

To be submitted to the Records Management Division
Hall of Records Commission

Page No. 1

1. Requesting Agency
2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION WATER REGISTRAR

3. Authorization Requested (Check only one of the squares below).

| | | |
|---|---|---|
| <p>A <input type="checkbox"/> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p> | <p>B <input checked="" type="checkbox"/> Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant retention after the period of time indicated.</p> | <p>C <input type="checkbox"/> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.</p> |
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|-------------|--|---|
| 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. **METER BOOK PAGES**
The meter book pages (4 1/2" x 9") are designed to accommodate 6 years' readings. Meter readings are taken every 6 months. Information on the page indicates the address, location of meter, date of reading, the meter reading, the water consumption between readings and total water consumption at each reading. From the meter books the bills and Billing Register are prepared. Each page is numbered according to territory, book number and page. This number is used for billing purposes. After the water meters of a given territory have been read, the meter books are returned to the office for billing purposes. Pages which have been filled out are removed and placed in an inactive file in numerical order. Very little reference is made to the inactive file (none after 3 years). The active file occupies 80 linear feet of shelving (25 cubic feet). The inactive file dating from 1949, occupies 8 cubic feet in the 1st floor vault. Annual accumulation of inactive pages is 2 cubic feet.
RECOMMENDATION: Retain in inactive file for 3 years and then destroy.

Approved
Hall of Records Commission
See Extension Sheet

2. **BILL STUBS**
Bills mailed to customers are in two parts. The large portion is retained by the customer while the stub (3 1/4" x 4 1/4") is returned to the Commission, at the time the bill

Approved
Hall of Records Commission
See Extension Sheet

7. Agency, Division or Bureau Representative

Paul A. Willis

Supervisor of Record Survey
Signature

Title

12/8/53
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.

10/10/53
Date

Morris G. Radloff
Signature

DEC 14 1953
Date

J. Melusker
Signature

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| | <p>is paid. After processing, posting to the Billing Register and auditing, only occasional reference is made to the stubs. They are separated as to type of consumer (heavy consumers) are billed monthly rather than semi-annually) and filed in daily bundles in numerical order by account number. The annual rate of accumulation is approximately 3 cubic feet. Bill stubs occupy 9 cubic feet of office area, 1951 to date, 6 cubic feet in the first floor vault, 1949-1950 and 40 cubic feet in the basement vault, 1935-1948. Prior to 1950, a duplicate of the bill (4" x 6") was returned with the remittance.</p> <p>RECOMMENDATION: Retain for 3 years or until audited, whichever is later, and then destroy.</p> <p style="text-align: center;">Supervisor of Record Survey</p> | <p style="text-align: right;"><i>J. J. ...</i> Secretary</p> <p style="text-align: center;">BOARD OF PUBLIC WORKS Date ... DEC 14 1953</p> |

Paul A. Willis

1. Requesting Agency
WASHINGTON SUBURBAN SANITARY COM.

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WATER REGISTRAR

3
Item
No.

4. Description of Records

1 & 2
Schedule 16
and
1
Schedule 17

These three record items - Meter Book Pages, Bill Stubs and Billing Register - are the products of the billing process. The meter books are taken by the meter readers at the time the semi-annual or monthly reading falls due. Upon return, the books are sent to the IHM office in the basement for processing. The IHM office prepares the bill and the Billing Register which are sent to the Water Registrar's Office. The meter books are also returned to this office at which time the filled pages are removed to the inactive file and new pages inserted in their place. The books are then ready for the next reading.

The bills are mailed to the customer. The Billing Register is secured in fiber board covers, each volume containing the billing information from approximately ten meter books. The customer returns the bill stub with his payment and proper posting is made on the Billing Register. The stubs are only occasionally referred to after the annual audit. The Billing Register is kept current by bringing forward all unpaid balances and cumulative information. Reference to the Register during the first two years is frequent and very infrequent thereafter. Microfilming is recommended for the Billing Register (Schedule 17, Item 1) as a space saving device and also for ease of reference. The fact that microfilming has already been accomplished for the Billing Register for the period 1949 through 1952, was not a determining factor in making this recommendation, but rather consideration of such procedure was based on the actual need.

BOARD OF WATER WORKS
Date ... DEC 14 1953
[Signature]
.....
Secretary