

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

1. Requesting Agency: **STATE ROADS COMMISSION**
2. Division or Bureau of Requesting Agency: **LOCATION DIVISION**

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 FILE

Quantity: 8 drawers (12 cubic feet)
Dates: 1952 - -
File Arrangement: County and contract number
Annual Accumulation: 4 cubic feet

This file consists of correspondence concerned with the functions of the Division. It is with property owners, other states, county and municipal agencies, and other persons interested in the location of proposed highways. A large part of the file consists of interdepartmental correspondence.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE PROJECT IS COMPLETED, AND THEN DESTROY.

Approved Hall of Records Commission

2. AUTHORITY TO CONTRACT FOR EXPENDITURE OF FUNDS

Form No.: 30
Size: 8 1/2" x 11"
Quantity: 3 linear inches
Dates: 1952 - -
File Arrangement: contract number

The Location Division contracts for aerial photographs and preliminary engineering surveys. The original of this form is filed in the Office of the Commission Secretary where it will be retained permanently on microfilm. (See Schedule 109, approved by the Board of Public Works, December 14, 1954).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EXPIRATION OF CONTRACT

Approved Hall of Records Commission

7. Agency, Division or Bureau Representative

Frank V. Dreyer
Signature

Chief Location Engineer
Title

MAY 6, 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.

May 11, 1955
Date

Morris S. Radoff
Archivist

MAY 17 1955
Date

J. McEwen
Secretary

ST FOR RECORDS RETENTION FILE
(Continuation Sheet)

SCHEDULE NO. 178

PAGE NO. 2.

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.

~~AND THEN DESTROY.~~

3. GENERAL CORRESPONDENCE

Quantity: 4 drawers (6 cubic feet)
Dates: 1949 - -
File Arrangement: alphabetically by subject or name of correspondent
Annual Accumulation: 1 drawer (1 1/2 cubic feet)
Disposable Amount: 3 cubic feet (2 drawers)

This file contains correspondence with individuals, contractors, and other state, federal, county and municipal agencies. [A large portion of it is carbon copies of outgoing mail retained for cross-reference purposes.]

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

*Approved Hall of
Records Commission*

4. OUT OF SCHEDULE REQUISITION FOR SUPPLIES

Form No: 100/16 Dept. of Budget and Procurement Form
Size: 8 1/2" x 11"
Quantity: 1 cubic foot
Dates: 1952 - -
File Arrangement: chronological
Annual Accumulation: 1/2 cubic foot

This is a standard state-wide form. The duplicate of this request is filed in the Accounting Division where it is retained permanently on microfilm. (Schedule 47, approved by the Board of Public Works on April 13, 1954).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

5. ROSTER CARD

Size: 5" x 8"
Quantity: 1 linear foot
Dates: 1952 - -
File Arrangement: alphabetical
Annual Accumulation: 1/2 linear foot

A roster card is maintained for each Division employee. A master card showing the same information is retained by the Personnel Office for 10 years after the employee leaves the Commission. (Schedule 110, Item 2, Approved by the Board of Public Works, December 14, 1954).

RECOMMENDATION: RETAIN WHILE EMPLOYEE CONTINUES IN EMPLOY OF THE DIVISION AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

*Approved Hall of
Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS

Date MAY 17 1955

J. McInerney

TABLE FOR RECORDS RETENTION
(Continuation Sheet)

SCHEDULE NO. **178**

PAGE NO. **3**

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.

6. EXPENSE ACCOUNTS

Form No.: 502
Size: 11" x 15 1/2"
Quantity: 1 drawer (2 cubic feet)
Dates: 1953 - -
File Arrangement: alphabetical
Annual Accumulation: 2 cubic feet

This form is submitted monthly by the Party Chief for all members of the party. It is prepared in quadruplicate and distributed as follows:

Original - Comptroller of the Treasury
Duplicate - Accounting Division
Triplicate - This file
Quadruplicate - Retained by Party Chief

The recommendation for this item applies only to the triplicate copy.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

Approved Hall of Records Commission

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

7. PRELIMINARY LOCATION DRAWINGS

Size: varying sizes, generally 36" wide by varying lengths
Quantity: 840 cubic feet
Dates: 1948 - -
File Arrangement: County
Annual Accumulations: 150 cubic feet (estimated)
Disposable Amount: 200 cubic feet (estimated)

This file consists of topographical maps, enlargements of quadrangle sheets, preliminary survey and other charts and maps. This material is necessary to establish the centerline survey, a basic document of the Road/Construction and Right of Way Divisions from which completion plans and plats are prepared prior to construction. There is occasional reference to the file during construction.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER THE PROJECT IS COMPLETED AND THEN DESTROY.

Approved Hall of Records Commission

8. AERIAL PHOTOGRAPHS AND PHOTOGRAMMETRIC SHEETS

Quantity: 300 cubic feet
Dates: 1946 - -
File Arrangement: ^{RA} contract number
Annual Accumulation: 50 cubic feet (estimated)

The photogrammetric sheets are prepared from the aerial photographs. Their future reference value is continuing in that topographic or landmark changes are readily identified.

RECOMMENDATION: RETAIN PERMANENTLY

APPROVED BY
BOARD OF PUBLIC WORKS
Date... MAY 1 1955

Approved Hall of Records Commission

[Signature]
Secretary