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GAUGE CHARTS

Quantity: 33 spindles, 27 bundles
Size: Circular graph charts, 11 1/2" in diameter
Dates: 1954-56, 1961...
File Arrangement: By plant

Gauge charts are meter-prepared for both water and sewage pumping stations and give daily readings of water and sewage pumpage, including pressure and pump cycling. Since these charts establish work loads over specific periods of time, they have continuing statistical value for the engineer in designing extensions of old plants and new installations.

RECOMMENDATION: RETAIN PERMANENTLY.

PUMP REPORTS (WATER)

Quantity: 1 file drawer, 7 bundles
Size: 5" x 8" slips
Dates: 1952-53, 1961...
File Arr.: Chronological by station

Daily reports are made to Operations by each water pumping station, giving the operation of the well, the time and register for low and high service pumps (low and high pressure), the quantities of chlorine, lime, and fluoride used. This report is forwarded to Operations, where a combined daily summary (Daily Pumpage Report) is prepared from the individual station reports, giving the water analysis for each station, and the number of gallons pumped by the station. The combined Daily Pumpage Reports are distributed as follows:

White copy goes to Engineering.

(continued)

Approved B.P.W., 6-16-65

2 (cont.) Yellow copy remains in Operations.

The recommendation below applies only to copies of the individual daily station reports and the combined Daily Pumpage Reports retained in Operations.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

3 SERVICE ORDERS

Quantity: 1 file drawer
Size: 6" x 9" sheets
Dates: 1960...
File Arr.: By district and owner

Special Service Orders, prepared in duplicate in Operations, as well as in Finance & Accounting and in Assessments (Sched. C- , Item 6; Sched. C- , Item 8) are requests for final readings, special readings, turn-ons and turn-offs, and leak and time tests.

Service Orders prepared in Operations are distributed as follows:-

White copy is filled out by the meter reader on the job and is then sent to Finance & Accounting for correction of the assessments cards and billing. (This copy is provided for in Sched. C- , Item 8).

Yellow copy remains in Operations and is considered nonrecord within the meaning of the statute governing nonrecord material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 edition as amended), and may be destroyed as soon as no longer needed by the office.

4 PLATS AND DETAILS OF WATER AND SEWAGE PLANTS

Quantity: 2 vertical map files
Size: 24" x 36" sheets
Dates: 1957...
File Arrangement: Alphabetical by name of plants

This file consists of detailed drawings and plans of all plants operated by the Commission, giving the name of the plant and the subject of the drawing or plan, with water and sewage processing information on the face of the drawing.

These drawings are duplicated in the files of the Engineering Division and are replaced when they are no longer usable or the installation is eliminated.

In some cases, plats which have been replaced are offered to the local Fire Departments and, if not accepted, are subject to the recommendation below.

RECOMMENDATION: RETAIN UNTIL REPLACED OR THE INSTALLATION IS ELIMINATED, THEN DESTROY.

5 GENERAL FILE

(continued)

5 GENERAL FILE

Quantity: 10 file drawers
Size: Letter size
Dates: 1958...
File Arr.: By subject or title

The General Files are composed of correspondence and inter-office memoranda, material requisitions and purchase requisitions, printed catalogs and manuals relating to water and sewage plant operations and construction, and a special section, broken down by name of the pumping plant, with printed manuals, specifications, and other material relating to each particular plant under the Commission.

Printed and mimeographed material is considered nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179) and may be disposed of as soon as no longer needed by the office.

However, all material, printed or record, having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.