

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency

PUBLIC SERVICE COMMISSION

2. Division or Bureau of Requesting Agency

TRANSPORTATION 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. TAXICAB INSPECTION CARD FILE

Size: 3" x 5"
Dates: 1948-1955
Quantity: 1 drawer (1/4 cubic foot)
File Arrangement: By company and numerical by permit number therein
Annual Accumulation: None

This file was maintained for recording the results of inspections of the vehicles which are operated by permit holders. Each card is a running record of the periodic inspections and shows the dates of various inspections and whether the vehicle was passed or rejected. This file was discontinued in 1955. Inspection data after January 1, 1955 is available in the General File (Schedule 316, Item 1) which contains taxicab inspections sheets for each year.

RECOMMENDATION: DESTROY ACCUMULATION

2. TEN CENT CARFARE QUESTIONNAIRE

Size: 5 1/2" x 3 1/2"
Dates: 1927
Quantity: Basement, 2 cubic feet
Disposable Amount: 2 cubic feet

This is a card-type questionnaire in answer to the question "Are you in favor of a 10 cent carfare?" The name and address of the person

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Alfred J. Dean
Signature

Executive Secretary

Title

October 30, 1957

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.

11/1/57
Date

Morris S. Radloff
Archivist

1957
Date

J. Melusner
Secretary

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(Continuation Sheet)

Hall of Records
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queried appear at the bottom of the card.

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3. PASSENGER AND FREIGHT SEMI-MONTHLY AND MONTHLY REPORTS ON TRAFFIC OPERATIONS

Size: 8 1/2" x 11"

Dates: 1931, 1932

Quantity: Basement, 3 1/2 drawers (6 cubic feet)

File Arrangement: By company and chronological therein
by date of filing

Disposable Amount: 6 cubic feet

Passenger and freight companies engaged in intra-state hauling filed these reports monthly or semi-monthly in order to show the number of daily trips, points on routes where stops were made, mileage travelled and statistical information relating to the number of seat trip miles, etc. Letters of transmittal accompany the reports. This report was discontinued in 1932.

RECOMMENDATION: DESTROY ACCUMULATION.

4. PRINCE GEORGE'S COUNTY TRANSPORTATION SURVEY

Size: 7" x 8 1/2" cards

Quantity: Basement, 2 cartons (4 cubic feet)

File Arrangement: By district and serial number

Disposables Amount: 4 cubic feet

This is a serialized record of a survey of "rush-hour" transportation information showing the name and address of the person queried, the name and address of his destination, his work hours, the quality of the transportation service, the parking facilities used and number of riders carried (if any). After the information appearing on the cards has been collated, the cards are of no further value.

RECOMMENDATION: DESTROY ACCUMULATION.

5. PASSENGER AND FREIGHT COMPANY REPORTS OF TRIPS MADE

Size: 8 1/2" x 11"

Dates: 1931

Quantity: 1 cubic foot

File Arrangement: Alphabetical by company and chronological therein

Daily reports of trips made by passenger and freight companies are contained in this file. Each report shows total number of trips made daily by individual vehicles over a particular route. This report was discontinued in 1931.

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6. EMPLOYEE'S CERTIFICATES OF CONVENIENCE

Size: 6" x 3½"

Dates: 1910 - 1956

Quantity: 2 cubic feet (estimated)

File Arrangement: By year and by owner's name

This file contains duplicate copies of Employee's Certificates of Convenience. These certificates were issued to employees who used their private automobiles in transporting paying passengers to and from work. Each certificate shows the certificate number, engine number, special license number, the owner's name and address, the name of his employer and the place of employment, and the names and addresses of persons to be carried. The issuance of these certificates was discontinued in 1956.

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