

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

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency
**BOARD OF COUNTY COMMISSIONERS
DIVISION OF WEIGHTS AND MEASURES**

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. SEALERS INSPECTION REPORTS

Size: 5" x 8" cards
Dates: 1950 - -
Quantity: 3 card drawers

The County Commissioners are empowered to appoint sealers and deputy sealers for the purpose of inspecting and sealing scales and pumps used in commercial transactions. Their reports give the date of the inspection, the place, the type of scale or pump, the capacity, make and serial number, the condition, the signature of the inspector, and the action taken, if any, in correcting readings.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

**APPROVED
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

Hubert W. Reichelt, Pres. Bd. of Co. Comm. - June 2, 1959.
Signature Title 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.

6/2/1959
Date

Morris S. Reichelt
Archivist

JUN 9 1959
Date

Andrew H. ...
Secretary