

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be 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.	<p><b><u>BASE POSITION SHEETS</u></b></p> <p>These base sheets (24" x 30") are used to make tracings for water and sewer and storm drain designs. The sheets are obsolete as they have been replaced by other tracing sheets. There are 50 sheets and are filed loose on top of the file cabinet. They date from 1917 to 1925.</p> <p><b>RECOMMENDATION: DISPOSE OF ACCUMULATION</b></p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

*Paul A. Willis*  
Signature

**Supervisor - Records Survey**  
Title

**May 7, 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.

*June 9, 1954*  
Date *Morris S. Radloff*  
Archivist

**AUG 9 1954**  
Date *[Signature]*  
Secretary