

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

SECRETARY-TREASURER'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.

BOND FILE

This file is established in the order of bond issued and is set up in three folders as follows:

1. Inquiries Folder

Contains correspondence from various brokers making inquiries concerning the sale of bonds.

2. Legal Folder

Contains legal opinions of the Bond Attorney and pertinent information necessary for forming that opinion.

3. Miscellaneous

Contains information regarding advertising, sale, award and printing of bonds. Also copies of bond prospectus and correspondence with successful bidders.

This material is filed by bond issue and occupies 4 drawers (6 cubic feet) for the years 1918 to date.

RECOMMENDATION: RETAIN THE PRINTED PROSPECTUS AS SUBMITTED TO THE PROSPECTIVE BUYERS AND THE LEGAL OPINIONS PERMANENTLY. ALL OTHER DATA TO BE DESTROYED FIVE YEARS AFTER THE BOND IS ISSUED.

Approved
Hall of Records
Commission

1/25/57: Item (1) Transferred from Secretary's to Treasurer's Office

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Records Survey
Title

June 5, 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 23, 1954
Date

Morris S. Radloff
Archivist

AUC 8 1954
Date

J. McEluson
Secretary

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

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.

2. ACTIVE FILES (STORM DRAIN, WATER AND SEWER CONNECTIONS AND EXTENSIONS)

approved Hall of Records Comm.

There are four folders maintained for this material as follows:

1. Water and Sewer Connections and Extensions

Form - 257 (8 1/2" x 11") is a report on water and sewer extensions for a particular street or streets. This form indicates the request for extension, and the estimated cost of the extension. Attached to the form - 257, is a printed (plat) showing the proposed extension. There are two other attachments; correspondence relating to the request and the request or application for the extension (application form E-147).

2. Assessments

Contains correspondence regarding Front Foot Benefit charges or ad valorem tax (10% tax on 100 dollar valuation collected by the County Treasurer for the use of the Commission).

3. Accidents, Complaints and Damages

This folder contains the original copy, usually a letter from the complainant, a report of the results of the investigation on Form E-50, and a letter from the Commission stating the reasons for paying or not paying the claim.

4. Miscellaneous

This folder contains correspondence of a general nature regarding the various functions of the Commission not included in the first three folders.

The material is filed by districts and subdivisions, and occupies 12 drawers (18 cubic feet) for the years 1918 to date. All orders for construction, claim payments, assessments, etc., are recorded in the minutes of the Commission.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

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

[Signature]
Secretary

EST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

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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3. ACCOUNTING FILES

This file consists of weekly, monthly and annual reports from the Comptroller and Cashier, regarding revenue and expenditure of funds. Included is a small amount of the correspondence regarding bond issues, primarily letters of inquiries. All of this information is recorded in detail, in the various ledgers and journals in the Cashier's and Comptroller's offices, where it is audited. The material is filed chronologically and occupies 1 drawer (1½ cubic feet) in the office area for the years 1951 to date.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Approved Hall of Records Comm

4. GENERAL CORRESPONDENCE

This file consists of correspondence (generally 8½" x 11") with public and private agencies, companies, Commission, etc. It relates to the various functions of the Commission, including authorization to purchase material and services. Also included in this file are Form E-50, interoffice memorandums and signed authorizations for payment of bills. All of this information regarding expenditures of funds are of a policy making decision and are recorded in the Commission's minutes. (Minutes of the Commission will be retained permanently). The material is filed alphabetically by subject and with miscellaneous interfiled also alphabetically. The material occupies 3 drawers (1½ cubic feet), inactive, in the office area for the years 1918 to 1950 and 1 drawer (1½ cubic feet), active file, for the years 1950 to date.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER CREATION AND THEN DESTROY.

Approved Hall of Records Comm

APPROVED BY
BOARD OF PUBLIC WORKS
AUG 9 1954
Date

[Signature]
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Secretary