

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

Hall of Records Commission

1. Requesting Agency STATE PLANNING COMMISSION	2. Division or Bureau of Requesting Agency
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3. Authorization Requested (Check only one of the squares below).

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| <p><input type="checkbox"/> A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p> | <p><input checked="" type="checkbox"/> 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.</p> | <p><input type="checkbox"/> C 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, 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.	<p>CORRESPONDENCE - ADMINISTRATIVE This file consists of correspondence (8½" x 11") with Department of Budget and Procurement, Comptroller, Board of Public Works, Department of Employment and Registration and the Standard Salary Board and is concerned solely with the administrative functions of the State Planning Commission. It contains no materials pertinent to agency audit. The correspondence is filed by name of agency and chronologically therein and occupies less than 1 drawer (1 cubic foot) for the years 1949 to date. The annual rate of accumulation is about 6 inches per year.</p> <p>RECOMMENDATION: Retain for 3 years after creation or receipt and then destroy.</p>	<p><i>Approved</i> <i>Hall of Records Commission</i></p>
2.	<p>CORRESPONDENCE - GENERAL Correspondence (generally 8½" x 11"), concerned with the planning functions of the Commission is retained in this file. This correspondence is filed in two categories - by name of correspondent or by subject - in one alphabetical series. After a particular planning study is completed, the correspondence relating to it is removed from the active to the inactive file. The active file occupies 3 drawers (4½ cubic feet) for the period 1945 to date while the inactive file occupies 8 drawers (12 cubic feet) for the years 1936 to 1951 - a total of 16½ cubic feet. Approximately 10 cubic feet will be disposed of upon approval of this schedule. The annual accumulation rate is a little more than 1 drawer (2 cubic feet).</p> <p>RECOMMENDATION: Retain for 3 years after creation or receipt or until study to which it is related is completed, whichever is later, and then destroy.</p>	<p><i>Approved</i> <i>Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

<i>J. Alvin Pasarell</i>	<i>Director</i>	<i>1/5/53</i>
Signature	Title	Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Jan 6 1954 *Morris S. Radloff*

Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1 1 1954 *J. McEusear*

Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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.

3.

PLANNING REPORT STUDY FILE

This file consists of material (generally 8 1/2" x 11") concerned with the various studies undertaken by the Commission. Material included covers a wide variety of subjects and the amount of material in each varies depending on the scope of the study. Records for a single study may occupy from a portion of a file drawer to as many as four drawers. These records include surveys, interviews, maps, plans, charts, publications, correspondence, worksheets, reports, etc. The materials are filed by type of study and alphabetically by subject therein. Either copies or originals of all basic records pertaining to a particular study are removed and bound in a permanent file in the archival series of the Planning Commission and retained in their offices. The results of each study undertaken by the Planning Commission are published by the Commission. A record copy of these publications is retained by both the Commission and the Hall of Records.* The material which remains in the study file after publication and extraction of permanent records occupies 9 drawers (13 1/2 cubic feet) covering the years 1933 to date. Approximately 10 cubic feet of material will be destroyed through operation of this recommendation. The rate of annual accumulation averages 1 drawer (1 1/2 cubic feet).

RECOMMENDATION: Retain for 3 years after creation or receipt or until completion of the study to which it relates, whichever is later, and then destroy.

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4.

MAPS, PLANS AND CHARTS FILE

This file consists of maps, plans, plats, charts, tracings, etc., (varying sizes). Some are originals but mainly the materials are publications or duplicates of maps, etc. prepared by Federal, Commercial and State agencies. They are constantly being used for reference and research by the Commission staff members. As the maps etc., become worn from usage they are replaced. They occupy 20 cubic feet in a 15 drawer map cabinet and require an additional 100 cubic feet in two hanging-type map lockers - a total of 120 cubic feet. This material is filed numerically and an alphabetical index (3" x 5") is maintained for this file.

RECOMMENDATION: Retain permanently.

Approved
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* In addition, copies of reports are required by law to be deposited with the Department of Legislative Reference and the State Library (Article 41, section 121, Annotated Code 1951).

APPROVED BY
BOARD OF PUBLIC WORKS

Date.....1954...

J. Malinsell
Secretary