

REQUEST FOR RECORDS RETENTION SCHEDULE
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

SECRETARY-TREASURER'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. DAM PROJECTS (BRIGHTON DAM AND ROCKY GORGE)

This file consists of correspondence with the clerk of courts, (Prince George's and Montgomery Counties) regarding recordations, rights of way for construction and agreements. It also contains various reports regarding the need of additional equipment, enlarged water supply and water resources, acquisition of land including copies of the contract of sale, plats and blueprints. This material is necessary for future referral, particularly when new projects of this nature are undertaken. The material is filed under the specific dam that the material covers and occupies 1 drawer for each dam (3 cubic feet) for the years 1940 to date. The annual rate of accumulation is very small, once the dam has been completed.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of Records Comm

7. Agency, Division or Bureau Representative

Paul A. Willis
Signature

Supervisor - Records Survey
Title

June 8, 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 23, 1954 *Morris S. Radloff*
Date Archivist

AUG 9 1954 *J. Melusker*
Date Secretary