

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

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

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

1. **ADMINISTRATIVE FILES**

Dates: 1951 --
Quantity: 3 file drawers
Annual Accumulation: 1/2 file drawer
File Arrangement: Alphabetical by subject, then chronological

This is a file of general correspondence, complaint letters, communications from the public about driveways, progress reports on projects, reports from consultants, and the like. Some of this material will eventually go into the project files. 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. **SOIL AND MATERIAL REPORTS**

Dates: 1951 --
Size: 3" x 5" cards and 8 1/2" x 11" stationery
Quantity: 3 cubic feet
Annual Accumulation: Negligible
File Arrangement: Numerically by project number

This file, which is maintained by the Road Laboratory in Silver Spring, consists of reports of soil conditions for the various County road projects and of tests of road materials performed by the laboratory.

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. Radoff
Archivist

NOV 13 1961
Date

[Signature]
Secretary