

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 136

PAGE NO. 1 ✓

1. Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Requesting Agency

HOUSE CONNECTION 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.	<p><u>MATERIAL WORK SHEET</u></p> <p>This file consists of form E-841 (8½" X 11") which is used to make an inventory once a month of material on the trucks. The material is filed by date for the year 1954 and occupies 3½ cubic feet in the office area. The annual rate of accumulation is 7 cubic feet.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	Approved Hall of Records Commission
2.	<p><u>REQUISITION SHEET OR ISSUE SLIP</u></p> <p>This form A-759 (4" X 8") is a requisition sheet or issue slip and is used to check against the material work sheet at the time of the monthly inventory. The sheets are filed by the date for the year 1954 and occupy (2 cubic feet). The annual rate of accumulation is 3½ cubic feet.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	Approved Hall of Records Commission
3.	<p><u>DAILY REPORTS</u></p> <p>This form E-829 (8½" X 11") is used in this office to show the location of a job and the employees on such job. It is completed at the end of each month and filed by date for the year 1954. The material occupies 1/2 cubic feet. The annual rate of accumulation is approximately 2,400 forms.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Paul C. Willis

Signature

Supervisor - Record Survey

Title

March 9, 1955

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.

March 11, 1955

Date

Morris S. Radloff

Archivist

MAR 14 1955

Date

J. McElusker

Secretary