

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

Hall of Records Commission

PAGE NO. ✓

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

CHIEF ENGINEER'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. CORRESPONDENCE - MISCELLANEOUS

This file consists of correspondence (generally 8 1/2" x 11") with individuals and agencies both here and abroad, relative to the various services of the Department's operation. The carbon copy of the answer is typed on the reverse side of the original inquiry. The file occupies 1 drawer (1 1/2 cubic feet) for the period 1919 to date and is filed alphabetically by name of the officer who replies to the inquiry. The annual rate of accumulation is negligible. Approximately 1 cubic foot of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

2. CORRESPONDENCE - PUBLIC UTILITIES

This file consists of correspondence (generally 8 1/2" x 11") with public utilities companies such as Transit, Electric Power and Gas Companies relative to rights of way, removal and construction of water and sewer lines. It is filed by subject and chronologically therein and occupies 3/4 drawer (1 cubic foot) in the office area for the years 1927 to date, and 1 drawer (1 1/2 cubic feet) in the storage room for the year 1926 - a total of 2 1/2 cubic feet. The annual rate of accumulation is negligible. Approximately 2 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

*Approved
Hall of Records
Commission*

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative

Signature: _____ Title: Supervisor - Records Survey Date: March 31, 1954

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 1 1954
Date: _____ Archivist: *Morris S. Stuloff*

APR 13 1954
Date: _____ Secretary: *J. Meluskey*

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.

3. CORRESPONDENCE - CONSULTING ENGINEERS

This file consists of correspondence and memorandums (generally 8 1/2" x 11") with engineers who do consulting work for the Commission. The material is filed alphabetically by name of individual firm with the exception of one folder which pertains generally to engineering fees. It occupies 3/4 drawer (1 cubic foot) for the years 1945 to date. The annual rate of accumulation is negligible. Approximately 1/2 cubic foot of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

*Approved
Hall of Records
Commission*

4. CORRESPONDENCE - GARBAGE AND REFUSE COLLECTION AND DISPOSAL

The material in this file consists of correspondence (generally 8 1/2" x 11") and inter-office memorandums. It deals with individual companies concerning various phases of garbage and refuse collection and disposal. The material is filed by Counties (Prince George's and Montgomery) and by subject therein. It occupies 1 drawer (1 1/2 cubic feet) in the office area for the years 1934 to date. The annual rate of accumulation is negligible. Approximately 1 cubic foot of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

*Approved
Hall of Records
Commission*

5. CORRESPONDENCE - DISTRICT (BY DISTRICTS)

This file consists of correspondence (generally 8 1/2" x 11") with individual townships, public agencies, companies, etc., located within the area serviced by the Commission. It is concerned with various phases of the Department's operations and covers such subjects as complaints, rights of way, water and sewer extensions and storm drainage. This material is maintained geologically by district and by subject therein. The file occupies 11 drawers (16 1/2 cubic feet) in the office area for the years 1937 to date. The annual rate of accumulation is 1 drawer (1 1/2 cubic feet). Approximately 13 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS
APR 13 1951
John McInerney
Secretary
*Approved
Hall of Records
Commission*

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.

6. CORRESPONDENCE - DISTRICT (MISCELLANEOUS, COVERS ALL DISTRICTS)

The material in this file (8 1/2" x 11") consists of general correspondence covering all districts in Prince George's and Montgomery Counties. It is concerned with complaints, rights of way, water and sewer extensions and storm drainage. The material is filed by subject matter and occupies 1 drawer (1 1/2 cubic feet) for the years 1929 to date, and 6 drawers (9 cubic feet) in the storage room for the years 1919 to 1929, a total of 10 1/2 cubic feet. Approximately 10 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

*Approved
Hall of Records
Commission*

7. SPECIAL STUDIES - CORRESPONDENCE

This file consists of correspondence (generally 8 1/2" x 11") relative to special studies of problems that come before the Engineering Department on water supply, sewage, flood control, payment of utilities and fluroditation. The material is filed by subject of study and alphabetically therein. It occupies 2 drawers (3 cubic feet) in the office area for the years 1940 to date. The annual rate of accumulation is negligible. Approximately 2 cubic feet of material will be disposed of upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER STUDY TO WHICH IT IS RELATED IS COMPLETED, AND THEN DESTROY.

*Approved
Hall of Records
Commission*

8. ADMINISTRATIVE MISCELLANEOUS PERSONNEL FILE

This file consists of copies of memorandums (mostly 8 1/2" x 11") to the Commission pertaining to personnel, employment, resignations, recommendations, salaries, recommended raises and office procedures. This is the only file on the cost of living index. The material is filed by subject matter. It occupies 1 drawer (1 1/2 cubic feet) in the office area for the years 1940 to date and 1 file drawer (1 1/2 cubic feet) in the storage room of the old building for the years 1936 to 1940. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS
APR 13 1954
*Approved
Hall of Records
Commission*
Secretary

SCHEDULE FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
9.	<p><u>CORRESPONDENCE - BRIGHTON DAM AREA WATER SUPPLY</u></p> <p>This file consists of correspondence (mostly 8½" x 11") relating to Brighton Dam; the reservoir on the Patuxent River, Triadelphia Lake; and the filtration plant at Burnt Hills. This is an active file pertaining to the operation, soil conservation and water supply of the dams and reservoirs. It is filed alphabetically by subject matter. It occupies 1 drawer (1½ cubic feet) in the office area for the years 1944 to date. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
10.	<p><u>CORRESPONDENCE - PUBLIC AGENCIES (FEDERAL, STATE AND LOCAL)</u></p> <p>This file consists of correspondence (generally 8½" x 11") with Federal, State and Municipal (outside of the area serviced by the Commission). It relates to phases of the Commission's operation as effected by the Engineering Department. The material covers such services as geological survey, water pollution, construction of dams, bridges, rights of way, etc. The file is established alphabetically by name of agency in three categories; Federal, State and Municipal. It occupies 5 drawers (7½ cubic feet) in the office area for the years 1930 to date. Approximately 7½ cubic feet will be disposed of upon approval of this schedule. The annual rate of accumulation is ½ drawer (1 cubic foot).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date APR 13 1954</p> <p><i>J. Melman</i> Secretary</p>