

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
to be submitted to the Records Manager, Division  
Hall of Records Commission

SCHEDULE NO. **141**

PAGE NO. **1**

1. Requesting Agency <b>WASHINGTON SUBURBAN SANITARY COMMISSION</b>	2. Division or Bureau of Requesting Agency <b>CHIEF ENGINEER'S OFFICE</b>
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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><b><u>FUTURE WATER SUPPLY - REPORTS</u></b></p> <p>This unnumbered form (8½" X 11") is a report on Rocky Gorge Dam, showing the estimated cost of the project, elevation figures, Spillway elevation, sketches, etc. The material is filed in book form, dated December 27, 1950. It is used for reference for future water supply systems.</p> <p><b>RECOMMENDATION: MICROFILM FOR SECURITY PURPOSES; RETAIN ORIGINAL PERMANENTLY.</b></p>	<p><i>approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

*Paul A. Willis*  
Signature

**Supervisor - Record Survey**  
Title

**December 3, 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.

*March 11, 1955*  
Date

*Morris S. Radloff*  
Archivist

Date

Secretary