

Hall of Records
Commission

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

SCHEDULE 89
NO.

PAGE
NO. 1 ✓

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

GENERAL SCHEDULE - HOUSE CONNECTION APPLICATIONS

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.

HOUSE CONNECTIONS APPLICATIONS

The Form E-234 (8 1/2" X 11") is prepared in quadruplicate and is used to determine which house connections have been made and which house connections are outstanding. This form also shows which house connections have been inspected; plumbing connections that have been inspected; record of payments and the number of fixtures ordered. The copies are distributed to the following:

- Plumbing Department (original)
- Comptroller's Office (Copy)
- Assessment Office (Copy)
- The Plumber (Copy)

1. PLUMBING DEPARTMENT

The original Form E-234 is retained in this office for the Plumber's inspection report and as a receipt. They are filed by street name and occupy 56 drawers (79 cubic feet) for the years 1920 to date in the office area. The annual accumulation is approximately 12,000 applications. Present plans are to microfilm this record for security purpose.

RECOMMENDATION: RETAIN PERMANENTLY.

2. COMPTROLLER'S OFFICE

Form E-234 is used in this office to determine which house connections have been made and those outstanding. It is used as a comparison between the applications outstanding against monies deposited. The Comptroller's copy is used for audit. It is filed numerically by

approved Hall of Records Commission

approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Paul G. Willis
Signature

Supervisor - Record Survey
Title

August 2, 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

Merrin S. Stahl
Archivist

SEP 14 1954
Date

Melvin
Secretary

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.
-------------------	---	---

completed and incompletd applications for the years 1952 - 1953. As there is only one (1) year's accumulation, nothing will be disposed of until the three year retention period.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED WHICHEVER IS LATER, THEN DESTROY.

3. ASSESSMENT OFFICE

The disposition of the copies of Form E-234 in the Assessment Office is covered in Schedule 23, Item 2. The recommendation for this file reads as follows; Retain for three years and then destroy.

APPROVED BY
BOARD OF PUBLIC WORKS
Date SEP 14 1954

McLuskey
.....
Secretary