

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

1. Requesting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency
COMPTROLLER'S OFFICE

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, 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.
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1.	<p>DUPLICATE INVOICES This is a duplicate of the original invoice filed with the voucher. Original invoices are scheduled for microfilming with the vouchers (Schedule 22, Cashier's Office). This copy of the invoice is no longer received in this department. It was discontinued in 1953. The file occupies 9 drawers and 8 transfiles (34 cubic feet) in the office area for the years 1950 to 1953. Other files for the years 1919 to 1950 are stored in the warehouse (Bladensburg) and are inaccessible, and it is impossible to estimate the amount of material stored there.</p>	<p><i>Approved Hall of Records Commission</i></p>
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7. Agency, Division or Bureau Representative

Paul B. Willis
Signature

Supervisor - Record Survey
Title

February 3, 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.

2-5-54
Date

Morris S. Sadoff
Archivist

Date

J. McInerney
Secretary