

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

SCHEDULE NO. **45**

Hall of Records
Commission

PAGE NO. **1** ✓

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

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.

1.

PROJECT LEDGER:

This 17" x 19" ledger is used for recording the expenditures in regard to the cost of individual jobs that are paid through the issuance of construction bonds. This ledger is used in the annual audit. The ledger is also used for establishing the cost of plants and properties constructed from the proceeds of bond issues. It has a continuing value for this purpose, particularly in establishing assessments. Prior to 1935, a small ledger 11" x 14" was used. The ledgers are filed by job number and chronologically therein. It occupies 2 linear feet in the office area for the years 1951 to date and 4 linear feet (total 14 cubic feet) in the 2nd floor vault for the years 1918 to 1951. Approximately 4 linear feet (9 cubic feet) will be disposed of upon approval of this schedule. The annual rate of accumulation is 1/2 cubic foot.

RECOMMENDATION: MICROFILM AFTER AUDIT AND DESTROY ORIGINALS. MICROFILM COPIES TO BE RETAINED PERMANENTLY.

*Approved
Hall of Records
Commission*

See Extension Sheet

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Record Survey
Title

February 25, 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.

3/5/54
Date

Morris F. Radoff DRS
Archivist

MAR 8 1954
Date

[Signature]
Secretary

1. Requesting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION

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COMPTROLLER'S OFFICE

3
Item
No.

4. Description of Records

Item 1. PROJECT LEDGER

In addition to the accumulation listed (1 1/2 cubic feet), 3 cubic feet of records should be included for the years 1919 to 1935. Accordingly the total volume of records for this item should be 17 cubic feet.

The amount of material to be disposed of upon approval of this schedule will be 12 cubic feet.

APPROVED BY
BOARD OF PUBLIC WORKS
Date...MAR...8 1954
J. Peterson
Secretary