

Posted

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Consturction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Plot Plans | 76 | 3 | | 7½ Cu. Ft. | Office | Burned |



10. I certify that the above listed records were disposed of as indicated:

J.R. [Signature]
Signature

Title

October 22, 1965
Date

Posted = Added to Dept. Report

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | HOUSE CONNECTION APPLICATIONS (P. G. & Montg. Co.) | 23 | 2 | 1962 | 3 1/2 CU. FT. | OFFICE | BURNED |
| 2. | H. C. RECEIPTS | 23 | 3 | 1961 - 1962 | 1 CU. FT. | OFFICE | BURNED |



10. I certify that the above listed records were disposed of as indicated:

J. K. [Signature]
Signature

Title

20 December 1965
Date

Posted
ch

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Water Meter Sheets | 16 | 1 | 1959 - 1960 1961 | 9 Cu. Ft. | Office | Burned ✓ |

10. I certify that the above listed records were disposed of as indicated:

J.R. Russ
Signature

Title

July 23, 1965
Date



Posted *sh*

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Front Foot Benefit Charge Records | 23 | 1 | 1961 | 3 Cu. Ft. | Office | Burned ✓ |

10. I certify that the above listed records were disposed of as indicated:

J.R. Quinn

Signature

Title

July 23, 1965

Date

Posted. - ek

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | CONTRACTS | 76 | 3 | | 6 1/2 CU.FT. | OFFICE | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willes
Signature

Supervisor Record Survey
Title

June 9, 1965
Date



Postid-
ek

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

- 1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- 2. Division or Bureau of Reporting Agency
CONSTRUCTION OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | CONTRACTS | 76 | ✓ 3 | | 6 CU. FT. | OFFICE | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

April 15, 1965
Date



Posted -
ch

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
COMPTROLLER'S OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | DAILY TIME REPORTS | 14 | 1 | 1958 | 1 1/2 Cu.Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul B. Willis
Signature

Supervisor Record Survey
Title

March 24, 1965
Date

Posted *id*

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Contracts | 76 | 4 3 | | 21 Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul H. Willis
Signature

Supervisor Record Survey
Title

March 24, 1965
Date

Posted -
id



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Secretary's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | CONTRACTS | 76 | 4 1 | | 6 Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

March 24, 1965
Date

W

Posted 2/1/65

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Secretary's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | W & S EXTENSIONS | 82 | 2 | 1940 - 1954 ✓ | 4 1/2 CU. FT. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Wilks
Signature

Supervisor Record Survey
Title

January 28, 1965
Date

Posted 2/1/65

Red

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | CONSTRUCTION CONTRACTS | 76 | 3 | | 25 1/2 CU. | FT. Office | Burned |



10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 28, 1965
Date

Posted 12/14/64
LL

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | HOUSE CONNECTION APPLICATIONS | 23 | 2 | 1961 ✓ | 4 CU. FT. | OFFICE | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

per J.R. Huss

Supervisor Record Survey
Title

December 9, 1964
Date

Filed 10/8/64



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
SECRETARY'S OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | W & S EXTENSIONS (Montgomery County) <i>(Water & Sewer...)</i> | 82 | 2 ✓ | 1945 - 1950 | 4½ CU. FT. | OFFICE AREA | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

SUPERVISOR RECORD SURVEY
Title

AUGUST 24, 1964
Date

Posted 10/8/64
bh



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

- 1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- 2. Division or Bureau of Reporting Agency
TREASURER'S OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | CANCELED CHECKS (Salary, D. L. & Payroll) | 22 | 1 ✓ | 3/1/59 - 9/8/62 | } 20 CU. FT. | 1st FL. VAULT | BURNED |
| 2. | CANCELED CHECKS (General Disbursing) | 22 | 1 ✓ | 1958 - 1960 | | | |
| 3. | WARRANTS | 22 | 2 ✓ | 1958 - 1960 | | | |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

SUPERVISOR RECORD SURVEY
Title

AUGUST 24, 1964
Date

Posted 6/18/64,
sk

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CHIEF ENGINEER'S OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|---------------------------------------|---|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | CONTRACTS | 76 | 2 | 1918 - 1945 | 4 CU. FT. | VAULT | BURNED |
| 2. | CORRESPONDENCE | 54 | 1 | 1918 - 1945 | 3 CU. FT. | VAULT | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor R^Ecord Survey
Title

June 15, 1964
Date



Posted 2/17/64
eh

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|--|---|--------------------------------------|--|-----------------------------|
| 1. | HOUSE CONNECTION APPLICATION | 89 3 | | 2 1/2 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul C. Willis
Signature

Supervisor Record Survey
Title

February 6, 1964
Date



Posted 12/23/63,
eh



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

- 1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- 2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1. | CONTRACTS | 76 | 3 | | 7 1/2 Cu.Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willes
Signature

Supervisor Record Survey
Title

December 9, 1963
Date

Posted 12/12/63,
eh

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

- 1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- 2. Division or Bureau of Reporting Agency
Administration Office Water Registrar's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1. | CASH RECEIPTS STUBS | 16 | 2 | 7/1959-7/1960 | 58 CU FT. | OFFICE AREA | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul Ardella
Signature

Supervisor Record Survey
Title

December 9, 1963
Date

Posted 8/23/63
llh

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3. Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Records Disposed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Disposal. | 9. Method of Disposal |
|-------------|---|---|----------|---|---------------------------------|---|-----------------------|
| 1. | Front Foot Benefit Charges | 23 | 1 | 1959 | 2 1/2 Cu. Ft. | Office | Burned |



10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

August 22, 1963
Date

Posted 8/9/63,
ek

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Division

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1. | CONTRACTS | 76 | 3 | | 21 CU.FT. | Vault | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

August 6, 1963
Date



Posted 7-1-63,
eh

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. **Reporting Agency**
WASHINGTON SUBURBAN SANITARY COMMISSION
2. **Division or Bureau of Reporting Agency**
Design & Drafting

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1. | POLE PERMITS | 75 | 2 | 1957 | 7½ Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

June 28, 1963
Date

Posted
7-1-63
sk

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1. | Formal Contracts | 76 | 3 | | 3 Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

June 28, 1963
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
WATER REGISTRAR'S OFFICE

*Posted 4/9/63
ll*

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization Schedule No. | For Disposal Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|-------------------------------------|-----------------------------|---|--------------------------------------|--|-----------------------------|
| 1. | BILLING RECORDS | C-191 | 1 | 1962 | 28 CU.FT. | OFFICE AREA | BURNED |

APR 9 - '63
HALL OF RECORDS

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

April 5, 1963
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|--|---|--------------------------------------|--|-----------------------------|
| | HOUSE CONNECTION APPLICATIONS | 23 2 | 1959 | 3 C. Ft. | Office Area | Burned |

Posted - bk

10. I certify that the above listed records were disposed of as indicated:

Paul C. Willis
Signature

Supervisor Record Survey
Title

December 14, 1962
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency
Purchasing Office, Materials Control

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1 | DAILY RECORD MATERIAL RECEIVED | 91 | 6 | 1959-1960 | 8 CU.FT. | WAREHOUSE | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

SUPERVISOR RECORD SURVEY
Title

NOV. 30, 1962
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|--|---|--------------------------------------|--|-----------------------------|
| 1. | BILLING RECORDS | C-191 1 | 1962 | 12 CU.FT. | OFFICE AREA | BURNED |

ll

10. I certify that the above listed records were disposed of as indicated:

Paul R. Willis

Signature

KEEPER SUPERVISOR RECORD SURVEY

Title

NOVEMBER 21, 1962

Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|---------------------------------------|--|-----------------------------|
| 1. | Front Foot Benefit Charge Record | 23 | 1 | 1958 | 35½ Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willes
Signature

Supervisor Record Survey
Title

August 31, 1962
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|--|---|--------------------------------------|--|-----------------------------|
| 1. | BILLING RECORDS | C-191 1 | 1961 | 6 CU.FT. | OFFICE AREA | BURNED |
| 2. | N.C.R. TAPE (NON-RECORD) | | 1961 | 1 CU.FT. | OFFICE AREA | BURNED |

posted

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

SENSE SUPERVISOR RECORD SURVEY
Title

AUGUST 3, 1962
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CONSTRUCTION OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|--|---|---|--------------------------------------|--|-----------------------------|
| 1. | CONSTRUCTION CONTRACTS | -76 | 3 | | 6 CU. FT. | OFFICE AREA | BURNED |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

SUPERVISOR RECORD SURVEY
Title

AUGUST 3, 1962
Date

posted

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
TREASURER'S OFFICE

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|--|---|--------------------------------------|--|------------------------------------|
| 1. | <p>CANCELED CHECKS</p> <p>DAY LABOR No. 337,416 - 417,878</p> <p>SALARY No. 86,860 - 125,842</p> <p>PAYROLL No. 1 - 63,000</p> | <p>-22 1</p> | <p>1958 - 1961</p> <p>1959 - 1961</p> <p>1958 - 1961</p> <p>11/11/61-12/23/61</p> | <p>42 CU.FT.</p> | <p>CAHIER'S VAULT</p> | <p>BURNED</p> <p><i>posted</i></p> |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

SUPERVISOR RECORD SURVEY
Title

AUGUST 3, 1962
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1 | BILLING RECORDS | C-191 | 1 | 1961 | 10½ CU.FT. | OFFICE AREA | BURNED |

posted 5/17/62

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

SUPERVISOR RECORD SURVEY
Title

MAY 15, 1962
Date



APR 12 '62

HALL OF RECORDS

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | HOUSE CONNECTIONS APPLICATIONS | 23 | 2 | 1957 | 2½ CU.FT. | OFFICE AREA | BURNED |

4/19/1962

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

April 9, 1962
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | DUPLICATE CONTRACTS | 76 | 3 | 1960 - 1961 | 10 CU.FT. | Office Area <i>4/19/1962</i> | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul C. Willis
Signature

Supervisor Record Survey
Title

April 9, 1962
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Design & Drafting Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | PUBLIC UTILITIES PERMIT & SKETCHES | 75 | 1 | | 3 CU.FT. | Office Area | Burned |

posted 4/16 1962

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

April 9, 1962
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|--|---|---|--------------------------------------|--|-----------------------------|
| 1. | METER BOOK PAGES | x16 | 1 | 1956 - 1958 | 10 Cu.Ft. | Office Area | Burned |
| 2. | N.C.R. BILLING TAPE (NON-RECORD) | | | 1961 | 44 Cu.Ft. 54 cu. ft. | Office Area | Burned |

*Master
1/19/1962*

I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 11, 1962
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule No. | Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft. | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|---|-------------|---|--------------------------------------|--|-----------------------------|
| 1. | CONSTRUCTION CONTRACTS | 76 | 3 | | 9 Cu. Ft. | Office Area | Burned |

1/19/1962

I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 11, 1962
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
ASSESSMENT OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Front Foot Benefit Charges | 23 | x 1 | 1957 | 35 Cu. Ft. | Office Area | 8/31/61 |

W. Wells
9/18/1961



10. I certify that the above listed records were disposed of as indicated:

Paul A. Wells
Signature

Supervisor Record Survey
Title

August 31, 1961
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CONSTRUCTION OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Contract Data | 76 | 3 | 1959-1960 | 16½ Cu. Ft. | Office Area | Burned |

*posted
9/18/61*

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

August 31, 1961
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

~~WASHINGTON SUBURBAN SANITARY COMMISSION~~
2. Division or Bureau of Reporting Agency

~~Assessment Office~~

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | FRONT FOOT BENEFIT CHARGE RECORD | 23 | 1 | 1957 | 33½ Cu. Ft. | Office Area <i>Folder 5/3/61</i> | Burned |

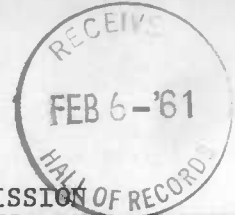
10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

June 12, 1961
Date





W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

- Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Bill Stubs | 16 | 2 | 1957 & 1958 to 7/1959 | 65 Cu. Ft. | Office Ares | Burned |
| 2. | Journals (Tapes) (Non-Record) | | | | 39 Cu. Ft. <u>104</u> | Office Area | Burned |

noted 2/8/1961

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

January 1, 1961
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | House Connection Applications | 23 | 2 | 2/1/61 1957 | 1½ Cu. Ft. | Office Area | Burned |
| 2/ | Front Foot Benefit Charges & House Connection Receipt | 23 | 3 | 2/1/61 1957 | 1 Cu. Ft. 2 1/2 | Office Area | Burned |

Travis 2/9/61

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

February 1, 1961
Date

Paul A. Willis

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBRAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Front Foot Benefit Record | 23 | 1 | 1956 | 28.8 Cu. Ft. | Office Area | Burned |



Proctor
7/19/60

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willes
Signature

Supervisor Record Survey
Title

August 9, 1960
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Design & Drafting Section

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|---|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Public Utilities Permit & Sketches (Washington Gas Light Co.) | 75 | 1 | 1954 - 1955 | 5 Cu. Ft. | Office Area | Burned |
| | Public Utilities Permit & Sketches (C. P. Telephone Co. and Electric Power Co.) | 75 | 2 | 1954 - 1955 | 5 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

June 14, 1960
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

Water Registrar's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Billing Register | 17 | 1 | 1957 - 1958 | 69 Cu. Ft. | 1st Fl. Vault | Burned |
| | Bill Stubs | 16 | 2 | 1957 - 1958 | 41 Cu. Ft. | 1st Fl. Vault | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Paul A. Willis - Supervisor Record Survey

Title

June 6, 1960

Date





W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Design & Drafting Section

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|---|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Public Utilities Permit & Sketches (C & P Telephone Co.) | 75 | 2 | 1952-1953 | 8 Cu. Ft. | Office Area | Burned |

posted 5/11/1960

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor of Record Survey m
Title

May 6, 1960
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBANSANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Front Foot Benefit Charges | 23 | 1 | 1959 | 16 Cu. Ft. | Office Area | Burned |

checked
5/11/1960

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

May 6, 1960
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

- Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Front Foot Benefit Charge Record | 23 | 1 | 1954-1955 | 20 Cu. Ft. | Office Area | Burned |

*posted
2/29/60*

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Paul A. Willis

Supervisor Record Survey
Title

January 6, 1960
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Billing Register | ✓ 17 | 1 | 1957 | 23 Cu. Ft. | Office Area | Burned |
| 2. | Bill Stubs | ✓ 16 | 2 | 1957 | 21 Cu. Ft. | Office Area | Burned |
| 3. | N.C.R. Tape (Non-Record) | | | | 10 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Paul A. Willis

Supervisor Record Survey

~~January 6, 1960~~

Title

January 6, 1960

Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Treasurer's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Vouchers | 22 | 2 | 1954 - 1955 | 1 Cu. Ft. | Cashier's Vault | Burned |
| 1. | Bonds (Cancelled) | 82 | 1 | | 1 Cu. Ft. | Office Area | Burned |

2/29/60



10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

February 2, 1960
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Personnel Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Individual Record of Yearly Earnings | 15 | 1 | 1957 - 1958 | 5 Cu. Ft. | Office Area | Burned |



10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 26, 1960
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | House Connection Applications | ✓ 23 | 2 | 1955-1956 | 4 Cu. Ft. | Office Area | Burned |

2/29/60

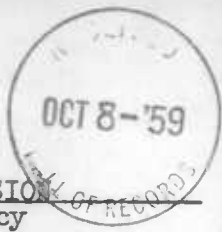


10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 22, 1960
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Contract Data | 76 | 3-B | 1958 | 37½ Cu. Ft. | Office Area | Burned |

parts
10/9/59

10. I certify that the above listed records were disposed of as indicated:

Paul C. Willis
Signature

Supervisor Record Survey
Title

September 28, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Water Register Billing | 17 | 1 | 12/6/54-4/8/56 | 18 Cu. Ft. | Office Area | Burned |
| 2. | Bill Stubs | 16 | 2 | 12/18/55-4/19/57 | 4 Cu. Ft. | Office Area | Burned |

route 4/15/59

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature



Supervisor Record Survey

Title

April 13, 1959

Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | House Connection Receipts | 23 | 2 | 1954 - 1955 | 2 Cu. Ft. | Office Area | Burned |
| 2. | House Connection Application | 23 | 3 | 1954 - 1955 | 5 Cu. Ft. | Office Area | Burned |



Index 3/10/59

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

February 19, 1959
Date

3/7/1959

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Treasurer's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Vouchers | 22 | 2 | 1954 - 1955 | 20 Cu. Ft. | Cashier's Office | Burned |

Wills
3/10/59



10. I certify that the above listed records were disposed of as indicated:

Paul A. Wills
Signature

Supervisor Record Survey
Title

February 19, 1959
Date

3/7/59

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Payroll Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Ledgers | 14 | 2 | 1955 | 16 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

January 13, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

PERSONNEL OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Yearly Earning Cards | 15 | 1 | 1955-1956 | 3 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 13, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Bill Stubs | 16 | 2 | 1955 | 15 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 13, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Treasurer's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Salary Checks (No. 52659 to No. 65458) | 22 | 1 | 1957 | 2 Cu Ft. | Cashier's Office | Burned |
| 2. | Day Labor Checks (222215 to 263814) | 22 | 1 | 1957 | 15 Cu. Ft. | Cashier's Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 12, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Secretary's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Contract Data (Old FWA Contracts) | 76 | 1 | | 4 Cu. Ft. | Vault-2nd Fl. | Burndd |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 13, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Contract Data | 76 | 34 | | 18 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 13, 1959
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBJORDAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | WATER REGISTER BILLING | 17 | 1 | | 7 Cu. Ft. | Office | Burned |

posted
9/10/58



10. I certify that the above listed records were disposed of as indicated:

Paul G Willis
Signature

Supervisor Record Survey
Title

August 27, 1958
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Contract Data | 76 | 3 | | 8 Cu. Ft. | Office Area | Burned |



route
7/16/58

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

July 14, 1958
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
WATER REGISTRAR'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Water Billing Register (Includes Monthly Billing) | 17 | 1 | 1954 | 11 Cu. Ft. | Office Area | Burned |

*posted
3/1/58*

10. I certify that the above listed records were disposed of as indicated:

PAW
UB
Signature
cc: Hall of Records
Byron Lindley
Paul A. Willis

Supervisor Record Survey
Title



February 27, 1958
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Bill Stubs | 16 | 2 | 1952 - 1954 | 30 Cu. Ft. | Office Area | Burned |

posted
1/8/58

10. I certify that the above listed records were disposed of as indicated:

Paul C. Willis
Signature

Supervisor Record Survey
Title

January 6, 1958
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

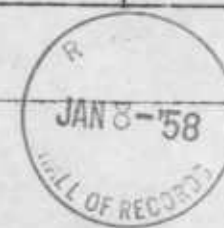
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Contract Data | 76 | 3-b | | 30 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 6, 1958
Date



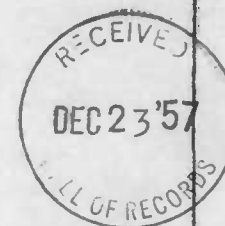
W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
PERSONNEL OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|---|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| ✓ 1 | Individual Record & Yearly Earning Cards (MICROFILM) | 15 | 1 | 1953 - 1954 | 3 Cu. Ft. | Office Area | Burned |

posted 12/17/57



10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

December 20, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | FRONT FOOT BENEFIT CHARGES | 23 | 1 | 1953 | 6-1/3 Cu. Ft. | Office Area | Burned |

Index 9/17/57

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

Sept. 16, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Design & Drafting

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Public Utilities Sketches & Permits (C & P Telephone Co. & Potomac Electric Power Co.) | 75 | 2 | 1949-1951 | 10 Cu. Ft. | Office Area | Burned |



Part 9/17/57

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

Sept. 16, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Contracts - Duplicates | 76 | 3 | #1 - #935 | 20 Cu. Ft. | Old Warehouse Bladensburg | Burned |
| | Daily Work Order | 79 | 3 | 1953 - 1957 ⁵ ? | 7½ Cu. Ft. | Office Area | " |
| 3. | Work Order Authority | Non-record | | 1955 - 1957 | 1 Cu. Ft. | Office Area | |

posted
7/19/57

10. I certify that the above listed records were disposed of as indicated:

Paul C. Willis
Signature

Supervisor Record Survey
Title

July 17, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Transportation Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Monthly Car Sheet ✓ | 121 | 3 | 1922 - 1930 | 30 Cu. Ft. | Old Warehouse Bladensburg <i>revised</i> <i>7/19/57</i> | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

July 17, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Comptroller's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Duplicate Invoices ✓ | 27 | 1 | 1947 | 12 Cu. Ft. | Old Warehouse Bladensburg | Burned |
| 2. | Deposit Slips ✓ | 21 | 2 | 1918 - 1933 | 10 Cu. Ft. | " | " |
| 3. | Cancelled Checks ✓ | 22 | 1 | 1918 - 1933 | 8 Cu. Ft. | " | " |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

July 17, 1957
Date

7/19/57
Willis

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Contracts (Duplicates) | 76 | 3 | | 25 Cu. Ft. | Warehouse | Burned |
| | Plumber's Request | 79 | 2 | | 4½ Cu. Ft. | " | " |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

July 8, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
House Connection Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|---|---|--------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 5. | Miscellaneous File Purchase Order Duplications House Connection Cards Materials Issue Slips Truck Inventory Cards Materials Received | 92 Non-Record 136 Non-record Non-record | 2-d 2 | | 22 Cul. Ft. | Warehouse | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

July 8, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Secretary's Treasurer's Office

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | CONTRACTS | 76 | 1 | | 7½ Cu. Ft. | Office Area | Burned |

*posted
7/10/57*

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

June 29, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Payroll Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | PAYROLL REGISTER | 114 | 2 | 1949 - 1955 | 9 Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

June 29, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Contracts | 76 ✓ | 3 | | 1½ Cu. Ft. | Old Office Bldg. | Burned |

*posted
7/12/57*

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

June 29, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Cashier's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Cancelled Checks | ✓ 22 | 1 | 1953 - 1956 | 172 Cu. Ft. | Office Area | Burned |

*posted
7/2/57*

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

June 29, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Materials Control Division

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|---|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Daily Record Materials Received (Transferred from Purchasing Office) | 91 | 6 | | 6 Cu. Ft. | Warehouse | Burned |
| | Materials Received Ticket (Transferred from Comptroller's Office) | 28 | 2 | | 5 Cu. Ft. | Warehouse | Burned |

posted 6/24/57



10. I certify that the above listed records were disposed of as indicated:

Paul A. Wallis
Signature

Supervisor Record Survey
Title

June 20, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL


To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Plumbing Department

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Gas Inspection Cards | 77 | 8 ✓ | 1950 - 1951 (10,800 thru 100,000) | 38 2/3 Cu.Ft. | Warehouse | Burned |
| 2. | Post Cards (Application & Permit) | 77 | 4 ✓ | 1948 - 1951 | 10 2/3 Cu.Ft. | Warehouse | Burned |
| 3. | Plumbing Inspection Cards | 77 | 9 ✓ | 1940 - 1951 | 40 Cu. Ft. | Warehouse | Burned |
| 4. | Certification of Gas Inspection | 77 | 5 ✓ | #1 thru 36,799 | 13 1/3 Cu. Ft. | Warehouse | Burned |

103 with.

posted 6/7/57



10. I certify that the above listed records were disposed of as indicated:

Signature

Paul G. Willis

Supervisor Record Survey
Title

May 28, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|----------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Front Foot Benefit Charge | 23 | 2 1 | 1952 | 2 Cu. Ft. | Old Office Bldg. | Burned |
| 2. | House Connection Application | 23 | 1 2 | 1952 | 2 Cu. Ft. | Old Office Bldg. | Burned |
| 3. | Front Foot Receipt File | 23 | 3 | 1951-1952 | 2 Cu. Ft. | Old Office Bldg. | Burned |

Justice
2/4/57

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 29, 1957
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Secretary's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Formal Contracts (#651 thru #1227) | 76 | 1 | #651 thru #1227 | 13½ Cu. Ft. | Office Area | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 29, 1957
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

- 1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
- 2. Division or Bureau of Reporting Agency
CONSTRUCTION OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Contracts | 76 | 3-a | | 3½ Cu. Ft. | Old Office Bldg | Burned |

*posted
1/23/57*

10. I certify that the above listed records were disposed of as indicated:

Paul A. Wallis
Signature

Supervisor Record Survey
Title

January 18, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
REPORT SECTION

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Tabulation of Bids | 76 | 2 | | 1½ Cu. Ft. | Office Area | Burned |
| 2. | Plans PWA | Non-record | | | 6½ Cu. Ft. | " | " |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

January 18, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
COMPTROLLER'S OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | H. C. Applications | 89 | 2 | 1954 | 4½ Cu. Ft. | Old Office Bldg. | Burned |
| | Material Issue Ticket | 28 | 3 | 1951 | 3½ Cu. Ft. | " | " |
| | Transportation | 28 | 1 | 1953 | 4½ Cu. Ft. | " | " |
| 4. | Daily Time Report | 14 | 1 | 1953-1954 | 18½ Cu. Ft. | " | " |
| 5. | Contracts | 29 | 1 | | 1½ Cu. Ft. | " | " |
| 6. | Daily Work Orders | 79 | 3 | 1953 | 10½ Cu. Ft. | " | " |
| 7. | Billed Work | 30 | 1 | 1951 | 1½ Cu. Ft. | " | " |
| 8. | Incinerator Tickets | 28 | 5 | 1953 | 4½ Cu. Ft. | " | " |
| 9. | Purchase Orders | Non-record | | | 1½ Cu. Ft. | " | " |
| 10. | Warrant Copies | 22 | 2 | 1954 | 3 Cu. Ft. | " | " |
| 11. | Stock Cards | 91 | 7 | 1951 | 8 Cu. Ft. | " | " |
| <i>Total</i> | | | | | <i>43 cu ft</i> | | |

10. I certify that the above listed records were disposed of as indicated:

Signature *Paul R. Willis*

Supervisor Record Survey
Title

January 18, 1957
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Construction Contracts (Data) | 76 | 3-b | 1952 - 1954 | 28½ Cu. Ft. | Old Office Building | Burned |

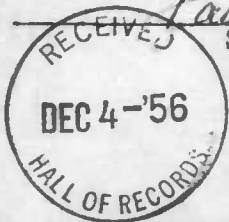
checked
12/6/54

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

November 30, 1956
Date



W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
HOUSE CONNECTION OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | DAILY REPORTS | 136 | 3 | 1954 | 1½ Cu. Ft. | Office | Burned |
| 2. | MATERIAL ISSUE SLIPS | NON-RECORD | | | 1 Cu. Ft. | Office | Burned |
| 3. | MONTHLY TRUCK INVENTORY | NON-RECORD | | | 1½ Cu. Ft. | Office | Burned |
| 4. | DAILY WORK ORDERS | NON-RECORD | | | 1½ Cu. Ft. | Office | Burned |
| 5. | DAILY TIME REPORTS | NON-RECORD | | | 1 Cu. Ft. | Office | Burned |
| 6. | REQUISITION SHEETS | 136 | 2 | | 1 Cu. Ft. | Office | Burned |
| 7. | DUPLICATE PLANS | NON-RECORD | | | 2 Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

7/19/56
Date

noted
8/2/56

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CASHIER'S OFFICE - SECRETARY'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | VOUCHERS | 22 | 2 | 1950 - 1951 | 10 Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

7/19/56
Date

8/2/56

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
ASSESSMENT OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | HOUSE CONNECTION APPLICATIONS W & S | 23 | 2 | 1919 - 1952 (The above documents were transferred from the Assessment office before disposal) | 30 Cu. Ft. | Plumbing Office | Burned |

Paul A. Wallis
6/18/56

10. I certify that the above listed records were disposed of as indicated:

Paul A. Wallis
Signature

Supervisor *Record Survey*
Title

6/18/56
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
DESIGN & DRAFTING DEPARTMENT

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Public Utilities Permit and Sketches (Washington Gas Light Co.) | 75 | 1 | 1921 - 1948 | 15 Cu. Ft. | Office Area | Burn |
| | Public Utilities Permit and Sketches (C & P Telephone Co.) | 75 | 2 | 1920 - 1948 | 12 Cu. Ft. | Office Area | Burn |

*Positive
6/20/56*

10. I certify that the above listed records were disposed of as indicated:

Paul R. Willis
Signature

Supervisor - Record Survey
Title

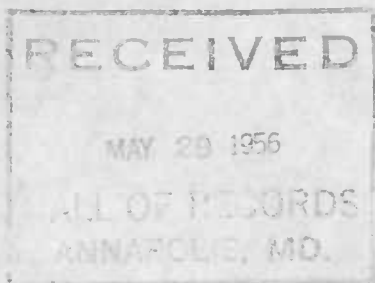
6/13/56
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CASHIER'S OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | VOUCHERS | 22 | 2 | 1945 - 1949 | 16 Cu. Ft. | 2nd Fl. Vault | Burned |



Done
5/31/56

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

5/28/56
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CONSTRUCTION OFFICE

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|--------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1-1 | CONSTRUCTION CONTRACTS | 76 | 3a) 1-A ? | | 9 Cu. Ft. | Old Office Building | Burned |

*mailed
4/13/56*

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record Survey
Title

4/12/56
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Warehouse

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Loading & Hauling Materials Reports (E-163 & E223) | Non-Record | | 1949 - 1951 | 1/8 Cu. Ft. | Vault | Burn |
| 2. | Material Requisition Sheets (A-759) | Non-Record | | 1949 - 1951 | 1 Cu. Ft. | " | " |
| | Material Issue Slips | 28 | 3 ✓ | 1949 - 1951 | 1 Cu. Ft. | " | " |
| 4. | Material Received Ticket | 28 | 2 ✓ | 1950 | 1/4 Cu. Ft. | " | " |
| 5. | Material Receipt & Inspection Record (E-1034) | Non-Record | | 1949 - 1951 | 1/4 Cu. Ft. | " | " |
| 6. | Plans (Water & Sewer) | 74 | 1 ✓ | | 1/2 Cu. Ft. | " | " |
| 7. | Authoriaztion to Purchase | Non-Record | | 1949 - 1952 | 1/8 Cu. Ft. | " | " |
| 8. | Duplicate Contracts (Formal & Labor) | 76 | 1 ✓ | 1949 - 1951 | 5 1/2 Cu. Ft. | " | " |

RECEIVED

 JAN 13 1956

 HALL OF RECORDS
 ANNAPOLIS, MD.

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

January 11, 1956
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
Washington Suburban Sanitary Commission
2. Division or Bureau of Reporting Agency
Reports Section

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Water & Sewer Extension Reports (3rd Copy) | 122 | 1 | 1935 - 1945 | 7½ Cu. Ft. | Office | Burn |

*Actual
12/8/55*

RECEIVED
DEC 7 1955
HALL OF RECORDS
ANNAPOLIS, MD.

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

December 6, 1955
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Construction Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Contracts (Construction) | 76 | 3 ? | 1945-1952 | 75 Cu. Ft. | Old Office Building | Burned |

*posted to
card
11/18/55*

RECEIVED
NOV 18 1955
HALL OF RECORDS
ANNAPOLIS, M.D.

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor - Record Survey
Title

November 16, 1955
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Secretary Treasurer's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Vouchers | 22 | 2 | 1918-1944 | 29 Cu. Ft. | Vault | Burned ✓ |
| 2 | Contracts (Construction) | 76 | 1 | 1941-1948 | 19½ Cu. Ft. | Vault | Burned ✓ |

*noted
checked
11/13/55*

10. I certify that the above listed records were disposed of as indicated:

Paul R. Willis
Signature

Supervisor - Record Survey
Title

November 16, 1955
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
Assessment Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | FRONT FOOT BENEFIT CHARGE RECORDS | 23 | 1 | 1951 | 5 Ft. Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Karl A. Willis
Signature

Supervisor - Record Survey
Title

November 10, 1955
Date

*posted to cash
11/14/55*

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
Washington Suburban Sanitary Commission
2. Division or Bureau of Reporting Agency
House Connection Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1. | Storm Drain Plans | 90 | 6 | | 1½ Cu. Ft. | Office | Burn |
| 2. | Specifications | 92 | 1 | | 6 Cu. Ft. | " | " |
| 3. | Weekly Reports | 92 | 3 | | ¾ Cu. Ft. | " | " |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

October 26, 1955
Date

*Paul
10/28/55*

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
Washington Suburban Sanitary Commission
2. Division or Bureau of Reporting Agency
Comptroller's Office

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Material Received Ticket | 28 | 2 | 1918 to 1949 | Unknown | Old Warehouse | Burned ✓ |
| 2 | Incinerator Weight Paper | 28 | 5 | Unknown | 5½ Cu. Ft. | Old Warehouse | Burned ✓ |
| 3 | Billed Work Invoices | 30 | 1 | 1942 to 1952 | 30 Cu. Ft. | Old Warehouse | Burned ✓ |

10. I certify that the above listed records were disposed of as indicated:

Paul R. Willis
Signature

Supervisor-Record Survey
Title

Oct. 3, 1955
Date

*posted to cards
10/6/55*

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
Washington Suburban Sanitary Commission
2. Division or Bureau of Reporting Agency
Water Registrar's Office

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Correspondence | non-record | | 1948 | 3 Cu. Ft. | Old Warehouse | Burn |
| 2 | Water Billing Register | 17 | 1 | unknown | 4½ Cu. Ft. | New Warehouse | Burn ✓ |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor-Record Survey
Title

October 3, 1955
Date

*Forwarded to
Carter
10/6/55*

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
~~Washington Suburban Sanitary Commission~~
2. Division or Bureau of Reporting Agency
Plumbing Department

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 | Record of Plumbing Inspection | 77 | 9 | 1926 - 1936 | 5 Cu. Ft. | Office | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor Record-Survey
Title

June 1, 1955
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
CASHIER'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | CASHIER'S RECEIPTS | 21 | 3 | 1924 - 1949 | 20 Cu. Ft. | Bladensburg Warehouse & Old Office Building | Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

January 7, 1955
Date

OK

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
WATER REGISTRAR'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | BILL STUBS | 16 | 2 | 1951 | 6 cu. Ft. | Office Area | Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis

Signature

Supervisor Record Survey
Title

January 11, 1955
Date

OK

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
~~WASHINGTON SUBURBAN SANITARY COMMISSION~~
2. Division or Bureau of Reporting Agency
WATER REGISTRAR'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | BILL STUBS | 16 | 2 | 1938 - 1950 | 36 Cu. Ft. | Bladensburg Warehouse | Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor Record Survey
Title

January 6, 1955
Date

OK

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency

WATER REGISTRAR

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Meter Book Pages | 16 | 1 | 1949 - 1950 | 8 Cubic Feet | 1st Floor Vault | Burn |

10. I certify that the above listed records were disposed of as indicated:

Karl B. Willis
Signature

Supervisor - Record Survey
Title

12/29/54
Date

Received Hall of Records
Jan. 12, 1955

OK

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL

To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
DESIGN AND DRAFTING DEPARTMENT

| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|-------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule N o. | Item No. | | | | |
| 1 ✓ | Base Position Sheets | 78 | 1 | 1917 - 1925 | (1 cu. ft.) 50 Sheets | Office Area | Burn |
| 2 ✓ | Detail Notes | 74 | 7 | 1918 - 1948 | 70 Cu. Ft. | Office Area | Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor - Record Survey
Title

January 11, 1955
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency

CASHIER'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Cancelled Checks | 22 | 1 | 1918 - 1930 | 15 Cubic Feet | Old Office Building | Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul B. Walker
Signature

Supervisor - Record Survey
Title

November 19, 1954
Date

W.S.S.C.
A - 947
HR - RM 2

CERTIFICATE OF RECORD DISPOSAL
To be submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
WATER REGISTRAR

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet) | 8. Location of records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|--|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1 | Meter Book Pages | 16 | 1 | 1949 | 1½ cu. ft. | 1st fl. vault | Burned |
| | Bill Stubs | 16 | 2 | 1949 | 3 cu. ft. | 1st fl. vault | Burned |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis

Signature

Supervisor - Record Survey
Title

October 5, 1954
Date

Form HR-RM 2,
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

CASHIER'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|---|--|---|------------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. | Carbon Copy (Or Check Stub) of Checks Issued | 21 | 1 | 1918 - 1940 Unknown 1940 - 1950 | 13 cubic ft. Unknown 500 Linear ft. <i>100 cu. ft.</i> | Treasure's Vt. Bladensburg Warehouse Office area | Burn Burn Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul B. Willis
Signature

Supervisor - Record Survey
Title

August 5, 1954
Date

Form HR-RM 2,
(9-1-53)

Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

CHIEF ENGINEER'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. ✓ | Correspondence (Morse Filter Plant) | 53 | 1 | 1930 - 1935 | 1½ cu. ft. | Old building | Burn |
| 2. ✓ | Correspondence - Material(Supplies & Equip.) | 53 | 2 | 1918 - 1940 | 10½ " " | " " | " |
| 3. ✓ | Public Works Administration Contracts | 53 | 3 | 1936 - 1942 | 6 " " | " " | " |
| 4. ✓ | Correspondence - Miscellaneous | 54 | 1 | 1919 - 1950 | 1 " " | Office | " |
| 5. ✓ | Correspondence - Public Utilities | 54 | 2 | 1926 - 1950 | 2 " " | " | " |
| 6. ✓ | Correspondence - Consulting Engineers | 54 | 3 | 1945 - 1950 | ½ " " | " | " |
| 7. ✓ | Correspondence - Garbage & Refuse Collection And Disposal | 54 | 4 | 1934 - 1950 | 1 " " | " " | " |
| 8. ✓ | Correspondence - District (By Districts) | 54 | 5 | 1937 - 1950 | 13 " " | Office " | " |
| 9. ✓ | Correspondence - District (Miscellaneous, Covers all Districts) | 54 | 6 | 1919 - 1950 | 10 " " | Office & " | " |
| 10. ✓ | Special Studies - correspondence | 54 | 7 | 1940 - 1950 | 2 " " | Office | " |
| 11. ✓ | Administrative Miscellaneous Personnel File | 54 | 8 | 1936 - 1950 | 2 " " | Office & " | " |
| 12. ✓ | Correspondence - Brighton Dam Area Water Supply | 54 | 9 | 1944 - 1950 | 1½ " " | Office | " |
| 13. ✓ | Correspondence - Public Agencies(Federal State & Local | 54 | 10 | 1930 - 1950 | 7½ " " | Office | " |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Records Survey
Title

554
May 13, 1954
Date

Form HR-RM 2,
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
COMPTROLLER'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. ✓ | Duplicate Contracts | 29 | 1 | 1938 - 1950 | 40 cu. ft. | office area | Burn |
| 2. ✓ | Duplicate Invoices | 27 | 1 | 1919 - 1950 | <i>approx 179 cu ft</i> unknown | Bladensburg Vt. | Burn |
| ✓ | Transportation | 28 | 1 | 1950 - 1953 1947 - 1950 | 34 cu. ft. 4 cu. ft. | Office area 2nd floor Vt. | Burn |
| 4. ✓ | Material Received Ticket | 28 | 2 | 1918 - 1949 | <i>approx 30 cu ft</i> unknown | Bladensburg Vt. | Burn |
| 5. ✓ | Material Issued Ticket | 28 | 3 | 1949 - 1950 1935 - 1950 | 4 cu. ft. 18 cu. ft. | Office area 2nd Floor Vt. | Burn Burn |
| 6. ✓ | Audit Work Papers | 28 | 4 | 1918 - 1950 | 63 cu. ft. | Basement Vt. | Burn |
| 7. ✓ | Incinerator Weight Papers | 28 | 5 | 1946 - 1950 | 8½ cu. ft. 380 1/2 | 2nd floor | Burn |

RECEIVED
APR 8 1954
HALL OF RECORDS
ANNAPOLIS, MD.

10. I certify that the above listed records were disposed of as indicated:

Paul A Willis
Signature

Supervisor - Records Survey
Title

April 7, 1954
Date

Form HR-RM 2,
(9-1-53)

Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Commission

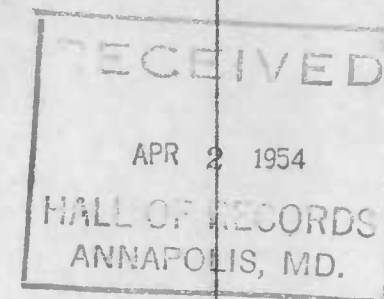
1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

CASHIER'S OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. ✓ | Cancelled Checks | 22 | 1 | Oct. 2, 1931 July 15, 1950 | 30 cu. ft. | Basement vault | Burn |



10. I certify that the above listed records were disposed of as indicated:

Paul G. Willis
Signature

Supervisor - Record Survey
Title

4/1/54
Date

Form HR-RM 2,
(9-1-53)

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Comm. Hall of Records Commission

Hall of Records Comm.
State of Maryland

1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

ASSESSMENT OFFICE

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|---|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. ✓ | FRONT FOOT BENEFIT CHARGE RECORDS | 23 | 1 | 1919-1950 | 20 cu. ft. | Basement vault | burned |
| 3. ✓ | FRONT FOOT BENEFIT CHARGES AND HOUSE CONNECTION RECEIPT FILE | 23 | 3 | 1919-1950 | 25 cu. ft. | Basement vault Bladensburg warehouse. | burned |

RECEIVED
MAR 18 1954
HALL OF RECORDS
ANNE APOLIS, MD.

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis

Signature

Supervisor - Record Survey

Title

March 16, 1954

Date

Form HR-RM 2,
(9-1-53)
Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL
To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency
WASHINGTON SUBURBAN SANITARY COMMISSION
2. Division or Bureau of Reporting Agency
WATER REGISTRAR

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. ✓ | Bill Stubs | 16 | 2 | 1935 - 1949 | 40 cu. ft. | Basement vault | Burn |
| 2. ✓ | Billing Register | 17 | 1 | 1949 (all those for earlier years) | 27 Cu. ft. | Basement vault Warehouse Bladensburg | Burn Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul B. Willis
Signature

Supervisor - Record Survey
Title

February 18, 1954
Date

Form HR-RM 2,
(9-1-53)

Hall of Records Comm.
State of Maryland

CERTIFICATE OF RECORDS DISPOSAL

To be Submitted to the Records Management Division
Hall of Records Commission

1. Reporting Agency

WASHINGTON SUBURBAN SANITARY COMMISSION

2. Division or Bureau of Reporting Agency

PERSONNEL

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal | | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|----------------------------------|-------------|---|--|--|-----------------------------|
| | | Schedule No. | Item No. | | | | |
| 1. ✓ | Daily Time Reports | 14 | 1 | 1918 - 1950 | 256 Cu. Ft. | 2nd floor vault Basement vault | Burn |
| ✓ | Payroll Registers | 14 | 2 | 1918 - 1950 | 256 Cu. Ft. | 2nd floor vault Basement | Burn |
| 3. ✓ | Individual Record and Yearly Earnings | 15 | 1 | 1943 - 1952 | 14.34 Cu.Ft. <hr/> 526. 1/2 | Personnel Office | Burn |

10. I certify that the above listed records were disposed of as indicated:

Paul A. Willis
Signature

Supervisor - Record Survey
Title

February 16, 1954
Date