

1. Requesting Agency WASHINGTON SUBURBAN SANITARY COMMISSION	2. Division or Bureau of Requesting Agency M & O DIVISION
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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><u>TRANSPORTATION VEHICLE ASSIGNMENTS</u></p> <p>This form E-1038 (8½" X 11") is a monthly report of all vehicle assignments by code of accounts section numbers. The forms are referred to occasionally and are filed by the month for the year of 1955 in a ledger 8½" X 11". They are duplicated in the Comptroller's Office.</p> <p>RECOMMENDATION: RETAIN FOR 3 YEARS AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>

7. Agency, Division or Bureau Representative

<i>Paul A. Willis</i> Signature	Supervisor Record Survey Title	April 11, 1956 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.

5/4/56 Date	<i>Morris S. Sedoll</i> Archivist	1956 Date	<i>[Signature]</i> Secretary
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