

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

SCHEDULE NO. **518**  
PAGE NO. 1 of 1

1. Requesting Agency: **Board of Public Works**  
2. Division or Bureau of Requesting Agency: \_\_\_\_\_

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. **CORPS OF ENGINEERS PERMITS**

Dates: 1965 - -  
Size: Letter and Legal size  
Quantity: 4 legal file drawers, 3 record center boxes  
File Arrangement: Alphabetical by name of permittee

The United States Army Corps of Engineers receives requests for permission to erect or extend constructions or installations into or over navigable waters, all of which are under control of the Federal government. Such requests are referred to the appropriate agencies in the States for their approval or disapproval.

This file is composed of copies of the Corps of Engineers referrals, with description of the construction, to the Board of Public Works, and of referrals from the Board of Public Works to the State Department of Natural Resources for opinion. Copies of the approvals or disapprovals from the Department of Natural Resources and the final notification from the Board of Public Works to the Corps of Engineers are also included in this file.

The permit records of the Corps of Engineers are considered to be the Record Copies: copies retained in the files of the Board of Public Works are subject to the Recommendation below.

**RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY**

7. Agency, Division or Bureau Representative

*Andrew Stuber* Secretary 5-26-70  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.  
5/20/70 Merrill B. Stuber  
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.  
5/26/70 Andrew Stuber  
Date Secretary

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*Andrew Stuckey* Signature      Secretary Title      5-26-70 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

5/20/70 Date      *William J. Rindoff* Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/26/70 Date      *Andrew Stuckey* Secretary