

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

1. Requesting Agency

DEPARTMENT OF MENTAL HYGIENE

2. Division or Bureau of Requesting Agency

ADMINISTRATION AND FINANCE,
Engineering and Maintenance

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.
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1. ENGINEERING FILE

Size: 8 1/2" x 11" in legal drawer
Dates: 1954 - -
Quantity: 2 drawers (4 cubic feet)
File Arrangement: By institution and therein by project or type of record

This file is composed of correspondence of the Supervisor of Engineering. For purposes of description, the file has been divided into the following categories: correspondence with Institutional maintenance personnel regarding routine requests for information, repairs, and minor engineering problems; information copies of correspondence with the State Planning Department giving the Supervisor of Engineering information concerning actions or decisions affecting construction and alteration of buildings; information copies of correspondence with Institutional superintendents regarding the allocation of funds; and correspondence relating to the planning of construction projects and small installations such as water treatment, wells, and sewage disposal facilities. The file also contains Institutional operating reports such as monthly narrative reports on central heating plant operation, fires, and power plant and utilities. The Supervisor of Engineering's recommendations to the Chief, Div. of Administration and Finance on contract awards are also included. Records in this file concerned with activities other than routine--such as decisions on the allocation of funds--are duplicated in files maintained by the Chief, Div. of Administration and Finance.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

R. K. Barnes
Signature

Chief, Division of Administration
and Finance

Title

12/5/1960

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.

12/7/1960

Date

Morris S. Radloff
Archivist

DEC 1 5 1960

Date

Andrew H. ...
Secretary

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2. HOSPITAL FILE

Size: 8½" x 11"
 Dates: 1951-1954
 Quantity: 2 drawers (2 cubic feet)
 File Arrangement: Alphabetical by institution
 Annual Accumulation: Discontinued
 Disposable Amount: ¼ cubic feet

This file was maintained by a former Supervisor of Engineering. It consists of material similar to that filed in the Engineering File (Item 1). A large proportion of the Hospital File is composed of fire reports while the balance is made up of correspondence. Other correspondence of the former Supervisor of Engineering is maintained in a file titled "Correspondence 1951-52". This correspondence is with the staff of the Central Office, the Central Farm, and various State mental institutions.

RECOMMENDATION: DESTROY ACCUMULATION.

3. PROJECT AND SPACE UTILIZATION MATERIAL

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: 3 drawers (5 cubic feet)
 File Arrangement: By type of record

This file is composed of specifications for various institutional construction projects, space utilization studies, and miscellaneous plans.

A. RECOMMENDATION: RETAIN SPACE UTILIZATION STUDY MATERIAL UNTIL A NEW STUDY IS MADE. THEN DESTROY OBSOLETE STUDY.

B. RECOMMENDATION: RETAIN PROJECT MATERIAL FOR TWO YEARS AFTER PROJECT COMPLETION. THEN DESTROY, PROVIDED THE RECORDS ARE AT LEAST THREE YEARS OLD.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
DEC 15 1980
Andrew Heacock, Jr.
SECRETARY