

Hall of Records
Commission

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

SCHEDULE NO. **91**

PAGE NO. **2**

1. Requesting Agency: **WASHINGTON SUBURBAN SANITARY COMMISSION**
2. Division or Bureau of Requesting Agency: **PURCHASING 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. REQUEST PHONE SLIPS
This unnumbered form (5" X 8") is a telephone request for emergency purchases. It is checked against the Departmental Requisition and must be the same. The material is filed alphabetically by name of vendor, for the years 1952 to date and occupies 6 cubic feet in the office area. The annual rate of accumulation is 2 cubic feet.

RECOMMENDATION: RETAIN FOR THREE (3) YEARS AND THEN DESTROY.

*Approved
Hall of Records
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2. REGISTER OF ORDERS
The form E-467 (8 1/2" X 11") is a record of purchase orders and date of authorization. The form shows a complete procedure of a purchase order, giving the date, name of vendor, order number, description of the purchase, total, amount, date order was approved by the Commission and returned. Each order is numbered and must be accounted for. The material is filed numerically, in binders, for the years 1947 to date and the binders are kept in a file drawer occupying 1 1/2 cubic feet in the office area. The annual rate of accumulation 2 binders.

RECOMMENDATION: RETAIN PERMANENTLY.

*Approved
Hall of Records
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3. ESTIMATE ON CONTRACTS
The form E-363 (8 1/2" X 11") is an estimate on materials issued for construction contracts. It shows authorization to purchase, description of material, date and location. The material is filed by contract number for the years 1949 to date, in binders, occupying 1 1/2 cubic feet in the office area. The annual rate of accumulation is very small.

*Approved
Hall of Records
Commission*

7. Agency, Division or Bureau Representative
Paul A. Willis Supervisor - Record Survey October 4, 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.
10/7/54 Morris S. Radloff OCEP 11 14 1954
Date Archivist Date Secretary

EST 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.

RECOMMENDATION: RETAIN PERMANENTLY.

4. PRIORITY ORDERS

This file consists of purchase orders and Form A-863 (8 1/2" x 11") pertaining to materials purchased through the National Production Authority. The material is filed numerically, for the years 1951 - 1953 and occupies 3/4 cubic foot in the office area.

RECOMMENDATION: RETAIN TEN (10) YEARS AND THEN DESTROY.

5. VOID REQUISITIONS

This file consists of purchase orders and requisitions on material which has been returned and those that have been written in error or for some reason have been voided. They are numbered and must be accounted for. The material is filed numerically in binders occupying 3/4 cubic foot, in the office area for the years 1948 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN PERMANENTLY.

6. DAILY RECORD MATERIAL RECEIVED

The form E-447 (8 1/2" x 11") consists of the name of the company from which the material was received, quantity, item, supplies, order number and date. The forms are filed chronologically for the years 1950 to date in binders and occupy 3/4 cubic foot in the office area. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN THREE (3) YEARS AND THEN DESTROY.

7. STOCK CARDS

This form E-225-A (8 1/2" x 11") is a record of material bought and issued. It shows the name of the company, description of the material, to whom issued (Division or Account) and date. It is filed alphabetically by material for the years 1947 to date. There are no duplications. The material occupies 12 cubic feet in the office area. The annual rate of accumulation is 6 cubic feet.

RECOMMENDATION: RETAIN UNTIL SUPERSEDED BY A NEW CARD AND THEN DESTROY.

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APPROVED BY
BOARD OF PUBLIC WORKS

Date SEP 14 1954

J. Melus
Secretary

1/25/57 - Item 7 transferred to Comptroller's office