

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO.

286

PAGE NO.

1.

1. Requesting Agency

BARRETT SCHOOL FOR GIRLS

2. Division or Bureau of Requesting Agency

Juvenile Services

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. INMATES' ACTIVITY FILE

Size: 8 1/2" x 11"
Dates: 1949-1950
Quantity: 1.5 cubic feet
File Arrangement: Alphabetical, and chronological therein

Inmates' Activity File consists of schedules of activities for inmates; cottage life reports, daily cottage reports - population distribution, detention and seclusion reports from cottages, and minutes of inmates' organizations - e.g. "Y-teens."

RECOMMENDATION: DESTROY ACCUMULATION.

2. COTTAGE COMMODITY INVENTORY

Size: 12" x 8" x 2"
Dates: 1937-1945
Quantity: 1 volume
File Arrangement: Alphabetical by item
Audit: State

The Cottage Commodity Inventory contains a separate sheet for each item (food, medical supplies, etc.) which shows the amount on hand, amount received or ordered, date of receipt or order, and the maximum or minimum quantities allowable. Since cottages are now supplied by a central storeroom, this record is no longer maintained.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James Hill Pison
Signature

Superintendent
Title

4/1/57
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.

4/5/57
Date

Meris S. Radloff
Archivist

1957
Date

McLusker
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2.

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No.

5. Description of Records

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

3. PETTY CASH DISBURSEMENT RECORD

Dates: 1946-1947
Quantity: 1 volume
File Arrangement: Chronological
Audit: State

Petty Cash Disbursement Record shows date of disbursement, fund distribution number, and type of expenditure.

RECOMMENDATION: DESTROY ACCUMULATION.

4. CASH SALES LEDGER

Size: 14" x 10" x 1/2"
Dates: 1952
Quantity: 1 volume
File Arrangement: Chronological
Audit: State

The Cash Sales Ledger is a record of sales at the Canteen. Entries on a daily basis record gross totals of sales to staff and inmates and payments to suppliers. This record is no longer maintained because the Canteen was discontinued and all funds were transferred to the Recreation and Welfare Fund.

RECOMMENDATION: DESTROY ACCUMULATION.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
SECRETARY

[Signature]
SECRETARY