

1. Requesting Agency WASHINGTON SUBURBAN SANITARY COMM.	2. Division or Bureau of Requesting Agency WATER REGISTRAR'S OFFICE
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3. Authorization Requested (Check only one of the squares below).

<p>A. <input type="checkbox"/> Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.</p>	<p>B. <input type="checkbox"/> Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant retention after the period of time indicated.</p>	<p>C. <input checked="" type="checkbox"/> Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.</p>
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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, purpose, size of documents, inclusive dates, quantity (cubic or linear feet), and show recommended retention period.	6. Recommendation of hall of Records and Board of Public Works.
1.	<p>A NEW NCR BILLING SYSTEM HAS BEEN INSTALLED IN THE WATER DEPARTMENT AS OF OCTOBER 1957, DISPOSING OF THE OLD REGISTER SYSTEM, SCHEDULE 17, ITEM 1. THE NEW RECORD IS AN UNNUMBERED FORM 8½ X 10½ CONSISTING OF 39 SPACES FOR THE ENTRY OF MONTHLY AND SEMI ANNUALLY BILLINGS, THE FORM HAS THE ROUTE NUMBER, ADDRESS, BLOCK AND LOT, DATE, METER READINGS, AMOUNT CONSUMED AND DATE PAID. BOTH SIDES OF THE FORM ARE THE SAME. ALL INFORMATION IS POSTED FROM THE NCR JOURNAL OR TAPE (NON-RECORD).</p> <p>RECOMMENDATION: RETAIN 3 YEARS, MICROFILM AFTER AUDIT AND DESTROY.</p>	

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

<i>Paul M. Miller</i> Signature	SUPERVISOR - RECORD SURVEY Title	FEBRUARY 2, 1961 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.
5/8/1961 Date	<i>Morris S. Parloff</i> Signature
MAY 15 1961 Date	<i>Leuchman Hubert</i> Signature