

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

SCHEDULE NO. **C-224**

PAGE NO. **1**

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

2. Division or Bureau of Requesting Agency
**BUREAU OF ENGINEERING - Division of Highway
Engineering, Design Section**

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. **DESIGN PROJECT FILES**

Dates: 1950 --
Quantity: 8 file drawers
Annual Accumulation: 1/2 file drawer
File Arrangement: Alphabetical by street name

Contained in these files are all records of how particular streets are designed, including such items of information as pipe sizes and locations. The file also holds property computations, copies of correspondence with contractors, and the like.

RECOMMENDATION: RETAIN PERMANENTLY.

2. **CONSTRUCTION PLAN FILE**

Dates: 1950 --
Quantity: 50 plat drawers
File Arrangement: By project number

Preliminary design and final construction plans with all necessary cross sections are contained in this file.

RECOMMENDATION: RETAIN PERMANENTLY.

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

[Signature]
Signature

Director of Public Works
Title

10/3/61
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.

11/6/1961
Date

Morris S. Radloff
Archivist

NOV 13 1961
Date

[Signature]
Secretary

4.
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.

3. RECORD PLAT FILE

Quantity: 30 plat drawers
File Arrangement: By plat number

These are copies of subdivision plats which are on file at the Courthouse and are used as reference on design projects. The copies in this file are considered non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition, Article 41, Sec. 179), and may be destroyed at such time as they cease to have administrative value.

4. SURVEY NOTES

Dates: 1935 —
Quantity: Approximately 50 cubic feet
File Arrangement: Alphabetical by project name

Field survey crews develop information on benchmarks and other data which is entered on a form provided for this purpose. The forms used to be maintained in card file drawers but are now put in manila folders by project. The information is useful as a reference for an indefinite period.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

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