

1. Requesting Agency  
**Water Pollution Control Commission**

2. Division or Bureau of Requesting Agency

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, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. **CASE FILE**  
Consists of an individual folder for each industrial plant, commercial business or municipality which has had a pollution problem or been subjected to examination. Folders will contain any or all of the following: laboratory report form (8 1/2" x 11"), correspondence, legal data, photographs, blueprints, and engineering reports prepared by the district engineers. Closed files are maintained for plants which have gone out of business. These folders should be included in the recommendation as the plants themselves remain and the possibility of their reopening is ever present. Occupy nine drawers, from 1947 to date.  
**RECOMMENDATION: retain permanently.**
2. **CORRESPONDENCE**  
Correspondence with State and federal agencies, other States, municipalities, counties, corporations and individuals dealing with the problems of water pollution; occupy seven drawers, 1947 to date.  
**RECOMMENDATION: retain three years.**
3. **MAP FILE**  
Topographical, county, municipality, State, Potomac Basin, etc. Maps are maintained in one 6-drawer map cabinet. The maps are used for research and operations planning.  
**RECOMMENDATION: retain permanently.**

*Approved  
Hall of Records  
Commission*

*Approved  
Hall of Records  
Commission*

*Approved  
Hall of Records  
Commission*

7. Agency, Division or Bureau Representative

*Paul W. Myle*  
Signature

*Wiest*  
Title

*Sept 8, 1953*  
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.

*Sept. 11, 1953*  
Date

*Morris S. Radloff*  
Signature

*9/14/53*  
Date

*J. Melusci*  
Signature Secretary