

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

Hall of Records Commission

1. Requesting Agency: WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Requesting Agency: GENERAL SCHEDULE - CONSTRUCTION CONTRACTS

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.

CONSTRUCTION CONTRACTS

Contracts are prepared and let out for bids by the Engineering Department. After the contract award is made, copies of the contract are distributed to the following:

- Contractor's Office (executed copy)
- Bond Company (executed copy)
- Secretary Treasurer's Office (W.S.S.C., executed copy)
- Engineering Division (W.S.S.C.)
- Chief Engineer's Office (Duplicate copy)
- Construction Department (Duplicate copy)
- Comptroller's Office (W.S.S.C., duplicate copy)

This schedule is concerned only with the contracts filed in the various departments of the Commission.

There are three types of contracts prepared, as follows:

- Labor
- Storm Drain
- Water and Sewage

The following recommendations provide for the permanent retention of all records necessary for future reference for any purpose.

1. SECRETARY TREASURER'S OFFICE

The contract file in this office is established in three categories as itemized above. They are filed numerically in each category. This file consists of the only executed copy of the contract filed with the Commission. The contract

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7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor of Records Survey
Title

May 7, 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.

June 9, 1954
Date
Morris S. Radoff
Archivist

AUG 9 1954
Date
J. J. [unclear]
Secretary

TEST 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.
2.	<p><u>OFFICE OF CHIEF ENGINEER</u></p> <p>Contracts are filed in three categories, Labor, Storm Drain, Water and Sewage. They are filed numerically within each category.</p> <p>Four folders are prepared for each contract in the Storm Drain, Water and Sewage files as follows:</p> <p><u>Folder 1. Correspondence</u></p> <p>Consists of correspondence (generally 8½" X 11") with the contractor.</p> <p><u>Folder 2. Estimates</u></p> <p>This folder contains the following forms:</p> <p><u>Form E-28 (8½" X 11")</u>, Estimate. This form shows the original estimates, prepared by the Construction Office on cost and materials for each job.</p> <p><u>Form E-504 (8½" X 11")</u>, Form Letter to Bonding Company. This is a form letter sent periodically to the bonding company indicating progress of the work.</p> <p><u>Form E-50 (8½" X 11")</u>. (This form is an inter-office memo used throughout the Commission). The recommendation of the Chief Engineer to the Commissioners that final payment be made to the contractor is made on this memo form.</p> <p><u>Folder 3. Specifications</u></p> <p>This folder contains the specifications for the job and cost tabulations, copies of all bids submitted (generally 10" X 12"), and a complete set of plans (size varies from 8½" X 11" to 40" X 40"). Duplicates of the plans are also retained by the Construction Department. The tabulations are a detailed description of each contractor's bids and are used for comparative analysis prior to awarding the bid.</p>	<p>is used for certifying payments and for legal and cost research purposes. Occasionally they are needed when repairs or modifications become necessary. The contracts occupy 17 drawers (25½ cubic feet) for the years 1918 to date. The rate of accumulation is about 1 drawer per year (1½ cubic feet).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY; MICROFILM THREE YEARS AFTER DATE OF LAST PAYMENT; RETAIN MICROFILM PERMANENTLY AND DESTROY ORIGINALS.</p> <p><i>Approved Hall of Records Commission</i></p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date ..AUG... 9 1954 <i>[Signature]</i> Secretary</p>

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	<p align="center"><u>Folder 4. Miscellaneous</u></p> <p>The material in this folder consists almost entirely of duplicates of material found in the other three folders. Not duplicated elsewhere, however, is the recommendation of the Chief Engineer to the Commissioners on the acceptance of the bid (this is prepared on Form E-50); the request for advertising for bids and a copy of the advertisement.</p> <p>Of the material in these two contract files only, the correspondence, which originates in this office, has any lasting value.</p> <p>The labor contracts are also filed numerically but only one folder containing all data relating to the labor contracts is used. Labor contracts are let for construction work which will cost less than \$5,000. The Commission supplies all materials for the job, and contracts only for the labor and use of equipment. All data relating to a particular labor contract is included in one folder. The folders are arranged numerically by number contract. Material in the folder includes the estimates, copies of bids, correspondence, recommendation of the Chief Engineer for acceptance of a bid, progress reports and recommendation for final payment.</p> <p>The accumulation of the three contract files in this office is as follows:</p> <p><u>Water and Sewage:</u> Occupies 38 drawers (57 cubic feet) in the office area for the years 1947 to date beginning with Contract Number 210. An additional 10 drawers (15 cubic feet) is located in the storeroom (old building) and covers the years 1920 to 1947, Numbers 1 through 209 - a total of 72 cubic feet.</p> <p><u>Storm Drain:</u> Occupies 3 drawers (4½ cubic feet) in the office area for the years 1944 to date, beginning with Number 1.</p> <p><u>Labor:</u> Occupies 7 drawers (10 cubic feet) in the office area for the years 1949 to date, beginning with Number 400. An additional accumulation occupies 1½ cubic feet for the years 1947 and 1948 in the old office building storeroom - a total of 11½ cubic feet.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER FINAL PAYMENT AND THEN DESTROY ALL RECORDS WITH THE EXCEPTION OF CORRESPONDENCE IN THE STORM DRAIN, WATER AND SEWAGE CONTRACT FILES. MICROFILM CORRESPONDENCE AND DESTROY ORIGINALS; RETAIN MICROFILM COPIES PERMANENTLY.</p>	<p align="center">APPROVED BY BOARD OF PUBLIC WORKS</p> <p>Date ... AUG ... 1954</p> <p align="right"><i>[Signature]</i> Secretary</p>

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.

3. Construction Department

a. The contracts in this Department are also filed in three categories, Labor, Storm Drain, Water and Sewage. Material filed in each folder includes the following:

Plot Plan (Varying sizes) A diagram of the construction showing progress of the work.

Daily Item Estimate (Form E-20, 8 1/2" X 11") A daily listing of work done under the various items of the contract for which payment is to be made.

Over or Under Run Sheets (8 1/2" X 11") Indicates by item the cost over or under the original estimate.

Final Estimate (Form E-28, 8 1/2" X 11") This is a copy of the original filed in the voucher file in the Cashier's Office where they are retained permanently (See Schedule No. 22, Item 2).

Final Payment (Form E-28, 8 1/2" X 11") This is a copy of the original filed with the payment voucher in the Cashier's Office where they are retained permanently (See Schedule 22, Item 2).

Bid Tabulation (Varying Sizes) This is an itemized comparative chart of all bids submitted.

Engineer Estimate (8 1/2" X 11") A copy of the original estimate of the construction as prepared by the Chief Engineer.

Current Estimate (Form E-28, 8 1/2" X 11") This is a copy of the original current estimate filed in the voucher file in the Cashier's Office where they are retained permanently (See Schedule 22, Item 2)

Bonding Sheet (Form E504, 8 1/2" X 11") A periodic report to the bonding company holding the contractor's bond. It indicates the progress of the construction work.

Contract This is a duplicate copy of the contract and is used for reference purposes.

Correspondence Duplicates of letters from the Chief Engineer's Office to the contractors and general correspondence.

Material in these files are maintained by contract number. The files occupy 6 drawers (9 cubic feet) for the years 1953 to date. The earlier accumulation is stored in the storeroom of the old building.

*Approved
Hall of Records
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BOARD OF PUBLIC WORKS

Date..... AUG 9 1954

J. McClellan
Secretary

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6. Recommendation of Hall of Records and Board of Public Works.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER FINAL PAYMENT AND THEN DESTROY.

b. The records listed below are included in the Construction Department's files with the records itemized above. These records, however, have permanent legal value and are necessary at any future time that repairs become necessary.

Release From Property Damage Claim This is a statement, signed by property owners and a Commission representative, that property affected by construction activities has been satisfactorily repaired.

Contract Data Sheet (8 1/2" X 11") This is a summary of the time required for completion of the contract, the estimated cost and the final cost plus a certification of the field supervision that all contract obligations have been fulfilled.

Daily Inspection Report (Form E-848, 8 1/2" X 11") This is a daily itemized summary of equipment, material and labor used.

Final Inspection of Sewers (Form E-202, 8 1/2" X 11") This final inspection report indicates inspection notes and remarks for each section of sewage between man-holes.

Centerline Profile This is a representation of the profile of the ground before excavation is done in which base lines are laid and from which depth of excavation can be computed. These field notes were used for paying the excavation contractor up to September 1953. Since that time it is used as a check on the accuracy of the depth classification information which is filed by contract number. The accumulation is included in that given for the first group of files.

RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN ORIGINAL FORM FOR THREE YEARS, MICROFILM AND DESTROY ORIGINALS; MICROFILM TO BE RETAINED PERMANENTLY.

Comptroller's Office

The disposition of the contracts filed in the Comptroller's Office is covered in Schedule 29, Item 1. The recommendation for this file reads as follows: "Retain for three years or until audited, whichever is later, and then destroy."

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Date 9, 1954

J. McLean
Secretary