

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

ASSESSMENT OFFICE

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

<p><b>A</b></p> <input type="checkbox"/> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	<p><b>B</b></p> <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><b>C</b></p> <input type="checkbox"/> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
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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. FRONT FOOT BENEFIT CHARGE RECORD:

A book (17" x 15") which varies from one to three inches in thickness. It contains Front Foot benefit charges to be collected on property in Prince George's and Montgomery Counties, description of the property and account number. A duplicate of this book along with the IEN cards are sent to Marlboro. The books are used by the Assessment office for proof reading before the IEN cards are mailed to the tax collectors of the two counties. The County remits to the Commission monthly, the amount of Front Foot benefit charges. Front Foot benefit taxes are paid to the County by the taxpayer. Original Front Foot benefit charge records are maintained on a card form permanently, from which the above information is obtained. They are filed by years and election districts. Prior to 1927, one large book was maintained for the two counties for the purpose of making account transfers. Annual accumulation for one year - 12 books for the election district of Prince George's County and 11 books for Montgomery County - making a total of 23 books (5 cubic feet). The current year books are kept in the Assessment office. There are 83 books (30 cubic feet) stored in the basement vault. The period covered by these books are for 1919 to date. Approximately 20 cubic feet will be disposed of upon approval of this recommendation.

approved Hall of  
Records Commission  
(See extension sheet)

7. Agency, Division or Bureau Representative

*Paul A. Willis*  
Signature

Supervisor - Record Survey  
Title

January 6, 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

*Monie E. Reduff*  
Signature

JAN 11 1954  
Date

*McLuskey*  
Signature

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

ASSESSMENT OFFICE

3  
Item  
No.

4. Description of Records

**1. FRONT FOOT BENEFIT CHARGE RECORD**

The duplicate books sent to Prince George's County Treasurer, Upper Marlboro, are printed on IBM Tabulation sheets. Information for front foot benefit charges in Prince George's County is prepared by the Commission.

This information from Montgomery County is prepared by the County Treasurer (Assessment Office) and supplied to the Commission. From the forms forwarded by the County Treasurer's office, the Commission prepares the IBM cards and Front Foot Benefit Charge Record (the subject of this item).

APPROVED BY  
BOARD OF PUBLIC WORKS

Date..... JAN 1 1954

*J. McLaughlin*  
Secretary

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.

**RECOMMENDATION:** Retain for three years or until audited, whichever is later, then destroy.

**2. HOUSE CONNECTION APPLICATIONS FOR WATER AND SEWER:**

Form E-234 (8 1/2" x 11") which is prepared in quadruplicate. The purpose of this form is to determine the classification of the property, and to prepare the assessment card. Applications for water and sewer are used to set up accounts for collection of the installation. Copies are made in quadruplicate - one is sent to the owner - one is kept in the Plumbing Department - one in the Assessment office - one in the Accounting Department (which is the audit copy). They are filed by county and alphabetically therein. There is an accumulation from 1919 to date. Stored in the basement vault are 19 drawers (29 cubic feet) and five drawers in the first floor vault (7 1/2 cubic feet). The annual accumulation for a year is one and half file drawers. Approximately 30 cubic feet of material will be disposed of upon approval of this request.

**RECOMMENDATION:** Retain for three years and then destroy.

**3. FRONT FOOT BENEFIT CHARGES AND HOUSE CONNECTION RECEIPT FILE:**

A prenumbered form (6" x 8 1/2") used for posting to the assessment accounts as payments are made. It is prepared in duplicate and one copy is sent to the accounting department. Since 1927, when the counties collected the Front Foot Benefit charges, there have been only a few delinquent accounts paid to the Commission annually. Since that date, the majority of the receipts filed is concerned with the Water and Sewer House Connection charges. These receipts are necessary for audit. They are bundled daily and filed chronologically. They date from 1919 to date. Annual accumulation is 36" per year. There is a 36" accumulation in the office for the current year and 36" in the first floor vault for 1952. Stored in the basement vault are 4 cubic feet, covering the years 1948 through 1951. Earlier records are in the warehouse (Bladensburg) and are inaccessible. It is estimated that 25 cubic feet of material will be destroyed upon approval of this request.

**RECOMMENDATION:** Retain for three years or until audited, whichever is the later and then destroy.

*approved Hall of  
Records Commission*

*approved Hall  
of Records Commission*

APPROVED BY  
RECORDS AND COMM. DIVISION  
JAN 11 1954

*McL...*