

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

SCHEDULE NO. **C-217**
PAGE NO. **1**

Hall of Records
Commission

1. Requesting Agency - **MONTGOMERY COUNTY**
DEPARTMENT OF PUBLIC WORKS

2. Division or Bureau of Requesting Agency
OFFICE OF THE DIRECTOR

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

1. **ADMINISTRATIVE FILES**
Dates: 1950 --
Quantity: 16 file drawers
Annual Accumulation: 1 file drawer
File Arrangement: Alphabetical by subject
This file contains the Director's administrative material. Included are personnel records for this office only, budget information, press clippings, Council minutes, annual report material, lists of consultants, interdepartmental and intra-departmental memoranda, correspondence not relating to specific projects with the State Roads Commission, Park and Planning, Board of Education, and Washington Suburban Sanitary Commission, petitions for improvements from citizens, a file of all denied petitions, a complaint file, and similar material. Material having continuing legal or administrative value should be retained until such value has ceased, or for three years, whichever is longer.

RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.

2. **PROJECT FILES**
Dates: 1948 --
Quantity: 47 file drawers
Annual Accumulation: 4 file drawers
File Arrangement: By project number
Each road project created by action of the County Council is assigned a number and a file is established for it. In the file are the request which initiated the project (i.e. citizen's petition, Board of Education action), the preliminary cost estimate made for

APPROVED
HALL OF RECORDS COMMISSION

7. Agency/Division or Bureau Representative
[Signature] Director of Public Works 10/3/61
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
11/9/1961 *[Signature]*
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
NOV 13 1961 *[Signature]*
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

2. PROJECT FILES (Continued)

budget purposes, a location map, correspondence from interested parties, detailed cost estimates, a Council Resolution setting a Public Hearing, a transcript of the latter, a copy of construction plans, bids, award contract, and copies of all requisitions, purchase orders, partial payment forms, and supplemental contracts associated with the project. Included in the quantity listed above are certain project information maintained on a temporary basis by the Right-of-Way Agent and the Construction Section and which is incorporated into the Project Files when their action is completed.

RECOMMENDATION: RETAIN PERMANENTLY.

3. PROJECT TIMESHEETS AND COST REPORTS

Dates: 1954 —
Quantity: 7 file drawers
Annual Accumulation: 1 file drawer
File Arrangement: Chronological

The contents of this file consist of worksheets used as basis of charging County road projects for manhour costs of County employees who worked on the project.

RECOMMENDATION: RETAIN THREE YEARS (TWO YEARS IN COUNTY RECORDS CENTER), THEN DESTROY.

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APPROVED BY
BOARD OF PUBLIC WORKS
NOV. 13 1961
Andrew Steubert, Jr.
SECRETARY