

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
 To be submitted to the Records Management Division  
 Hall of Records Commission

SCHEDULE NO. **169**  
 PAGE NO. **1.**

Hall of Records Commission

1. Requesting Agency: **STATE ROADS COMMISSION**  
 2. Division or Bureau of Requesting Agency: **ROAD CONSTRUCTION**

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. CONTRACT FILES**

Quantity: 36 letter size drawers (54 cubic feet) and 30 transfiles (45 cubic feet)  
 Total - 99 cubic feet  
 Dates: January 1950 - -  
 File Arrangement: County and contract number  
 Annual Accumulation: 25 cubic feet  
 Disposable Amount: 20 cubic feet (estimate)

This file contains two folders for each contract.

**A Correspondence Folder**

This folder contains all correspondence dealing with the contract and concerned with the functions of the Construction Division. Other data in the folder includes:

- Proposal Form (contract copy)
- Monthly Report of Percent of Project Completion
- Laboratory Reports - copies
- Monthly Summary of Time Charges
- Tabulation of Bids

This material, particularly the correspondence and the monthly reports have value for several years after the project is completed.

**RECOMMENDATION: RETAIN FOR TEN YEARS AFTER COMPLETION OF THE PROJECT AND THEN DESTROY.**

*Approved Hall of Records Commission*

7. Agency, Division or Bureau Representative

*Clarence B. Duckett*  
 Signature

*Construction Engr.*  
 Title

*5/3/55*  
 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.

*May 6, 1955*  
 Date

*Morris S. Redall*  
 Archivist

*MAY 17 1955*  
 Date

*Amicus*  
 Secretary

STATE OF CALIFORNIA  
DEPARTMENT OF PUBLIC WORKS  
SCHEDULE FOR RECORDS RETENTION GUIDE  
(Continuation Sheet)

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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.

B Daily Log

This is a daily inspection report prepared by the Commission's Chief Inspector for the construction project. It shows the weather conditions, material, equipment and labor used, and the time for that day. After the project is completed, these reports have little value.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF THE PROJECT AND THEN DESTROY.

*Approved Hall of Records Commission*

6. Recommendation of Hall of Records and Board of Public Works

*Approved Hall of Records Commission*

2. GENERAL CORRESPONDENCE

Quantity: 3 drawers (4½ cubic feet)  
Dates: 1951 - -  
File Arrangement: alphabetical by subject  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 1 cubic foot

This file contains general correspondence not concerned with a specific contract. It is with individuals, businesses, Federal, State and local agencies. There is a large amount of inter-office correspondence included.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date MAY 17 1955.

*[Signature]*  
Secretary