

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

CASHIER'S OFFICE

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

A	B	C
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	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.	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.
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1. CANCELLED CHECKS:

The checks (8 1/2" x 3 1/2") indicates the date, number, amount, payee, fund and the bank. The voucher number and the check number correspond. Checks are listed in the check register, reconciled monthly and audited annually. The Commission has microfilmed all checks issued by its offices. There is occasional reference to the check file. The Commission has kept all checks as a means of averting court actions, since it can be sued. Checks are classified in two groups, administrative and payroll. The administrative checks occupy 13 check drawers (8 cubic feet in the Cashier's vault). Payroll checks occupy 118 check transfiles (26 cubic feet in the basement vault). Period covered is from 1918 to date. The checks are filed numerically according to fund number. Rate of accumulation is increasing annually. Approximately 30 cubic feet will be disposed of upon approval of this schedule.

RECOMMENDATION: Microfilm after audit and destroy originals. Microfilm copies to be retained permanently.

Approved Hall of Records Commission

2. VOUCHERS:

This is an unnumbered form (8 1/2" x 8 1/2") presenting an itemized account of funds paid for the specific purpose for which the voucher was drawn. Each set of original

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Record Survey
Title

January 5, 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.

Jan 8 1954
Date

Miriam S. Radloff
Signature

J. Melussee
Signature

REQUEST FOR RECORD RETENTION SCHEDULE
(Continuation Sheet)

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 Records and Board of Public Works.
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voucher forms bears a control number (pernumbered). Information shown on the voucher includes the check number, budget account number, name of payee, date, amount paid, and authority for payment. This form was changed recently to include claim for payment. Upon payment the form becomes the voucher. The Treasurer's office makes all payments for the claim. All supporting documents are filed with the vouchers. All payments are recorded and filed later in the Cashier's office. Posting indicates the date, payment, voucher number, payee, check number and amount. This is the only signed record of payments retained by the Commission. The vouchers are filed numerically by funds and occupy 44 drawers (30" x 15" x 8") 3 rows to a drawer for the years 1918, to date, in the first floor vault. Reference file of vouchers are filed in the Comptroller's office. Complete series of vouchers from number 1 to date (12 drawers - 30" x 12" x 10") or 20 cubic feet are stored in the basement vault. The rate of accumulation is 2 cubic feet per year. This rate is increasing slowly. An outside audit is made annually.

RECOMMENDATION: Microfilm after audit and destroy originals. Microfilm copies are to be retained permanently.

RECEIVED
 Dpt. *J. McCreary*
 1978