

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

SCHEDULE NO. 87

PAGE NO. 1

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

SYSTEM MAINTENANCE SECTION

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. GENERAL FILE

This file consists of five (5) folders as follows;

- (a) Correspondence - This folder consists of inter-office correspondence form E-50 (8 1/2" X 11") pertaining to complaints, damages and reports.
- (b) Billed Work - The folder consists of photostat copies of a detailed form E-817 (8 1/2" X 11") and a statement sent to the developer or contractor which shows work done, workmen on the job, material, etc. This file has been discontinued in this office as of June, 1954, and is subject to disposition. A revised form is now created in the Accounting Department.
- (c) Engineer's Week-end Duty - The file is a copy of a report of Engineer's on week-end duty which is sent to the Personnel Office for payroll purposes.
- (d) New Fire Hydrant - This folder contains copies of notices to the Fire Departments pertaining to the installation of new fire hydrants.
- (e) Notification of Maintenance Work In Public Ways - This folder consists of copies of notices to towns pertaining to temporary patches in streets, due to service on sewers.

The material occupies 8 file drawers (12 cubic feet) in the office area for the years 1939 to date. The annual accumulation is 1 draw-

*Approved by
of Records Comm*

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Record Survey
Title

September 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.

9-10-54
Date

Morris S. Radell
Archivist

SEP 24 1954
Date

J. Melusker
Secretary

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.

RECOMMENDATION: RETAIN FOR 5 YEARS AND THEN DESTROY.

2. RECORD SKETCH

This form E-16 (8 1/2" X 11") is a record and a sketch made by the foreman on a complaint job consisting of cause and work done, location, owner, date, etc. The material is filed alphabetically by street and occupies 1 drawer (1 1/2 cubic feet) for the years 1941 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

3. MISCELLANEOUS

This file consists of draft records, operation information on the Hyattsville Plant and Burnt Mills, and old plans of towns. The material is (mostly 8 1/2" X 11") used for reference and occupies 1 drawer (1 1/2 cubic feet) in the office area.

RECOMMENDATION: RETAIN PERMANENTLY.

4. MAINTENANCE RECORD

This form E-596 (5" X 8") is a record of water & sewer maintenance at the property line of the owner or occupant showing the nature of the work done, date, location, etc. The material is filed alphabetically by street and occupies 1 1/4 drawers, 2 rows to a drawer (35 cubic feet) in the office area for the years 1928 to date. The annual rate of accumulation is 1 drawer.

RECOMMENDATION: RETAIN PERMANENTLY.

5. VALVE LOCATION CARDS

This unnumbered card is a sketch consisting of the exact location of the valve and is retained in this office to shut off the water when there is a main water break. The material is filed numerically for the two counties and occupies 12 file drawers (15 cubic feet) in the office area.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved
of Records
Hall
Comm*

APPROVED BY
BOARD OF PUBLIC WORKS

Date: 11-15-54

[Signature]
Secretary