

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

1. Requesting Agency <b>CITY OF ROCKVILLE, MONTGOMERY COUNTY</b>	2. Division or Bureau of Requesting Agency <b>FINANCE DEPARTMENT, Water Division</b>
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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.
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1. METER BOOK

Size: 4½" x 9½"  
 Dates: 1950 - -  
 Quantity: 25 binders  
 File Arrangement: Numerically by Water Section, then by book number

Rockville is divided into three Water Sections and the individual meters are read twice a year. Each page of the Meter Book represents a meter, giving the name and address of the resident or person billed, the size and meter serial number, the dates of the readings and number of gallons used in thousands. There is space on each page for ten years meter readings. The books are arranged internally by page number and by the order in which the meters are read. Pages when filled are removed and filed for three years.

RECOMMENDATION: RETAIN PAGES FOR THREE YEARS AFTER REPLACEMENT, THEN DESTROY.

2. ACCOUNT CARDS

Size: 5" x 8"  
 Dates: 1950 - -  
 Quantity: 1 card file current, 9 double card trays, noncurrent  
 File Arrangement: By Water Section, then alphabetically by street name

Each Account Card is machine prepared and is posted from the

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7. Agency, Division or Bureau Representative

<i>Arthur M. Faulk</i> Signature	<i>Director of Finance</i> Title	<i>5/10/62</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

<i>5/15/1962</i> Date	<i>Merrin S. Redloff</i> Archivist	<i>MAY 17 1962</i> Date	<i>[Signature]</i> Secretary
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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.

Cashier's Daily Receipt Record (Schedule 10, Item 1) and bank deposit slips for payments received at banks giving the name and address of the resident or person billed, the meter reading in gallons and the gallonage consumed, the date of the reading and the water and sewage charges, the total due and the date of payment.

RECOMMENDATION: RETAIN CARDS IN NONCURRENT FILE FOR THREE YEARS, THEN DESTROY.

3. PAID BILLS AND BILLING SHEETS

Size: Billing Sheets 17" x 25½"

Dates: 1960 - -

Quantity: Bills - 2 file drawers, 3 transfiles, sheets - 18 rolls

File Arrangement: Chronological (bimannual)

Bills are made out on prestamped postal cards with stubs. They are machine prepared bimannually with the Billing Sheet showing the current and prior meter readings and rate, the gallonage, the date and the amount due for water and sewage. Machine tapes are run off from the paid bills, which totals must agree with Billing Sheet totals. Separate sheets are prepared when billing commercial users, who pay on a monthly basis, and for special readings when required by users. Bills are paid at the Cashier's desk (Schedule 10) and at local banks authorized to collect water bills. The Cashier enters water and sewage payments in the Daily Cash Summary Sheets from her stubs. All payment stubs are then sent to the Water Division where they are totaled and filed. The Daily Cash Summary Sheets are posted to the Cash Receipts Journal in the Accounting Division (Schedule 12, Item 3).

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

4. WATER COLLECTION JOURNAL

Size: 17" x 25½" sheets

Dates: 1921-1923, 1935 - -

Quantity: 4 volumes, 2 bundles

File Arrangement: Chronological

Audit: Annual outside audit

Two Water Collection Journals are machine prepared daily, one for water and sewage collections by the Cashier and one for collections made by local banks for the City. The Journals show the names of the payees, the date, and the amounts collected with totals.

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

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(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.

5. TRIAL BALANCE SHEETS

Size: 11" x 15" pads  
Dates: 1959 - -  
Quantity: 1 file drawer

Trial Balance Sheets are prepared from the Account Cards (Item 2) every three months for reconciliation with the General Ledger in the Accounting Division (Schedule M-12 ).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL THE GENERAL LEDGER HAS BEEN AUDITED, WHICHEVER IS LATER, THEN DESTROY.

6. SPECIAL READING REQUESTS

Size: 5" x 8" slips  
Dates: 1960 - -  
Quantity: 2 double card trays  
File Arrangement: Alphabetical by name of street

When special meter readings are requested, usually in transfers of property, a form is made out in duplicate giving the name and address of the present tenant or owner, a case number is assigned, the name of the person requesting the special reading, and the date of the request. The copy (blue) remains in the office file as a reminder and the original (white) is given to the meter reader who adds a code number, and the reading and date with signature. This copy is filed and the blue copy is then considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed when no longer needed by the office. The recommendation below applies only to the white copy.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

7. PLUMBING PERMITS FILE

Size: 6" x 8½" slips  
Dates: 1960 - -  
Quantity: 1 file drawer  
File Arrangement: By serial number

The blue copy of all plumbing permits issued by the Department of Inspection and Licenses (Schedule M-6 ) is sent to the Water Division for the purpose of setting up new account cards. Although many of the permits have no new account value as they represent changes or additions to existing accounts all permit copies are sent to the Division. Permit copies cease to have further value as soon as the new account card has been prepared and are considered to be nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179, and may be destroyed at that time.

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