

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

CONSTRUCTION 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. STORM DRAIN FOLDERS (PRIVATE DEVELOPER)

This file consists of plans, inspections and other material relating to the construction of Storm Drains by a private developer, which are to be connected to the Sanitary District Storm Drain system. These folders contain a Storm Drain plan, final inspector's report (original), correspondence to the developer and correspondence from the County offices, (Prince George's and Montgomery) requesting inspection of the Storm Drain plans. They are broken down in three folders:

1. Blue Tab

These plans have been inspected by the Inspector from the Construction office and approved.

2. Yellow Tab

These plans have not been inspected or have been inspected, but not approved.

3. Pink Tab

On these plans, only part of the work has been completed and approved.

When the plan comes from the Storm Drain Division, an authorization sheet is sent with the plan, showing the developer's name and address, the location and Storm Drain number. This copy is sent to the Construction office for inspection purpose. Final approval must be made by the Commission, after the Construction Department gives the

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Records Survey
Title

May 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.

June 9, 1954
Date

Morris S. Staloff
Archivist

AUG 9 1954
Date

[Signature]
Secretary

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.

4. Item No.

instruction for inspection. A copy of this report is sent to the Storm Drain Department from this office stating that the plans have, or have not been approved for inspection. Inspection is not made until notification is received from the County offices and when the inspection is completed, a copy of the Inspector's report is sent to the Storm Drain Division, one to the Chief Engineer's office, and the original report is sent to the developer. The material is filed according to Storm Drain number and occupies 7 drawers (10½ cubic feet) in the office area for the years 1948 to date. The annual rate of accumulation is 1½ cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER FINAL INSPECTION AND THEN DESTROY.

2. PLUMBER'S REQUEST

This form E-664 (5" x 8") is a request from the plumbers for street and paving repairs to the property after the construction has been completed. This form has been discontinued since 1951, and is only used for occasional referrals. An additional form E-723 is attached to this form after the completion of this work. This file occupies four cubic feet in the office area for the years 1951 to 1953.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF REPAIRS AND THEN DESTROY.

3. DAILY WORK ORDERS

Form C-101 (8½" x 11") is prepared in triplicate by the foreman in the field daily. One copy is retained by the foreman, one goes to the Comptroller's office for inventory control, and one is retained in this office. The copy in this office is used for inventory control and referral purposes for a list of materials used on the jobs. This is a new form and has only been in operation since August of last year. The file occupies 1 drawer (1½ cubic feet) from August 1953 to date and is filed alphabetically by job.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. CHLORINATION RECORD

This form E-441 (8½" x 11") is a report made on the chlorination of water after the completion of construction. After each job is completed, a sample of water is sent to the Patuxent Plant for the proper chlorination of the water. This form contains the date of chlorination and date approved by the Patuxent Plant. The annual rate of accumulation is very small. The material is filed chronologically and there is a three inch accumulation for the years 1949 to date.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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APPROVED BY
BOARD OF PUBLIC WORKS
9. 1954
Date... AUG...
McCluskey

REQUEST 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.

5.

MATERIAL ISSUED TICKET

This unnumbered form (5 1/2" x 8 1/2") indicates material received from the warehouse. It is signed by the warehouse clerk and the recipient. This ticket is prepared in triplicate, one copy is kept in the warehouse, one goes to the Comptroller's office for inventory control (see schedule no. 28 - item no. 3) and one kept in this office. The copy in this office is used for the office inventory and in making up the department's annual budget. The material is filed chronologically and occupies 1/3 file drawer (3/4 cubic feet) in the office area for the current year, and two transfiles in the storage room of the old building.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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6.

CORRESPONDENCE - GENERAL

This file consists of correspondence (generally 8 1/2" x 11") with contractors, all notices from the Commission, accident reports, damage claims on form E-50, pictures of construction and memorandums to the Rights of Way Division. It relates to the functions of accident and damage claims, complaints from contractors, and general correspondence with contractors. (Original data relating to claims on which payments are made is retained permanently in the Secretary-Treasurer's office). The material is filed alphabetically by subject and occupies 3 drawers (1 1/2 cubic feet) in the office area for the years 1949 to date. The annual rate of accumulation is one cubic foot.

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

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date... AUG 20 1954
[Signature]