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| 1. Requesting Agency<br><b>WASHINGTON SUBURBAN SANITARY COMMISSION</b> | 2. Division or Bureau of Requesting Agency<br><b>COMPTROLLER'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<br>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>GENERAL LEDGER</u></p> <p>This unnumbered form (11" X 17") is a complete financial history of all construction and maintenance of all projects performed by the Commission. The material is filed in ledgers numerically by accounts, for the years 1919 to 1951 and occupies 4 linear feet.</p> <p><b>RECOMMENDATION: RETAIN IN ORIGINAL FORM PERMANENTLY. MICROFILM FOR SECURITY.</b></p>                   | <p><i>Approved Hall of Records Commission</i></p>               |
| 2.          | <p><u>JOURNALS</u></p> <p>This form (8" X 11") is a description of entries, which are made monthly to the General Ledger. The material is in book form and filed by the year; 1922 to 1953, in the office area, occupying 3 1/2 linear feet. The annual rate of accumulation is 2 linear inches.</p> <p><b>RECOMMENDATION: RETAIN IN ORIGINAL FORM PERMANENTLY. MICROFILM FOR SECURITY.</b></p>                     | <p><i>Approved Hall of Records Commission</i></p>               |
| 3.          | <p><u>AUDITOR'S REPORT</u></p> <p>This form (8 1/2" X 11") is a statement of receipts and expenditures by an outside firm of Certified Public Accountants. The material is filed in book form, by the year, for the years 1944 to 1953 and occupies 1 linear foot. The annual rate of accumulation is 1 linear inch.</p> <p><b>RECOMMENDATION: RETAIN IN ORIGINAL FORM PERMANENTLY. MICROFILM FOR SECURITY.</b></p> | <p><i>Approved Hall of Records Commission</i></p>               |

7. Agency, Division or Bureau Representative

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|------------------------------------|-------------------------------------|---------------------------|
| <i>Paul B. Willis</i><br>Signature | Supervisor - Record Survey<br>Title | November 30, 1954<br>Date |
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

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| <i>March 11, 1955</i><br>Date | <i>Mona S. Stadoff</i><br>Archivist | _____<br>Date | _____<br>Secretary |
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