

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

SCHEDULE NO. 117

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1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

BUILDING & GROUNDS SECTION

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.	<p><u>PAINT CONTRACT FILE</u></p> <p>This file contains forms, contracts, purchase orders and requisitions. The form E-28 (8½" X 11") is an estimate on painting tanks. This form and the contracts are duplicated in the Engineer's Office and retained in this office for reference. Form E-903 (8½" X 11") is an inspection report showing the work done, date, number of men working, condition of the weather and the material used. This report is not duplicated. The material is filed alphabetically by location for the years 1947 to date and occupies 1½ cubic feet in the office area. The annual rate of accumulation is very small.</p> <p>RECOMMENDATION: RETAIN TEN (10) YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
2.	<p><u>PAINTING RECORD</u></p> <p>The form E-401 (8½" X 11") is a record of the painting of Commission Structures, (Standpipes, Filtration Plants, etc). The material is filed in book form alphabetically by location for the years 1928 to date and occupies 1/4 cubic foot. The annual rate of accumulation is very small. This record is retained in this office for reference.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

Paul A. Wallis
Signature

Supervisor - Record Survey
Title

November 30, 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.

December 10, 1954
Date

Morris S. Radulph
Archivist

Date

J. McEvers
Secretary