

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

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

GENERAL SCHEDULE - STORM DRAIN PLANS

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.

STORM DRAIN PLANS

These plans are classified in two groups - "Y" plans (22" X 32") and "X" plans, which vary in size. These plans refer to ground drainage and surface water and show the location of underground connections for the design of water and sewer. There are ten (10) copies of the plans which are distributed to the following:

- Design and Drafting
- Storm Drain Section
- Maintenance & Operation Division
- Construction Division
- Materials Division
- House Connection Office
- Potomac Electric Power Co.
- Washington Gas Light Co.
- State Roads Commission
- Chesapeake and Potomac Telephone Co.

approved Hall of Records Commission

1. DESIGN AND DRAFTING

The Storm Drain Plans are approved by this office for private developers and county agencies. Ten (10) copies are made and distributed to the above. The plans are referred to constantly and are the only permanent file of Storm Drain Plans in the Commission. The material is filed by date (1st two numbers on the plan designate the year it was approved) and occupies 20 drawers (30 cubic feet) for the years 1949 to date. The annual rate of accumulation is two drawers. Present plans of the Commission are to microfilm this material and store the microfilm out of the immediate area for security purpose.

7. Agency, Division or Bureau Representative

Paul G. Willis
Signature

Supervisor - Record Survey

August 4, 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. Radoff
Archivist

SEP 14 1954
Date

J. McInnes
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.
	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
2.	<p><u>STORM DRAIN SECTION</u></p> <p>The copies of the Storm Drain Plan are retained in this office for reference only. They occupy 6 drawers (9 cubic feet) and are disposed of about every 2 years. The plans in this office are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated code of 1951).</p>	<p><i>Approved Hall of Records Commission</i></p>
3.	<p><u>MAINTENANCE AND OPERATION DIVISION</u></p> <p>The copies of the Storm Drain Plan is used in this office to make proper adjustments on Storm Drains whenever they interfere with a Water Main construction. The material occupies 4 drawers (6 cubic feet) in the office area for the years 1949 to date. The annual rate accumulation is one (1) drawer. The plans for the years 1918 to 1949 are stacked in the Bladensburg Warehouse, quantity unknown.</p> <p>RECOMMENDATION: RETAIN 15 YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
4.	<p><u>CONSTRUCTION DIVISION</u></p> <p>The copy of the Storm Drain Plan is filed in this office in a folder with the final inspector's report (original), Correspondence from the County Offices, (Prince George's and Montgomery) requesting inspection on the Storm Drain Job, and Correspondence to the developer. They are broken down into three folders: (1) Blue Tab; These plans have been inspected by the final 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 on the plan and approved. When the plan comes from the Storm Drain Section, an authorization sheet is sent with the plan, showing the developer's name and address, the location and Storm Drain number. The sheet is sent to the Construction Office for inspection purposes. Final approval must be made by the Construction Division. A letter is sent to the developer and a copy to the Storm Drain Section from this office stating that it has or has not been approved for inspection. Copies are sent also to the County. Inspection is not made until notification is received from the County Offices and when the inspection is completed, a copy of the letter is sent to the Storm Drain Section and the Chief Engineer's Office. The material is filed according to Storm Drain number and occupies 6 1/2 drawers (9 3/4 cubic feet) in the office area for the years 1948 to date. The annual accumulation is 1 drawer (1 1/2 cubic feet).</p> <p>RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY
BOARD OF PUBLIC WORKS

Date SEP 14 1954.

J. Melusani

Secretary

REEST 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.
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5. MATERIALS DIVISION

The Storm Drain Plan in this office is filed in a folder. The folder contains a record of the inspection of the concrete pipes, notice of approval and inspector's approval or disapproval of the installation. The inspection is not made on the Storm Drain until the County Office (Prince George's or Montgomery) notifies the Construction Division, therefore, the plans are held up for a longer period of time before inspection is made. The folders are filed chronologically and occupy 4 drawers (6 cubic feet) in the office area for the years 1948 to date. The annual rate of accumulation is 1 1/2 drawers.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

*approved Hall of
Records Commission*

6. HOUSE CONNECTION

The Storm Drain Plan is not too important in this office. It is received after the job is completed and used sometimes for the setting up of the Meter Housing. This office has only been receiving this plan for the past 1 1/2 years. Each plan is disposed of as the job is completed, therefore, there is no definite accumulation nor are the plans filed at this time. The plan in this office is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated code of 1951).

*approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS

Date... SEP 14 1954

[Signature]
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Secretary