECTION

This is a notice to the Gas Company that the inspection has been made by the Commission. The card (3" x 7 1/2") is attached to the meter bracket. One-half of this card (3" x 4 1/2") is returned to this department by the Gas Company after the meter has been set. The material is filed by permit number and occupies 3 1/2 drawers (5" x 17") in the office area for the years 1948 to date. The annual rate of accumulation is 7,500 cards.

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

6. HOUSE CONNECTION CARDS

Form E-760 is a card (5" x 8") used for the record of water and sewer connections. This card gives the location of the connections and water meters. This card originates from the House Connection Department and is a final record of the connection for this office use. The card goes to the Assessment Department to record the connection; Water Registrar for information regarding the type of meter, size and location; Maintenance and Operation Division records the number of the meter. The cards are necessary for plumbing repair, meter checking, meter replacing, leakage locating, etc. The material is filed by street location and occupies 97 file drawers (5 1/2 cubic feet) for the years 1920 to date. The annual accumulation is 10,000 cards per year. Cards have been microfilmed through April 1953, as a security measure.

RECOMMENDATION: RETAIN PERMANENTLY.

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APPROVED BY
BOARD OF PUBLIC WORKS
AUG. 9. 1954
M. L. ...
Secretary

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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7. GAS FITTING APPLICATIONS

Form E-464 (8 1/2" x 11") is prepared in duplicate and used for installations, additions, alterations or repairs on gas fittings and conversion of burners. The original copy is filed in this office and the duplicate is sent to the person who make the application as a receipt. The material is filed by street addresses. It occupies 18 drawers (27 cubic feet) in the office area for the years 1948 to date. The annual rate of accumulation is 7,500 cards.

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

8. GAS FITTING INSPECTION CARDS

Form E-466 (5" x 8") is a card used as a record of inspection of gas installations. This card contains information regarding the location, type of property, type of fixtures to be installed and test made on conversion burners. The cards are filed by permit number and occupy 28 drawers (11 cubic feet) in the office area for the years 1948 to 1950. The annual rate of accumulation is 7,500 cards.

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

9. RECORD OF PLUMBING INSPECTION

Form E-6 is a card (5" x 8") used for inspection purposes on water and sewer connections, plumbing testing and final approval. This card is checked and signed by the inspector and returned to the department after final approval. The material is filed by permit number and occupies 6 double drawers (5 cubic feet) in the office area for the years 1926 to 1936 and 1950 to date. Stored in the storage room of the old office building is an additional accumulation for the years 1936 to 1950. The annual rate of accumulation is 12,000 cards a year. These cards are checked occasionally to see if inspection has been made and completed.

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

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APPROVED BY
BOARD OF PUBLIC WORKS
Date AUG 9 1954
J. Melrose
Secretary