

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

1. Requesting Agency: **STATE ROADS COMMISSION**
2. Division or Bureau of Requesting Agency: **SECRETARY'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 | 6. Recommendation of Hall of Records and Board of Public Works.

<p>✓ 1.</p>	<p><u>MINUTES OF THE COMMISSION</u></p> <p>The Minutes of the Commission, dating from 1908 have been retained in 23 lock type, post-binders. There are approximately 500 pages (11 1/2" x 18") to a binder. The Minutes have been microfilmed to 1952 for security purposes. The microfilm copies are located in the Secretary's office. The following recommendation will give greater security than presently prevails.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY PURPOSES; MICROFILM COPIES TO BE TRANSFERRED TO THE HALL OF RECORDS; ORIGINALS TO REMAIN IN CUSTODY OF SECRETARY.</p>	<p>Approved Hall of Records Commission</p>
<p>2.</p>	<p><u>CONTRACT FILE</u></p> <p>This file of correspondence regarding contracts consists of bid tabulations, notice of award, notification to begin work, and all data concerned with sub-contracting which must be approved by the Commission. The file also contains any resolutions and agreements of the Commission dealing with that particular contract. The material is filed by contract number and occupies 7 drawers (10 1/2 cubic feet). The file was established in 1940; however, if any action is taken by the Commission on a contract prior to that date, a file folder is established for that contract.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>Approved Hall of Records Commission</p>
<p>✓ 3.</p>	<p><u>SECRETARY'S GENERAL FILE</u></p> <p>This file is composed of routine correspondence, primarily standardized letters of transmittal, notification and inquiry. The follow-</p>	

7. Agency, Division or Bureau Representative

Signature: *[Signature]* Title: *Secretary* Date: *12/7/54*

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

December 10, 1954 *Morris S. Radloff* *DEC 14 1954* *[Signature]*
Date Archivist Date Secretary

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.
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ing is a list indicating the type of correspondence included in the file. (It is not a complete listing).

Notification of contractor's qualification to bid on projects during calendar year.

Transmittal of Plan and Equipment Questionnaire to low bidder.

Lists of Awards

Transmittal letter returning check or bond to bidder

Notice to bonding company of authorization for final payment to contractor.

Notice to State Treasurer of acquisition or disposal of motor vehicle.

A portion of this file is devoted to triplicate copies of outgoing correspondence filed alphabetically and used as a cross-reference to the contract file which is arranged by contract number. The file occupies 6 drawers (9 cubic feet) for the period 1950 to date. Records for the years 1936 - 1949 are in storage and occupy 13 drawers (19 1/2 cubic feet), a total of 23 1/2 cubic feet. The annual rate of accumulation is approximately 2 drawers (3 cubic feet). An estimated 20 cubic feet of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

4. CONTRACTOR'S QUALIFICATION FILE

Contractor's wishing to bid for State Roads Commission contracts must be qualified annually by the Commission. The qualified list of contractors is based on two questionnaire forms submitted to the Commission. These are:

Experience Questionnaire (8 1/2" x 11", 2 page, 4 sided form). This presents a picture of the work experience of the contractor.

Contractor's Financial Statement (8 1/2" x 11", 4 page, 7 sided form). This is a detailed financial report of the contractor. It is also notarized.

Another form, used after bids have been submitted, is requested of the low bidder. This is the Plan and Equipment Questionnaire. It is a 4 sided, 8 1/2" x 11", notarized document. The form shows the bidders plan for performing the work, equipment to be used and any intended sub-contracting. The file is arranged numerically according to a number assigned by the Secretary by year and occupies three drawers (4 1/2 cubic feet) for the years 1950 to date. The annual rate of

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APPROVED BY
BOARD OF PUBLIC WORKS
DEC 14 1954

McCluskey
Secretary

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accumulation is less than 1 cubic foot.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

5.

DOCUMENT FILE

This file includes the basic documents of the State Roads Commission. It includes: original deeds, lease agreements, right of way agreements and grade elimination agreements with individuals, corporations and political sub-divisions. Included in the file is any pertinent correspondence, notes, and maps, plats or diagrams. Each agreement is numbered and with its supporting documents placed in a heavy manila envelope (3 1/2" x 9") and filed numerically. An alphabetical and geographical index is maintained for the file in 8 double 4 x 6 drawers. There are approximately 20,000 file folders at present (1954) in 432 document type drawers, 6 legal drawers (12 cubic feet) and 18 cubic feet of grade elimination drawings and unrecorded plats. (Total 354 cubic feet). It is estimated that the file will increase in size at least 2 1/2 times during the present 12 Year Program of the Commission. The present accumulation has been micro-filmed through number 18,865.

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Approved Hall of Records Commission

RECEIVED BY
BOARD OF PUBLIC WORKS
DEC 14 1954
Date

McLuskey
Secretary