

1. Requesting Agency WASHINGTON SUBURBAN SANITARY COMMISSION	2. Division or Bureau of Requesting Agency CHIEF ENGINEER'S OFFICE
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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.	<u>CORRESPONDENCE - HORSE FILTER PLANT</u> This file consists of correspondence (generally 8 1/2" x 11") relating generally to the construction of the Horse Filter Plant.. As the construction of this dam was completed in 1936, the material in this file has no further value. The file occupies 1 drawer (1 1/2 cubic feet) for the years 1930 to 1935 and is stored in the storage room of the old office building. The material is filed by subject matter.	Approved Hall of Records Commission
2.	<u>CORRESPONDENCE - MATERIAL (SUPPLIES AND EQUIPMENT)</u> Material in this file consists of correspondence relative to the purchasing of materials, supplies and equipment for the Commission prior to 1945. At that time the Commission established a centralized Purchasing Department and all material pertinent to the continuity of the program was transferred to the new Department's files. The material remaining in this file is now obsolete and the accounts have since been audited and closed. The file occupies 7 drawers (10 1/2 cubic feet) for the period 1918 to 1945, and is stored in the storage room of the old office building.	Approved Hall of Records Commission
3.	<u>PUBLIC WORKS ADMINISTRATION CONTRACTS</u> This file consists of the original bids, correspondence with the contractor, contract data, contract number, and the engineer's estimate with the list of items necessary to complete construction and estimated cost; specifications and tabulations and all bids submitted for the particular contract and miscellaneous correspondence with the successful bidder, the Chief Engineer's	Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Paul A. Willis Supervisor - Records Survey April 1, 1954
Signature Title 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.
<u>Morris S. Radloff</u> Date Archivist	<u>APR 13 1954</u> <u>[Signature]</u> Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.

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.

recommendations on the acceptance of the contracts, requests for advertising and a copy of the advertisement to the newspapers. The contracts were prepared in quintuplicate and were distributed as follows:

- 1st copy Retained by Contractor
- 2nd copy Secretary-Treasurer's Office (WSSC)
- 3rd copy Bonding Company
- 4th copy Comptroller's Office
- 5th copy Construction Department
- 6th copy Government Office (P.W.A.)

This contract is concerned with the copy of the contract filed in the Chief Engineer's office, and the material listed above which is pertinent to the execution of the contract. A certain percentage of the funds for the P.W.A. projects was allocated by the Federal Government. As this program was discontinued in 1940, the material in this file has no further value. It is filed by P.W.A. project number and contract number therein and occupies 3 drawers (6 cubic feet) in the storage room in the old building for the years 1936 to 1942.

RECOMMENDATION: DESTROY RECORDS AS LISTED IN ITEMS 1, 2 AND 3.

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR 13 1954

[Signature]
Secretary