

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

SCHEDULE NO. **139**
PAGE NO. **1** ✓

1. Requesting Agency: **WASHINGTON SUBURBAN SANITARY COMMISSION**
2. Division or Bureau of Requesting Agency: **RIGHTS OF WAY 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.

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| <p>1.</p> | <p><u>CORRESPONDENCE</u></p> <p>The file consists of correspondence pertaining to Rights of Way, Deeds, Contracts, etc. The material is filed by subject numerically for the years 1945 to date and occupies 12 1/2 cubic feet in the office area.</p> <p>RECOMMENDATION: RETAIN FOR TEN (10) YEARS AND THEN DESTROY.</p> | <p><i>Approved Hall of Records Commission</i></p> |
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7. Agency, Division or Bureau Representative
Paul A. Willis Supervisor - Record Survey March 9, 1955
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.
March 11, 1955 *Morris S. Radloff* MAR 11 1955 *J. McQuinn*
Date Archivist Date Secretary