

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

1. Requesting Agency

2. Division or Bureau of Requesting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

CONSTRUCTION DEPARTMENT

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>CONSTRUCTION AGREEMENTS (Miscellaneous)</u></p> <p>This file consists mostly of inter-office correspondence form E-50 (8½" X 11"). The forms are agreements between the Commission and the Contractors on various types of work. The material is filed alphabetically for the years 1945 to 1950 and occupies 1/4 cubic foot in the Old Office Building. There are no duplications.</p> <p>RECOMMENDATION: MICROFILM FOR SECURITY; RETAIN IN ORIGINAL FORM PERMANENTLY.</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

Paul H. Willis
Signature

Supervisor - Record Survey

Title

March 7, 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

Merrin S. Radloff
Archivist

Date

Secretary