

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

Hall of Records
Commission

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

ENGINEER'S OFFICE

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. MISCELLANEOUS CORRESPONDENCE

The contents of this transfile consists of miscellaneous folders for the years 1918 to 1931 inclusive (generally 8 1/2" X 11") containing information on the following; Appointments, Resignations, Personnel, Authorization to Purchase, Engineer's Correspondence, M & O Bills Receivable, M & O Paid Bills, Bank Statements, Inventory and Insurance. The file occupies 1 1/2 cubic feet.

RECOMMENDATION: DISPOSE OF ACCUMULATION

Approved Hall of Records Comm

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor of Records Survey
Title

May 13, 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 22, 1954
Date
Morris S. Radoff
Archivist

AUG 9 1954
Date
[Signature]
Secretary