

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

SCHEDULE NO. 88

PAGE NO. 1 ✓

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

M & O DIVISION

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. GENERAL CORRESPONDENCE

This file relates to complaints, damages, sketches, photostats, etc. They are mostly on Forms E-50, inter-office memo, (8 1/2" X 11"). The material is filed by subject alphabetically, for the years 1939 to date and occupies 6 1/2 drawers (9 1/2 cubic feet) in the office area. There is also 1/2 drawer of duplication in this office for convenience which was started in 1953 to date, (3/4 cubic feet) and which is considered non-record material (Art. 41, Sec. 155, Annotated code of 1951). The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR FIVE (5) YEARS AND THEN DESTROY.

Approved Hall of Records Comm

2. WATER & SEWER PLANS

The water & sewer plans in this file vary in size and occupy 1 drawer (2 cubic feet). They are retained in this office only until a job is completed and are then disposed of, and in the Design and Drafting Section permanently. The plans are considered non-record, in this office, within the meaning of the statute governing non-record material (Art. 41, Sec 155, Annotated code of 1951). (See Schedule 74, Item 1).

Approved Hall of Records Comm

3. NEW BUILDING PLANS

The plans are of the Washington Suburban Sanitary Commission's new building and are retained for maintenance. They occupy 1 drawer (2 cubic feet) in the office area.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of Records Comm

4. MISCELLANEOUS PLANS

7. Agency, Division or Bureau Representative

Paul C. Willis  
Signature

Supervisor - Record Survey  
Title

September 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.

9-10-54

Date

Morris S. Radloff  
Archivist

SEP 14 1954

Date

[Signature]  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.

5. Description of Records

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

This file contains plans for sewage treatment plants, trunk sewers pumping stations, major water lines and filtration plants, maps of Prince George's County, Montgomery County, District of Columbia water system adjacent to the Commission and plans on the Commission parking lot. The material occupies 4 drawers (8 cubic feet) for the years 1949 to date.

RECOMMENDATION: RETAIN PERMANENTLY.

5. METER RECORD CARDS

Form E-146 is a card (5" X 8") used as a record of installation and maintenance of all water meters. This is being replaced by a new card also form E-146, which gives a more complete history of the meter. The card shows the meter number, make style, date of installation, location (lot & block), test results, etc. The material is filed by number for the years 1921 to date and occupies 106 1/2 drawers (37 cubic feet). There is an accumulation of 7 1/2 drawers of form E-146 which has been replaced by the new card, for the years 1921 - 1932, and is used occasionally for reference. This is the only record of the meter except an alphabetical cross reference file on cards (3" X 5") form E-72 which shows the name, address, number, date installed, and reading. It occupies 75 drawers (9 1/2 cubic feet). The annual rate of accumulation cannot be determined as the number of installations varies.

RECOMMENDATION: RETAIN PERMANENTLY.

6. GENERAL CORRESPONDENCE - WATER AND SEWAGE

This file consists of correspondence and reports (mostly 8 1/2" X 11") on all Dams, Filtration Plants and Pumping Stations for the years 1940 to date. The material is filed alphabetically by subject and occupies 2 drawers (3 cubic feet) in the office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

7. ADMINISTRATIVE FINANCIAL & YEARLY DIVISIONAL REPORTS

The file on Yearly Reports form E-50 (8 1/2" X 11") is an annual summary of maintenance & operation for the years 1942 - 1953 which occupies 1/2 drawer (3/4 cubic foot). The material is filed in a binder annually. An Administrative Financial Report occupies 1/4 of the same file drawer and is filed in a folder by year. This material consists of statistical data, comparative balance sheet, and statement of operations for the various offices, Construction, M & O, etc.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved Hall of Records Comm*

*Hall of Records Comm*

*Approved Hall of Records Comm*

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date..... SEP 14 1954

*[Signature]*

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.
8.	<p><b>ENGINEER REPORTS</b></p> <p>The material in this file drawer consists of folders separated into 3 groups as follows:</p> <ul style="list-style-type: none"> <li>(a) Reports of operation on the Gaithersburg Sewage disposal Plant for the years 1945 to 1953. The material is filed by the year and occupies 1/4 of a file drawer.</li> <li>(b) Reports, studies, designs, results, notes and miscellaneous material on the Gaithersburg Sewage Treatment Plant for the years 1935 - 1944. The material occupies 1/4 of the file drawer.</li> <li>(c) Reports of operations, studies of flow, data pertaining to solids, sewage and sludge, for the years 1944 - 1945 and occupies 1/4 of the file drawer. All of the material mentioned above is (8 1/2" X 11") and occupies 1 1/8 cubic feet.</li> </ul> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>approved Hall of Records Comm.</p>
9.	<p><b>OPERATING &amp; CHEMICAL REPORT</b></p> <p>This file consists of a complete record of all chemicals used in the Robert B. Morse and Patuxent Filtration Plants. The form E-765 (12" X 36") is filed by date and folded to fit 3 ledgers (12" X 19"). There are two (2) ledgers on the Robert B. Morse Filtration Plant for the years 1934 to date and one (1) ledger for the Patuxent Filtration Plant. This material occupies 6 linear inches of shelf space in the office area. The annual rate of accumulation is 12 sheets.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>approved Hall of Records Comm.</p>
10.	<p><b>CONSTRUCTION PLANS</b></p> <p>The plans are "T" size (22" X 32"). They are a complete layout of all Pumping Stations, Dams, Filtration Plants, Tanks and Standpipes. They are used in this office for maintenance. The plans are folded to 8 1/2" X 11" and filed in a ledger (9" X 12"). There are 5 ledgers which occupy 20 linear inches of shelf space in the office area.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>approved Hall of Records Comm.</p>
11.	<p><b>INVENTORY RECORDS</b></p> <p>This unnumbered form (8 1/2" X 11") is a perpetual inventory of all materials and equipment used for all dams, filtration plants, etc., owned by the Commission. The material is filed in a binder chronologically for the years 1951 to date, and occupies 2 linear feet of shelf space. The annual rate of accumulation is approximately 6</p>	<p>approved Hall of Records Comm.</p> <p>RECEIVED BY BOARD OF PUBLIC WORKS Date... SEP 14 1954 <i>[Signature]</i></p>

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(Continuation Sheet)

Hall of Records  
Commission

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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.
12.	<p>linear inches.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>M &amp; O REPORTS - MISCELLANEOUS</u></p> <p>This file consists of daily, weekly and monthly reports of Commission Structures in new subdivisions; Fluorandation of R. B. Morse Filtration Plant; Sewage Pumping Station; Analysis of samples for Biochemical Oxygen Demand (filed with the State Health Department) from Gaithersburg Sewage Disposal Plant &amp; Prospect Avenue Plant; Anacostia River condition; Engineer's Progress; Meter Repair and Meter Shop. All of this material (8 1/2" X 11") is filed in binders for the years 1926 to date and occupies (4 1/2 cubic feet) shelf space in the office area. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>Approved Hall of Records Comm.</p>
13.	<p><u>METER TESTING REPORTS</u></p> <p>The form E-224 is a weekly report from the Meter Division consisting of the meter number, make and test results. The material is filed in a binder chronologically for the years 1945 - 1953 and occupies (1 1/2 cubic feet) of shelf space in the office area. This form has been discontinued since 1953 and is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155; Annotated code of 1951).</p> <p>RECOMMENDATION: RETAIN 3 YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Comm.</p>

APPROVED BY  
BOARD OF PUBLIC WORKS

Date... SEP 14 1954

*[Signature]*  
Secretary