| W.S.S.C. A - 947 HR - RM | To be submitted to the | Records Management Division | 1. 2. | WASHINGTO Division or | gency N SUBURBAN S Bureau of R ction Office | eporting Age | |
|--------------------------------|---|-----------------------------|----------|---|--|--|-----------------------------|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | | | 6. Inclusive Date of Re- cords Dispo- ed of. | | 8.Location of records Prior to Disposal | 9. Method of Disposal |
| 1. | Plot Plans | 76 | 3 | | 7½ Cu. Ft. | Office | Burned |
| 10. I | certify that the above listed record | ds were disposed of as indi | .cated: | : | October 22 Da | | |

Posted

Postel = add to Eggimme.

| 3 Item | 4. Description of Records Includes Title and Form Number | For D | | Date of Re- | (cubic or | 8.Location of records | 9. Method of |
|-----------|---|-----------------|-------------|------------------------|-------------|-----------------------|-----------------|
| No. | | Schedule No. | Item No. | cords Dispo- ed of. | linear ft.) | Prior to Disposal | Disposal |
| 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 |
| | RECEIVED | | | | | | |
| | DEC 30 '65 | | | | | | |

Signature

Title

Date

Rosted

| | Disposal | linear ft.) | Date of Re- cords Dispo- ed of. | Item | Schedule | 4. Description of Records Includes Title and Form Number | 3 Item No. |
|--------|----------|-------------|---------------------------------------|------|----------|---|------------------|
| Burned | | 9 Cu. Ft. | 1959 - 1960 | | | Water Meter Sheets | 1. |
| | | | | | | | |

Posted



| 3 Item No. | 4. Description of Records Includes Title and Form Number | | orization Disposal Item No. | 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 |
|------------------|---|------------------|--------------------------------------|---|---------------------------------------|--|-----------------------------|
| 1. | Front Foot Benefit Charge Records | 23 | 1 | 1961 | 3 Cu. Ft. | Office | Burned > |
| | certify that the above listed records were of | lisposed of as i | Indicated | | July 23, 1 | .965 | |
| - 5/40 | Signature | Title | | | July 23, 1 Da | | |

Posted. - els

JUN 11 '65

| | Description of Records cludes Title and Form Number | | | Item | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or linear ft.) | 8.Location of records Prior to Disposal | 9. Method of Disposal |
|------------|--|--|----|------------|---|--------------------------|--|-----------------------------|
| 1. | CONTRACTS | | 76 | 3 | | 6 1/2 CU.FI | . OFFICE | BURNED |
| 0. I certi | fy that the above listed recor | ds were disposed o upervisor Record S | | .ndicated: | | June 9, | 1965 | |

posted

APR 21 '65

HALL OF RECONS

| W.S.S.C. A - 947 HR - RM 2 | To be submitted to | OF RECORD DISPOSAL the Records Managem rds Commission | nent | Divis | 1. sion 2. | WASHINGTO Division or | N SUBURBAN S | | |
|----------------------------------|---|---|------|-------|------------------|---|---------------------------------------|--|-----------------------------|
| 3 Item No. | 4. Description of Records Includes Title and Form Numbe | r | Sche | | Item | 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 |
| 1. | CONTRACTS | | | 76 | 3 | | 6 CU. FT. | OFFICE | BURNED |
| | | | | | | | | | |
| | | | | | | | | | |
| 0. I co | ertify that the above listed r <i>a. Willis</i> Signature | ecords were dispose <u>Supervisor Reco</u> Title | | | | | <u>April 15,</u> Da | | |
| | | | | | | | | 60 | RECE |

Posted-

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| | W.S.S.C. A - 947 HR - RM 2 | CERTIFICATE OF RECOR To be submitted to the Rec Hall of Records Com | ords Manager | ment Divi | 1. sion 2. | WASHINGTON | Bureau of Re | | |
|---|----------------------------------|---|--------------|------------|------------------|---|--------------|------------|-----------------------------|
| | 3 Item No. | 4. Descripti on of Records Includes Title and Form Number | · | 4 | | 6. Inclusive Date of Re- cords Dispo- ed of. | | of records | 9. Method of Disposal |
| | 1. | DAILY TIME REPORTS | | 14 | - 1 | 1958 | 1 1/2 Cu.F | . Office | Burned |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| - | 10. I ce | rtify that the above listed records | were dispose | ed of as : | indicated: | | | | |
| - | Daul | A. Willia Sup | ervisor Rec | ord Surve | у | | March 24, | 1965 | |
| - | · / · | Signature | <u> </u> | | | | <u>D</u> at | .e | |
| | | | | | | | | | |

Posted it

.

| W.S.S.C A - 947 HR - RM | To be submitted to the Records Mar | nagement Division | . Division or | ON SUBURBAN | SANITARY CC eporting Age e | |
|-------------------------------|---|--|---|-------------|--|-----------------------------|
| 3 Item No. | 4. Descripti on of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | 6. Inclusive Date of Re- cords Dispo- ed of. | | 8.Location of records Prior to Disposal | 9. Method of Disposal |
| 1. | Contracts | 76 4 3 | | 21 Cu. Ft. | Office | Burned |
| 10. I | certify that the above listed records were dis | sposed of as indicated Record Survey | : | March 24, | 1965 | |
| | Signature Tit | tle | | Da | te | |

Posteril

RECEIVED MAR 2 9 1965 OF RECORDS 4

| | Schedule No. | isposal Item No. | Date of Re- cords Dispo- ed of. | (cubic or linear ft.) | of records Prior to Disposal | of Disposa |
|---------|-----------------|------------------------|---------------------------------------|--------------------------|------------------------------------|---------------------------------|
| NTRACTS | 76 L | 1 | | 6 Cu. Ft. | Office | Burned |
| | INTRACTS | INTRACTS 76 L | NTRACTS 76 C 1 | NTRACTS 76 L 1 | NTRACTS 76 4 1 6 Cu. Ft. | NTRACTS 76 C 1 6 Cu. Ft. Office |

Signature

Title

24, Date

W

Posted 2/1165

| IR - RM 2 | Hall of Records | Commission | . <u>.</u> | 2. | Division or Secretary's C | | eporting Age | ncy |
|-------------------|---|------------------------|------------|-----------------|---|---------------------|--|---------------------------|
| 3 tem No. | 4. Descripti on of Records Includes Title and Form Number | | | isposal Item | 6. Inclusive Date of Re- cords Dispo- ed of. | | 8.Location of records Prior to Disposal | 9. Metho of Disposa |
| 1. | W & S EXTENSIONS | | 82 | 2 | 1940 - 1954 V | 4 1/2 <u>C</u> U. F | T. Office | Burned |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 0. J ^c | ertify that the above listed reco | ords were dispose | d of as i | ndicated: | | <u> </u> | <u> </u> | I |
| <u>_ Yau</u> | <u>l'Illis</u> | Supervisor Re Title | cord Sur | vey | | January 2 Dat | | |

-

Posted 2/1/65

Red

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | |
|------------------|---|--|-----------------------------|
| 1. | CONSTRUCTION CONTRACTS | 76 4 3 | 25 1/2 CU. FT. Office Burne |
| | JAN 30'G | 5 | |
| | | | |

Posted 12/14/64

| A - 947 HR - RM : | To be submitted to the Records Ma 2 Hall of Records Commission | | 2. | | Bureau of R nt Office | eporting Age | ncy |
|----------------------|---|--------------------------------------|-----------|---|---------------------------------------|--|---------------------------|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Autho For I Schedule No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Volume (cubic or linear ft.) | 8.Location of records Prior to Disposal | 9. Metho of Disposa |
| 1. | HOUSE CONNECTION APPLICATIONS | 23 | 2 | 1961 | 4 CU. FT. | OFFICE | BURNED |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 10. I | certify that the above listed records were di | sposed of as i | ndicated: | | |] | .1 |
| Paul | a ulla Supervisor | Record Survey | | | December Da | | |

()

focted 10/8/64



| W.S.S.C. A - 947 HR - RM 2 | CERTIFICATE OF RECORD DISPOSA To be submitted to the Records Mana Hall of Records Commission | | 1. sion 2. | WASHINGTO Division or | ON SUBURBAN | SANITARY COM eporting Age | |
|----------------------------------|--|-------------|--------------------------------------|---|---------------------------------------|--|----------------------------|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | | orization Disposal Item No. | 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 Disposa |
| 1. | W & S EXTENSIONS (Montgomery County) Value Suver) | 82 | 2 2 | 1945 - 1950 | 4 ¹ / ₂ CU. FT. | OFFICE AREA | BURNED |
| 10. I c | sertify that the above listed records were dispondent <i>ul li Willis</i> Signature Signature | CORD SURVEY | | | Aligust 2 Da | | |

Postel 10/8/44



| W.S.S.C. A - 947 HR - RM 2 | To be submitted to | OF RECORD DISPOSAL the Records Management ords Commission | nt Divisi | .on 2. | WASHING Division or | CON SUBURBAN | | |
|----------------------------------|---|---|----------------|-------------------|---|---------------------------------------|--|----------------------------|
| 3 Item No. | 4. Descripti on of Records Includes Title and Form Numb | | | Item | 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 Disposa |
| 1. 2. 3. | CANCELED CHECKS (Salary, CANCELED CHECKS (General WARRANTS | | 22 22 22 | 1 ~ 1 ~ 2 ~ | 3/1/59 - 9/8/62 1958 - 1960 1958 - 1960 | 20 CU. FT. | lst FL. VAN | - |
| 10. I a | ertify that the above listed <u>A. Willig</u> Signature | records were disposed | | | | AUGUST 2 Da | | |

Posted 6/18/64,

| W.S.S.C. A - 947 HR - RM | To be submitted to | OF RECORD DISPOSAL the Records Manager ords Commission | nent Divis | 1. ion 2. | WASHINGTO Division or | N SUBURBAN S Bureau of R | eporting Age | |
|--------------------------------|---|--|------------|-----------------|--------------------------|---|--------------------------|-----------------------------|
| 3 Item No. | 4. Description of Records Includes Title and Form Numb | | | | | INEER'S OFFI 7. Volume (cubic or linear ft.) | 8.Location of records | 9. Method of Disposal |
| 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 dispose | ed of as i | ndicated: | | | | |
| Pa | ul A. Willis | | d Survey | | | June 15 | , 1964 | |
| | Signature | Title | | | | Da | | |
| RECEIV JUN 18 HALL OF M | 3 64 | | | | | | | |

Section 3

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. sci | | ization sposal Item No. | Assessmen 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or | il 8. Location of records Prior to Dis posal. | of |
|------------------|--|---|----|----------------------------------|--|------------------|---|--------|
| 1. | HOUSE CONNECTION APPLICATION | | 89 | 3 | | 2 1/2 Cu. Ft. | Office Area | Burned |
| 10. I au | certify that the above listed reco <u>Cartolillis</u> <u>Signature</u> | ords were disposed Supervisor Recor Title | | | : | February Da | 6, 1964 te | |

Posted 2/17/64



RECEIVA DEC 11'63

Posted 12/23/63,

| W.S.S.C A - 947 HR - RM | To be submitted to | OF RECORD DISPOSAL o the Records Managemen cords Commission | | | WASHINGTON | SUBURBAN SA Bureau of F | NITARY COMMIS Reporting Ager | |
|-------------------------------|---|---|---|----------------------------------|---|----------------------------|--|--------|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | er Sch | | ization sposal Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Iblume (cubic or | 8. Location of records Prior to Dis- posal. | of |
| 1. | CONTRACTS | 7 | 6 | 3 | | 7 1/2 Cu.Ft | . Office Area | Burned |
| | certify that the above listed <i>ul le Willes</i> Signature | Supervisor Record | | ndicated | | December | and the second | |
| | DIGNALULE | Title | | | | Da | te | |

| | 1 | | | | | | Reporting Age er Registrar | |
|------------------|---|------|--|---|---|-----------|---|--------|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | - •. | 5. Author For Di Schedule No. | ization sposal Item <u>No.</u> | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or | 8. Location of records Prior to Dis posal. | of |
| 1. | CASH RECEIPTS STUBS | | 16 | 2 | 7/1959-7/1960 | 58 CU FT. | OFFICE ARE. | BURNED |
| | certify that the above listed records wer | | | | | | | |

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Rosted 12/12/63,

| - Ant ar Challe | Supervisor Record Survey | December 9_ 1963 - |
|------------------|--------------------------|--------------------|
| <u>Signature</u> | Title | Date |

| A - 947 HR - RN | Hall of Recor | 2. Division on Assessment | 1 | orting Agency | |
|--------------------|---|--|---|------------------------------|---------------|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorizati For Disposa Schedule Ite No. No | 1 Date of Re- m cords Dispo- | (cubic or of linear ft.Pr | |
| 1. | Front Foot Benefit Charges | 23 1 | 1959 CEIVED AUG 23'63 OF RECOVER | 2 ½ Cu. Fc. | Office Burned |
| 10. 1 /a | certify that the above listed re | cords were disposed of as indicat Supervisor Record Survey Title | ted: | August 22, 19 Date | 63 - |

Posted 8123163,

| 3 Item No. | 4. Description of Records Includes Title and Form Number | - | Author For Dia hedule No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or | 8. Location of records Prior to Dis posal. | of |
|------------------|--|--|------------------------------------|----------|---|--------------|---|--------|
| 1. | CONTRACTS | | 76 | 3 | | 21 CU.FT. | Vault | Burned |
| lau | certify that the above listed r <u>A. M. Millin</u> <u>Signature</u> | ecords were disposed <u>Supervisor Recc</u> <u>Title</u> | | <u>y</u> | UG 9'63 | August 6, Da | 1963 te | - |

Posted 8/9/63,

Posted 7-1-63,

| W.S.S.C. A - 947 HR - RM 2 | CERTIFICATE OF RECORD DI To be submitted to the Record Hall of Records Commiss | s Management Division | ۰ _ | Reporting Agency WASHINGTON SUBURBAN SANITARY COMMISSION Division or Bureau of Reporting Agency Design & Drafting | | | | |
|----------------------------------|--|---|-----|--|--------------|--|--------|--|
| | Description of Records cludes Title and Form Number | 5. Authoriz For Dispo Schedule No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or | i 8. Location of records Prior to Dis posal. | . of | |
| | POLE PERMITS | 75 | 2 | 1957 | 7½ Cu. Ft. | Office Area | Burned | |
| 10. I cert | tify that the above listed records were | e disposed of as indi | | <u>.</u> | June 28, 19 | ـــــــــــــــــــــــــــــــــــــ | | |
| | Signature | Title | | | Dalle 20, 1. | | | |

posted - 43,e

| 3 Item No. | 4. Description of Records Includes Title and Form Number | | | ization sposal Item <u>No.</u> | Constructio 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Iblume (cubic or | 8. Location of records Prior to Dis posal. | of |
|------------------|--|--|----|---|--|------------------------|---|--------|
| 1. | Formal Contracts | | 76 | 3 | | 3 Cu. Ft. | Office | Burned |
| IO. I | certify that the above listed r ul a Milis Signature JUL 16'83 JUL 16'83 | ecords were disposed Supervisor Record Title | | ndicated | : | June 28 | , 1963 te | |

| W.S.S. A - 94 HR - R | 7 To be submitted | 2 OF RECORD DISPOSAL to the Records Manag Records Commission | ement Divis | ion _ | . Division or | gency N SUBURBAN S | CANITARY COMMI Reporting Agen | SSION |
|----------------------------|--|--|-------------|----------------------------------|---|--|---|--------|
| 3 Item No. | 4. Description of Records Includes Title and Form Num | aber | | ization sposal Item No. | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or | 8. Location of records Prior to Disposal. | of |
| 1. 1. | BILLING RECORDS | | C-191 | 1 | 1962 | 28 CU.FT. | OFFICE AREA | BURNED |
| Pau | certify that the above liste | Sppervisor Recor Title | | | - | the second s | 5, 1963 | |
| | | | | | | Da | ate | |

| 3 Item No. | 4. Description of Records Includes Title and Form Number | | Author For Di chedule No. | ization sposal Item <u>No.</u> | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or | 8. Location of records Prior to Dis posal. | of |
|------------------|---|-------------------------------|------------------------------------|---|---|-----------|---|--------|
| | HOUSE CONNECTION APPLICATIONS | | 23 | 2 | 1959 | 3 C. Ft. | Office Area | Burned |
| 1 0. 1 | certify that the above listed reco | ords were disposed | l of as i | ndicated | : | | Posted | - &X |
| Pa | Signature | Supervisor Re Title | ecord Sur | vey | | | : 14, 1962 ite | |

| 3 Item No. | 4. Description of Records Includes Title and Form Number | | ization | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Nolume (cubic or | 8. Location of records Prior to Dis posal. | of |
|------------------|---|---|---------|---|------------------------|---|--------|
| lë - | DAILY RECORD MATERIAL RECEIVED | 91 | 6 | 1959-1960 | 8 CU.FT. | WAREHOUSE | BURNED |
| | | | | | | | রুমে ও |
| | | | | | | | bb |
| Pau | certify that the above listed records w <u>l Q. Willis</u> SUP <u>Signature</u> | ere disposed of as in ERVISOR RECORD SURVEY Title | | : | NOV. 30, Da | 1962 ate | |

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | Date of Re- cords Dispo- | (cubic or | 8. Location of records Prior to Dis posal. | of |
|------------------|---|---|-----------------------------|-----------|---|--------|
| 1. | BILLING RECORDS | C-191 1 | 1962 | 12 CU.FY. | CFFICE AREA | BURNED |
| ю. <u>т</u> | | | | | | bk |
| | certify that the above listed recon will the figure | rds were disposed of as indicate MEERR SUPERVISOR RECORD SURVE | | NOVEM | BER 21,1962 | |

| 21 | 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. | | 8. Location 9. Method of records of Prior to Dis- Disposa posal. |
|----|--|--|---|------------|---|
| 1. | Front Foot Benefit Charge Record | 23 1 | 1958 | 35눛 Cu.Ft. | Office Area Burned |
| | | | | | |
| Ic | certify that the above listed records wer l. A. Willis Supe | re disposed of as indicated | : | August 31. | . 1962 |

| W.S.S. A - 947 HR - RI | | | | | Reporting Agency <u>WASHINGTON SUBURBAN SANITARY COMMISSION</u> <u>Division or Bureau of Reporting Agency</u> <u>Water Registrar's Office</u> <u>Vater Registrar's Office</u> <u>Uater Registrar's Office</u> <u>Vater Registrar's Office</u> <u>Uater Registrar's </u> | | | | | |
|------------------------------|---|-------------------------|-------------------------------------|---|---|---|--------|--|--|--|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | | orization Disposal Item No | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Iblume (cubic or | 8. Location of records Prior to Dis posal. | of | | | |
| 1. | BILLING RECORDS | C-191 | 1 | 1961 | 6 CU.FT. | OFFICE AREA | BHRNED | | | |
| 2. | N.C.R. TAPE (NON-RECORD) | | ; | 1961 | 1 CU.FT. | OFFICE AREA | BURNED | | | |
| 0. 4 | | | | | | | postu | | | |
| N. | certify that the above listed rec | KREKE SUPERVISOR RECORD | | : | AUGUST 3, | 1962 | | | | |
| | Signature | Title | | · · · · | and the standard sector of the standard sector sector sector of the standard sector of the | 1902 ite | * | | | |

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| W.S.S. A - 94 HR - R | 7 To be submitted to th | ne Records Management Division | 2. Division of | | and the second discount of the second discoun |
|----------------------------|---|---|--|------------------------|--|
| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorizatio For Disposal Schedule Item No. No. | on 6. Inclusive Date of Re- cords Dispo- | | |
| 1. | CONSTRUCTION CONTRACTS | -76 3 | | 6 CU.FT. OFFICE | AREA BURNED |
| 0. 1 Paul | certify that the above listed rec <i>LA. Willin</i> Signature | ords were disposed of as indicat SUPERVISOR RECORD SURVEY Title | ed: | AUGUST 3, 1962 Date | posted |

RECEI

| 3 Item No. | 4. Description of Records Includes Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | | (cubic or | 8. Location 9. Mer of records of Prior to Dis-Disp posal. | f |
|------------------|---|--|---|-----------|--|-----|
| 1. | CANCELED CHECKS DAY LABOR No. 337,416 - 417,878 SALARY No. 86,860 - 125,842 PAYROLL No. 1 - 63,000 | -22 1 | 1958 - 1961 1959 - 1961 1958 - 1961 1/11/61-12/23/ | 42 CU.FT. | CABHIER'S VAULT BUR | NED |
| | | | | | por | ted |

| 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. | (cubic or | 8. Location 9. Method of records of Prior to Dis- Disposa posal. |
|------------------|---|--|---|--|---|
| 1 | BILLING RECORDS | C-191 1 | 1961 | 10½ CU.FT. | OFFICE ARKA BURNED |
| | | | | | poster 5/17/ |
| 0. 1 Pau | certify that the above listed record | s were disposed of as indicated PERVISOR RECORD SURVEY Title | 1: | the second s | 15, 1962 - |

| W.S.S. A - 94 HR - RI | 7 To be submitted to the Records Mana | agement Division | 1 | Reporting A <u>WASHINGTON</u> Division or Assessment | Bureau of Re | APR 12 | ECONO2 |
|-----------------------------|--|--|---|---|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule No. | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Hethod of Disposal |
| 1. | HOUSE CONNECTIONS APPLICATIONS | | 2 | 1957 | 2½ CU.FT. | OFFICE AREA | BURNED |
| | | | | | | 419/1962 | |
| 10. I | certify that the above listed records were and h. Wullis Signature | Supervisor F | | | Apri Dat | 1 9, 1962 e | |

| W.S.S.C.CERTIFICATE OF RECORD DISPOSALA - 947To be submitted to the Records ManagementHR - RM 2Hall of Records Commission | ent Division | 2. Division o | ON SUBURBAN SA | NITARY COMMISS porting Agency | LON |
|---|---|------------------------------|---------------------------------------|---|-----------------------------|
| 3 Item Include Title and Form Number N o. | 5. Authorizat For Dispose Schedule Ite N o. No | Dates of Re- cords Dispo- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
| 1. DUPLICATE CONTRACTS | 7.6 3 | 1960 - 1961 | 10 CU.FT. | Office Area | Burned |
| | | | | 4/19/1962 | |
| 10. I certify that the above listed records were di | sposed of as in Supervisor Rec Tit | 1 | April Dat | 9, 1962 e | |

| W.S.S.C A - 947 HR - RM | To be submitted to the Records Mana | gement Division | | 2. Division or | UBURBAN SANITA | RY COMMISSION porting Agency | |
|-------------------------------|--|--|----------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Dis Schedule N 0. | | 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 |
| 1. | PUBLIC UTILITIES PERMIT & SKETCHES | 75 | 1 | | 3 CU.FT. | Office Area | Burned |
| | | | | | | , 1/16 | A62 |
| | | | | | · · · · · · · · · · · · · · · · · · · | posted 4/16 | |
| 0. I | certify that the above listed records were | e disposed of a | s indica | t.ed.• | | | |
| | Paul a. Willis Signature | | 1 | ord Survey | April Dat | 9, 1962 e | |

| - 947 To be submitted to the Records Management Division WASHINGTON SUBURBAN SANITARY COMMISSION R - RM 2 Hall of Records Commission Division or Bureau of Reporting Agency Water Registrar's Office | | | | | | | | |
|--|---|--|---|---|-------------------------|---|--------|--|
| 3 tem o. | 4. Description of Records Includes Title and Form Number | 5. Authori For Dis Schedule No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | 7. Iblume (cubic or | 8. Location of records Prior to Dis posal. | of | |
| 1. | METER BOOK PAGES | x 16 | 1 | 1956 - 1958 | 10 Cu.Ft. | Office Area | Burned | |
| 2. | N.C.R. BILLING TAPE (NON-RECORD) | - | | 1961 | 44 Ou.Ft. 54 cu. pt. | Office Area | Burned | |
| | | | | | | Malabar 1/19/19/00 | | |

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| A - 947 HR - RM | | genent Division WASHINGTON SUBURBAN SANITARY COMMISSION 2. Division or Bureau of Reporting Agency Construction Office | | | | | ncy | |
|--------------------|--|---|--|---|---|-------------------------|--|-----------|
| 3 Item No. | 4. Description of Records Includes Title and Form Numb | ber | 5. Authori For Dis Schedule No. | | 6. Inclusive Date of Re- cords Dispo- ed of. | (cubic or linear ft. | a 8. Location of records Prior to Dis posal. | of |
| 1. | CONSTRUCTION CONTRACTS | ۲ | 76 | 3 | | 9 Cu. Ft. | Office Area | Burned |
| | | | | | | | | 1/19/196~ |
|). I | certify that the above listed Auch A. Millis Signature | records were dispos Superivisor Ra Title | | | | January 1 | 1, 1962 | 1 |

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| W.S.S.C A - 947 <u>HR - RM</u> | To be submitted to the Records Mana; | gement Divisio | | 1. Reporting A <u>WASHINGTON</u> 2. Division or ASSESSMENT | SUBURBAN SANI Bureau of Re | TARY COMMISSION porting Agency | 1 |
|--------------------------------------|--|---|----------------------------------|---|---------------------------------------|---|-----------------------------|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | ization sposal Item No. | 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 |
| 1. | Front Foot Benefit Charges | 23 | m 1 | 1957 | 35 Cu. Ft. | Office Area | 8/31/61 |
| D. I | certify that the above listed records were | disposed of a | s indica | ated: | | SEP13'61 | |
| | aul a. Willis | Supervisor | | Survey | August 31, | 1961 | |
| | Signature | | Title | | Dat | e | |

| 3 Item No. | M 2 Hall of Records Commiss: 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | | CONSTRUCTI 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
|------------------|--|---|---|--|------------------------|---|-----------------------------|
| 1. | Contract Data | 76 | 3 | 1959-1960 | 16½ Cu. Ft. | | Burned |
| | | | | | | | |
| | | | | | | | 1/18/6 |
| 0.] | certify that the above listed records were | | | | | | |

| em o. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | Assessment 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
|----------|--|--|---|--|------------------------|---|----------------------------|
| | FRONT FOOT BENEFIT CHARGE RECORD | 23 | 1 | 1957 | 33½ Cu. Ft. | Office Area | Burned |
| | | | | | | 13/4 | |
| | | | | | | Jeries 33/4 | |
| | | | | | | REC | EIVeo 14'61 |

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| | | | | | | A | CEIVE |
|------------------|--|---|----------------------------------|--|---------------------------------------|---|-----------------------------|
| | | | | | | (FE | B6-'61 |
| W.S.S. A - 91 | | ont Divisio | | 1. Reporting A WASHINGTON S 2. Division or | SUBURBAN SANI | TARY COMMISSIO | OF RECORD |
| HR - H | | SUC DIVISIO | | | Bureau of Re rar's Office | porting Agency | |
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N o. | ization sposal Item No. | 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 |
| 1. | Bill Stubs | 16 | 2 | 1957 & 1958 to 7/1959 | 65 Cu. Ft. | Office Ares | Burned |
| 2. | Journals (Tapes) (Non-Record) | | | | 39 Cu. Ft. | Office Area | Burned |
| | | | | | 104 | | |
| | | | | | | Routed 2/8/146 | |
| | | | | | | prosted . | |
| | | | | | | | |
| | | | | | | | |
| 10. | I certify that the above listed records were di | special of | - india | | | | |
| | Paul le Willig Signature | | | cord Survey | | 1, 1961 | |
| | | | | | Dat | ie - | |

| W.S.S. A - 91 HR - 1 | 17 To be submitted to the Records | Management Division | | WASHIN 2. Divisio | ing Agency GTON SUBURBAN SA on or Bureau of ment Office | NITARY COMMISSI Reporting Agency | <u>N</u> |
|----------------------------|--|--|---------|--|--|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | 6. Inclusi Dates of H cords Disp ed of. | Re- (cubic or | 8. Location of records et)Prior to Dis- posal. | 9. Method of Disposal |
| 1. | House Connection Applications | 23 | 2 | 2/12/05/1 1 | 957 1½ Cu. Ft. | Office Area | Burned |
| 21 | Front Foot Benefit Charges & House Connection Receipt | 23 | 3 | xxxxxxxxxxx 19 | 957 1 Cu. Ft. | Office Area | Burned |
| | | | | | | Droven 2/9/61 | |
| | Contify that the above listed would | | | | | | |
| | I certify that the above listed records | | 1 | | | | |
| | Paul A. Willis Signature | Supervisor Recor | d Surve | у | | 1, 1961 | |
| | Paul a. Willes | | 1 | | 1) | ate | |

| 3 | 2 Hall of Records Commi | 5. Author: | | Assessment 6. Inclusive | 7. Volume | 8. Location | 9. Method |
|------------|---|--------------------------|-----------------------|--|--------------------------|--|----------------|
| tem No. | Include Title and Form Number | For Di Schedule No | sposal Item No. | Dates of Re- cords Dispo- ed of. | (cubic or linear feet | of records)Prior to Dis- posal. | of Disposal |
| 1. 1 | Front Foot Benefit Record | 23 | 1 | 1956 | 28.8 Cu. Ft. | Office Area | Burned |
| | AUG11'60 | | | for | 9/19/60 | | |
| | COF RECORD | | | | | | |
| . I | certify that the above listed records a | Jere disposed of a | s indica | ted: | | | |

| A - 94 HR - R | | | n | 2. Division or | Bureau of Re rafting Section | TARY COMMISSION porting Agency | |
|------------------|---|--|-------------------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N 0. | | 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 |
| 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 |
| | | | | | | | |
| | | | | | R | 64 | |
| | | | | | | | |
| LO. I | certify that the above listed records we | re disposed of a | s indica | ted: | | | |
| | Paul A. Willis Su Signature | pervisor Record | Survey 1 Title | | June 14, | 1960 | |

| Include Title and Form Number | For Di- Schedule N o. | ization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Hetho of Disposal |
|--|-----------------------------|----------------------------------|--|---------------------------------------|---|----------------------------|
| Billing Register | 17 | 1 | 1957 - 1958 | 69 Cu. Ft. | lst Fl. Vault | Burned |
| Bill Stubs | 16 | 2 | 1957 - 1958 | 41 Cu. Ft. | lst Fl. Vault | Burned |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| I certify that the above listed record | | | | | | |

| W.S.S.C. A - 947 HR - RM | To be submitted to the Records Manageme 2 Hall of Records Commission | | n | 2. Division or Design & D | SUBURBAN SAN Bureau of Re rafting Section | | and the second |
|--------------------------------|---|--|---|--|---|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Mumber | 5. Author For Dis Schedule N 0. | | 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 |
| 1. | Public Utilities Permit & Sketches (C & P Telephone Co.) | 75 | 2 | 1952-1953 | 8 Cu. Ft. | Office Area | Burned |
| 10. I c | certify that the above listed records were dis | | | ted: f Record Survey | May 6, 1 Dat | | |

| R - R 3 item N o. | M 2 Hall of Records Commis 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N 0. | | Asse 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
|----------------------------|--|--|---|--|---------------------------------------|---|----------------------------|
| 1. | Front Foot Benefit Charges | 23 | 1 | 1959 | 16 Cu. Ft. | Office Area | Burned |
| | | | | | pretty | 5/11/960 | |
| • | | | | | | | |
| • 1 | certify that the above listed records we Paul A. Willis Signature | | | ited: Record Survey | <u>May 6,</u> Dat | 1960 | |

| B tem No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N o. | rization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
|-----------------|--|---|-----------------------------------|--|---------------------------------------|---|----------------------------|
| | Front Foot Benefit Charge Record | - 23 | 1 | 1954-1955 | 20 Cu. Ft. | Office Area | Burned |
| | | | | L | | | 2/39/6 x |
| | | | | | | | 2/34/68 |
| | | | | | | | |

| R - H | Hall of Records Commissi 4. Description of Records | 5. Author | rization | 6. Inclusive | 7. Volume | porting Agency 8. Location | |
|------------|---|-----------------|-----------|--|------------|--|-----------------------------|
| tem No. | Include Title and Form Number | | Isposal | Dates of Re- cords Dispo- ed of. | (cubic or | of records)Prior to Dis- posal. | 9. Method of Disposal |
| 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-Re ord) | | | | 10 Cu. Ft. | Office Area | Burned |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| • • | I certify that the above listed records were | e disposed of a | as indica | ited: rd Survey | | | |

| W.S.S. A - 94 HR - R | 7 To be submitted to the Records Mana | agement Division | | 2. Division or | ON SUBURBAN S. | MITARY COMMIS: porting Agency | SION |
|----------------------------|--|---|---|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule N 0. | | 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 |
| 1. | Vouchers | 22 | 2 | 1954 - 1955 | l Cu. Ft. | Cashier's Vau | t Burned |
| B ¹ . | Bonds (Cancelled) | 82 | 1 | | l Cu. Ft. | Office Area | Burned |
| | | | | | | FEB 5-160 | 2/29/60 |
| 10. I | certify that the above listed record | | | | | | |
| Pa | certify that the above listed records were all de Willis Superv | e disposed of as isor Record Surv | 1 | | February 2,19 Dat | 260 | |

| $\begin{array}{r} \text{A.S.S.} \\ \text{A} - 94 \\ \text{HR} - R \end{array}$ | 7 To be submitted to the Records Manager | ment Divisio | | 1. Reporting A WASHINGTO 2. Division or Personnel | N SUBURBAN SA Bureau of Re | NITARY COMMISS porting Agency | ION |
|--|--|--|---|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | 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 |
| 1. B | Individual Record of Yearly Earnings | 15 | 1 | 1957 - 1958 | 5 Cu. Ft. | Office Area | Burned |
| B 10. I | certify that the above listed records were di Paul a. Willis Supervisor R. Signature | | 1 | ted: | January 26, 1 Dat | 1960 | |

| W.S.S. A - 94 <u>HR - R</u> | 7 To be submitted to the Records Man | agement Division | | N SUBURBAN SAN | ITARY COMMISSIC | |
|-----------------------------------|--|--|-----------------|---------------------------------------|---|-----------------------------|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authorizat For Dispos Schedule It N o. N | al Dates of Re- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
| 2. | House Connection Applications | 23 2 | 1955-1956 | 4 Cu. Ft. | Office Area | Burned |
| | | | | | | 2/29/60 |
| | | | | | JAN | 26'60 |
| 2 | | | | | Les . | Ì |
| | | | | | | |
| 10. I | certify that the above listed records wer | | | | | |
| 3 | Paul A. Willia Signature | Supervisor Record S Tit | | January 2: Dat | | |

.

| 3 Etem | 4. Description of Records Include Title and Form Number | 5. Author For Di | sposal | 6. Inclusive Dates of Re- | ion Office 7. Volume (cubic or | 8. Location of records | 9. Method of |
|-----------|--|---------------------|--------------|------------------------------|--------------------------------------|--------------------------|-----------------|
| No. | | Schedule No. | Item No. | cords Dispo- ed of. | linear feet |)Prior to Dis- posal. | Disposal |
| 1. | C _{ontract} Data | 76 | 3 - B | 1958 | 37쿨 Cu. Ft. | Office Area | Burned |
| | | | | | | | |
| | | | | | | 10/9/59 | |
| | | | | | 6 | | |
| | | | | | R | | |
| | | | | | | | |

| W.S.S. A - 94 <u>HR - R</u> | 7 To be submitted to the Rec | ords Mar | ageme | nt Division | n | 2. Division or | SUBURBAN SANT | FARY COMMISSION porting Agency | |
|-----------------------------------|--|----------|--------|--|--------------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | | | 5. Author: For Dis Schedule No. | | 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 |
| 1. | Water Register Billing | | | 17 | 1 | 12/6/54-4/8/56 | 18 Cu. Ft. | Office Area | Burned |
| 2. | Bill Stubs | | 305 | 16 | 2 | 12/18/55-4/19/57 | 4 Cu. Ft. | Office Area | Burned |
| | | | | | | | | + 15 | 59 |
| | | | | | | | | Mabel | |
| | | | | | | | | | |
| | | | | | | | | | |
| 10. 1 | Certify that the above lister of | ords we | re dis | posed of a | s indic | ited: | | | |
| | Paul A. Willie (APR15'5 | | risor | Record Sur | vey Title | 1 | | 959 | |
| | AFRIDO | Ì | | | 11016 | | Dat | ,e | |

| .S.S. - 94 R - RI | 7 To be submitted to the Record | s Management Division | n | 1. Reporting A WASHINGTOD 2. Division on Assessmen | N SUBURBAN SAN r Bureau of Re | ITARY COMMISSI porting Agency | ON |
|-------------------------|--|--|-------|---|---------------------------------------|---|-----------------------------|
| 3 tem N o. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | 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 |
| 1. | H ouse Connection Receipts | 23 | 2 | 1954 - 1955 | 2 Cu. Ft. | Office Area | Burned |
| 2. | House Connection Application | 23 | 3 | 1954 - 1955 | 5 Qu. Ft. | Office Area | Burned |
| | | | | | | RE | EEIVED |
| | | | | | 3/0/21 | | 100 |
| | | | | | and a start | | |
| . I | certify that the above listed record | | | ated: | | | |
| | Signature | Supervisor Record | Title | | Bobruary 19, Dat 3/7/1259 | 1959 e | |
| | | | | | 3/7/1259 | | |

| HR - F 3 Item N o. | M 2 Hall of Records (4. Description of Records Include Title and Form Number | 5. Author | rization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | r's Office 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
|-----------------------------|---|------------------------|-----------------------------------|--|---|---|-----------------------------|
| 1. | Vouchers | 22 | 2 | 1954 - 1955 | 20 Cu. Ft. | Cashier's Off | CEIVED |
| • | | | | | 2/10/59 | (M | AR 7-'59 |
| 10. | certify that the above listed recon <i>Paul A. Willis</i> Signature | rds were disposed of a | | | Pebruary 19, 1 Dat | 959 e | |

| W.S.S. A - 91 <u>HR - F</u> | 17 To be submitted to the Records Manageme | ent Division | | | SUBURBAN SAN Bureau of Re | TTARY COMMISSI porting Agency | |
|-----------------------------------|--|---|-----------------|--|---------------------------------------|---|-----------------------------|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule N c. | | 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 |
| 1. | Ledgers | 17 | 2 | 1955 | 16 Cu. Ft. | Office Area | Burned |
| 10. | I certify that the above listed records were di- | sposed of as | s indic | ated: | | | |
| *····· | Signature Supervi | sor Record : | Survey Title | | January 13, Dat | | |

| R - RM | | | | | FL OFFICE | ANITARY COMMIS porting Agency | |
|-----------------|--|---|----------|--|---------------------------------------|---|----------------------------|
| 3 tem No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule No. | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
| 1. | Yearly Earning Cards | 15 | 1 | 1955 -195 6 | 3 Cu. Ft. | Office Area | Burned |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| •I | certify that the above listed records w | ere disposed of a | s indica | ted: | | | |

| W.S.S. A - 91 HR - F | 17 To be submitted to the Records Managem | ent Divisio | on | 2. Division or | UBURBAN SANTS | ARY COMMISSION porting Agency | |
|----------------------------|--|---|-------------------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | sposal | 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 |
| 1. | Bill Stubs | 16 | 2 | 1955 | 15 Cu. Ft. | Office Area | Burned |
| | · · · · · · · · · · · · · · · · · · · | - | | | | | |
| 10. | I certify that the above listed records were di | | | ated: | | | |
| | Signature Superv | visor Rocord | d Survey Title | · · · · · · · · · · · · · · · · · · · | Jamary 13 Dat | 1959 .e | |

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| W.S.S. A - 91 HR - F | 17 To be submitted to the Records Manageme. | nt Divisio | n | | SUBURBAN SANT Eureau of Re | TARY COMMISSION porting Agency | |
|----------------------------|---|--|-------|--------------|-------------------------------|---|-----------------------------|
| 3 Item N o. | li. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | • | 7. Volume (cubic or | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
| 1. | Salary Checks (No. 52659 to No. 65458) | 22 | 1 | 195 7 | 2 Cu Ft. | Cashier's Offic | e Burned |
| 2. | Day Labor Checks (222215 to 263814) | 22 | l | 1957 | 15 Cu. Ft. | Cashier's Offic | e Burned |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 10. | I certify that the above listed records were dis | posed of a | | | muary 12, 1959 | > | |
| | Signature | | Title | | Dat | | |

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| W.S.S.C.CERTIFICATE OF RECORD DISPOSA - 947To be submitted to the Records MaHR - RM 2Hall of Records Commis | nagement Division | 2. Division of | ON SUBURBAN SI | NITARY COMMISS porting Agency | |
|---|---|----------------|---------------------------------------|---|-----------------------------|
| 3 L. Description of Records Item Include Title and Form Number No. | 5. Authorization For Disposal Schedule Item N c. No. | Dates of Re- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
| L. Contract Data (Old FWA Contracts) | 76 1 | | 4 Cu. Ft. | Wault-2nd Fl. | Burned |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 10. I certify that the above listed records we | | | | | |
| Signature | Supervisor Record Su Title | irvey | January 13, 1 Dat | | |

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| R - RM 2 Hall of Records Commi 3 4. Description of Records | ssion 5. Authorization | 2. Division or Const | | | |
|--|--|--|---------------------------------------|---|-----------------------------|
| tem Include Title and Form Number N o. | For Disposal Schedule Item N o. No. | 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 |
| L. Contract Data | 76 34 | | 18 Cu. Ft. | Office Area | Burned |
| • I certify that the above listed records w Paul a. Willis Signature | Jere disposed of as indic Supervisor Record Su Title | | January 13 Dat | | |

| em O. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule | | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or linear feat | 8. Location of records)Prior to Dis- | 9. Metho of |
|----------|--|----------------------------------|-----|--|---------------------------------------|---|----------------|
| | | N Co | No. | ed of. | IIIcal ICel | posal. | DISPOSAL |
| | WATER REGISTER BILLING | 17 | 1 | | 7 Oa. Ft. | Office | Burned |
| 5 | | | | | | | |
| | | | | | | | |
| | | | | | A | | |
| | | | | , | 9/18/2 | C Elvin | |
| | | | | /* | | SEP 8-150 | 1 |
| | | | | 2 Jun | | SEP 8-58 | |
| | | | | X | | - ne | |
| | | | | | | | |
| I | certify that the above listed records w | | | | | | 5.25 |

| 1.S.S. A - 91 HR - F | 17 To be submitted to the Records Manageme | nt Divisio | | 1. Reporting A <u>WASHINGTON</u> 2. Division or <u>Construction</u> | BURBAN SANT Bureau of Re | TARY COMMISSION porting Agency | 1 |
|----------------------------|--|--|----------------------------------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N c. | ization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Hethod of Disposal |
| 1 | Contract Data | 76 | 3 | | 8 Cu. Ft. | Office Area | Burned |
| 10. | I certify that the above listed records were dis Paula. Willie Signature | sposed of a Supervisor | Record S | | July 14, 1 | 1958 | 1116/58 |
| | orguature | | Title | | Dat | e | |

| A - | S.C. CERTIFICATE OF RECORD DISPOSAL 947 To be submitted to the Records Manageme RM 2 Hall of Records Commission | ent Divisio | n | 2. Division or | SUBURBAN SAN | ITARY COMMISSI porting Agency E | 01 |
|------------------|---|---|----------------------------------|--|---------------------------------------|---|-----------------------------|
| 3 Item N o | | 5. Author For Di Schedule N 0. | ization sposal Item No. | 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 |
| 1. | Water Billing Register | | | | | | |
| 8 | (Includes Monthly Billing) | 17 | l | 1954 | 11 Cu. Ft. | Office Area | Burned |
| | | | | | | Marles | |
| 10. | I certify that the above listed records were dis | sposed of a | s indica | ated: | | | |
| | Signature Signature CC: Hall of Records Byron Lindley Paul A. Willis | sor Record | Survey Title | FEB 28'58 | February Dat | 27, 1958 e | |

| H.S.S. A - 94 HR - R | 17 To be submitted to the Records Manageme | ent Division | | | | TTARY COMMISSIC porting Agency | <u>N</u> |
|----------------------------|---|---|---|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authoriza For Dispo Schedule N c. | | 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 |
| 1. | Bill Stubs | 16 | 2 | 1952 - 1954 | 30 Cu. Ft. | Office Area | Burned |
| * | | | | | | porter | 14/58 |
| 10. | I certify that the above listed records were dis Paul A. Willis Super Signature | sposed of as visor Record T | | | January 6 Dat | , 1958 e JAN | 8-'58 RECORD |

| N.S.S.C A - 947 HR - RM | To be submitted to the | | nt Divisio | | 1. Reporting A <u>WASHINGTON</u> 2. Division or Constructi | I SUBURBAN SAN Eureau of Re | ITARY COMMISSI porting Agency | ON |
|-------------------------------|--|-----------------------------------|--|----------------------------------|---|---------------------------------------|---|-----------------------------|
| 3 Item N o. | 4. Description of Records Include Title and Form Nu | nber | 5. Author For Di Schedule No. | ization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Hethod of Disposal |
| 1. 8 | Contract Data | | 76 | 3-b | | 30 Cu. Ft. | Office Area | Burned |
| 10. I A. | certify that the above list | ed records were dis Supervisor | | | | nuary 6, 1958 Dat | e JANS | |

| #.S.S. A - 91 <u>HR - 1</u> | 17 To be submitted to the Records Manageme | ent Division | | 1. Reporting A WASHINGTON 2. Division or PERSONNEL | SUBURBAN SAN Eureau of Re | ITARY COMMISSI porting Agency | <u>NC</u> |
|-----------------------------------|--|-----------------------------------|-----------------|---|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule | sposal Item | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- | 9. Method of Disposal |
| 1 | Individual Record & Yearly Earning Cards (Mic ROFILM) | N c. | <u>No.</u> 1 | ed of. 1953 - 1954 | 3 Cu. Ft. | posal. Office Area | Burned |
| • | | | | | | RECEIVE) | 57 |
| 10. | I certify that the above listed records were dis accel a Willia Supervisor Signature | sposed of a | | ated: | December 20, Dat | | 33) |

| 3 Item No. 4. Description of Records Include Title and Form Number 1. FRONT FOOT BENEFIT CHARGES | | | 2. Division or Assessment | | TARY COMMISSIO porting Agency | N |
|--|--|--------------------------------|--|---------------------------------------|---|-----------------------------|
| 1. FRONT FOOT BENEFIT CHARGES | 5. Authoriz For Dis Schedule N c. | zation posal Item No. | 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 |
| | 23 | 1 | 1953 | 6 -1/ 3 Cu. Ft | • Office Area | Burned |
| 10. I certify that the above listed records were dim | .sposed of as | indica | ated: | | produce | 5 |
| Signature Su | pervisor Reco | ord Sur Fitle | rvey | Sept. 1 Dat | | |

| nu - n | 7To be submitted to the Records Manageme:M 2Hall of Records Commission | nt Division | n | WASHINGTON 2. Division or Design & D | Bureau of Re | TTARY COMMISSI porting Agency | ON |
|------------------|--|---|---|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule N o. | | 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 |
| 1. | Public Utilities Sketches & Permits (C & P Telephone Co. & Potomac Electric Power Co.) | 75 | 2 | 1949 - 1951 | 10 Cu. Ft. | Office Area | Burned |
| 8 | RECEIVED | | | | | the of | 157 |
| 10. | SEP 17'57 Control of the state | posed of a r Record Su | | | Sept. 16, 19 Dat | | |

| 3 Item | Include Title and Form Number | | ization sposal | 6. Inclusive Dates of Re- | 7. Volume (cubic or | of records | 9. Method of |
|-----------|---|-----------------|-------------------|------------------------------|---------------------------------------|------------------------------|-----------------|
| Į 0. | | Schedule No. | Item No. | cords Dispo- ed of. | linear feet |)Prior to Dis- posal. | Disposal |
| 1. | Contracts - Duplicates | 76 | 3 | #1 - #935 | 20 Cu. Ft. | Old Warehouse Bladensburg | Burned |
| | Daily Work Order 7 3 m | 79 | 3 | 1953 - 1957? | 7 ¹ / ₂ Cu. Ft. | Offiëe Area | н |
| 3. | Work Order Authority | Non-re | cord | 1955 - 1957 | l Cu. Ft. | Office Area | |
| 8 | | | | | | post | 7/19/3 |
| | certify that the above listed records were di | | | | | | |

| 3 Item N o. | 2 Hall of Records Comminies 4. Description of Records Include Title and Form Number | | 5. Author For Dis Schedule N o. | | 6. Inclusive Dates of Re- cords Dispo- ed of. | tion Office 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Nethod of Disposal |
|-------------------|---|----------|--|----------|--|--|---|-----------------------------|
| 1. | Monthly Car Sheet | ~ | 121 | 3 | 1922 - 1930 | 30 Cu. Ft. | Old Warehouse Bladensburg | Burned |
| 2 | | | | | | | 19/57 | |
| .0. I | certify that the above listed records w | reve dia | posed of a | s indict | tod. | | | |

| em I O. | 4. Description of Records Include Title and Form Number | | 5. Author: For Di Schedule | ization sposal Item | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or | 8. Location of records)Prior to Dis- | 9. Methodof |
|------------|--|---|----------------------------------|---------------------------|--|------------------------|---|-------------|
| | | | N O. | No. | ed of. | TIMear Teet | posal. | Disposal |
| 1. | Duplicate Invoices | V | 27 | l | 1947 | 12 Cu. Ft. | Old Warehouse Bladensburg | Burned |
| ~ | Deposit Slips | 2 | 21 | 2 | 1918 - 1933 | 10 Cu. Ft. | 11 | Ħ |
| 3. | Cancelled Checks | v | 22 | 1 | 1918 - 1933 | 8 Cu. Ft. | 11 | R |
| | | | | | | | posted | |
| 5 | | | | | | | | |
| | | | | | | | | |

| SAL anagement Division ssion | | WASHING 2. Division or | ON SUBURBAN S | ANITARY COMMIS porting Agency | SION |
|------------------------------------|---|---|---|--|--|
| | | 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 |
| 76 | 3 | | 25 Cu. Ft. | Warehouse | Burned |
| 79 | 2 | | 4 ¹ Cu. Ft. | 11 | 11 |
| | | | | | |
| | | | | | |
| ere disposed of a | s india | tode | | | - |
| ere arsposed of a | 2 TUOTC | | | | |
| | anagement Division ssion 5. Author: For Di Schedule N 0. 76 79 | SAL anagement Division ssion 5. Authorization For Disposal Schedule Item N 0. No. 76 3 79 2 | SAL anagement DivisionWASHINGYanagement Division2. Division or Constructssion5. Authorization For Disposal Schedule6. Inclusive Dates of Re- cords Dispo- ed of.No.No.6. Inclusive Dates of Re- cords Dispo- ed of. | MASHINGTON SUBURBAN S anagement Division 2. Division or Bureau of Re- Construction Office 5. Authorization For Disposal 6. Inclusive Dates of Re- cords Dispo- ed of. 7. Volume (subic or linear feet 76 3 25 Cu. Ft. 79 2 11/2 Cu. Ft. | Sal anagement Division WASHINGTON SUBURBAN SANITARY COMMIS 2. Division or Bureau of Reporting Agency Construction Office 5. Authorization For Disposal Schedule 6. Inclusive Dates of Re- cords Dispo- ed of. 7. Volume (cubic or posal. 8. Location of records 76 3 25 Cu. Ft. Warehouse 79 2 $4\frac{1}{2}$ Cu. Ft. " |

| W.S.S. A - 91 <u>HR - F</u> | 17 To be submitted to the Records Management | nt Division | 2. Division or | SUBURBAN SAN | ITARY COMMISSIC porting Agency | <u>N</u> |
|-----------------------------------|---|--|----------------|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal Schedule Item No. No. | Dates of Re- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal |
| | Miscelleneous File | | | | | |
| 9 9 5. | Purchase Order Duplications House Connection Cards Materials Issue Slips Truck Inventory Cards Materials Received | 92 2-d Non-Record 136 2 Non-record Non-record | | 22 Cul Ft. | Warehouse | Burned |
| • | I certify that the above listed records were dis | wosed of as indi | cotted. | | | |
| | Paul Q. Wiellis | Supervisor Reco | | July 8, 1957 | , | |
| | Signature | Title | | Dat | the second se | |

•

| A - 94 | N.S.S.C.CERTIFICATE OF RECORD DISPOSALA - 947To be submitted to the Records Management DivisionHR - RM 2Hall of Records Commission | | | Reporting Agency <u>WASHINGTON SUBURBAN SANITARY COMMISSION</u> Division or Bureau of Reporting Agency <u>Secretary's Treasurer's Office</u> | | | | |
|-------------------|--|---|------------------------------------|---|---------------------------------------|---|-----------------------------|--|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N o. | ization sposal Item No. | 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 | |
| 1 | CONTRACTS | 76 | 1 | | 7 <u>1</u> Cu. Ft. | Vffice Area | Burned | |
| 8 | | | | | | | 400 Augustus 1/1~/57 | |
| 10. | certify that the above listed records were dis | posed of a Supervisor | | | June Dat | <u>29, 1957</u> je | | |

| em I o. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N o. | ization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
|------------|--|---|----------------------------------|--|---------------------------------------|---|----------------------------|
| 8 | PAYROLL REGISTER | 114 | 2 | 1949 - 1955 | 9 Cu. Ft. | Office Area | Burned |
| | | , - , - | | | | | |
| | | | | | | | |
| B | · | | | | | | |
| | certify that the above listed records | | | | | | |

| W.S.S. A - 91 <u>HR - H</u> | 17 To be submitted to the Records Ma | nagement Division | 2. Division of | NGTON SUBURBAN | SANITARY COMM porting Agency | ISS ION |
|-----------------------------------|--|---|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal Schedule Item N o. No. | 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 |
| 1 | Contracts | 76 3 | | 1 <u>1</u> Cu. Ft. | Old Office B | |
| 8 | | | | | | protect |
| 10. | I certify that the above listed records we | | | | | |
| | Paul a. Willis Signature | Supervisor Record S Title | urvey | June 29, Dat | | |

| 3 tem N o. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | ization sposal Item No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
|------------------|--|---|----------------------------------|--|---------------------------------------|---|----------------------------|
| • | Cancelled Checks | . 22 | l | 1953 - 1956 | 172 Cu. Ft. | Office Area | Burned |
| B | | | | | | | Juster Juster |
| | certify that the above listed records w | | | | | | |

| W.S.S. A - 94 <u>HR - R</u> | 7 To be submitted to the Records Managem | ent Divisio | n | 2. Division or | I SUBURBAN SAN | ITARY COMMISSI porting Agency sion | |
|-----------------------------------|---|---|---------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N o. | | 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 |
| 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 |
| | | | | | | REC | 24'57 |
| 10. | certify that the above listed records were di | sposed of a | s indic | ated: | | Nº OF | RECORD |
| | ppp nd. nd. | pervisor Re | | | June 20, | 1957 | |
| | | | TOTO | · | Dat | e | |

| W.S.S. A - 94 <u>HR - R</u> | 7 To be submitted to the Records Managem | ent Division | n | Reporting A <u>WASHINGTON</u> Division or Plumbing December 1 | SUBURBAN SANI Bureau of Re | TARY COMMISSIO porting Agency | <u>N</u> |
|-----------------------------------|--|--|----------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Dis Schedule N o. | | 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 |
| 1. | Gas Inspection Cards | 77 | 8 | 1950 - 1951 (10,800 thru 10 | 38 2/3 Cu.Ft 0,000) | . Warehouse | Burned |
| | Post Cards (Application & Permit) | 77 | 4 - | 1948 - 1951 | 10 2/3 Cu.Ft | . Warehouse | Burned |
| 3. | Plumbing Inspection Cards | 77 | 91 | 1940 - 1951 | 40 Cu. Ft. | Warehouse | Burned |
| 4. | Certification of Gas Inspection | 77 | 5 | #1 thru 36,799 | 13 1/3 Cu. F | t. Warehouse | Burned |
| | | | | | 103 m.H. | | |
| | | | | | | 6 | 1/57 |
| | JUN 6-'57 | | | | | poaled | |
| 10. 1 | certify that the above listed records were di | sposed of a | s indic | ated: | | | |
| | Signature Paul G. Willis S | upervisor Re | ecord Su | urvey | May 28, | | |
| | oxPravaro | | Title | | Dat | e | 391-5 |

| W.S.S.C.CERTIFICATE OF RECORD DIS.A - 947To be submitted to the RecordsHR - RM 2Hall of Records Communication | WASHINGTO 2. Division | WASHINGTON SUBIRBAN SANTTARY COMMISSION | | | | |
|---|---|---|---------------------------------------|---|-----------------------------|--|
| 3 Item Include Title and Form Number N o. | 5. Authorizat For Dispos Schedule It No. N | al Dates of Re- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Method of Disposal | |
| 1 Cancelled Checks | 22 1 | 1953 - 1955 | 192 Cu. Ft. | Office Area | Burned | |
| 10. I certify that the above listed records | | | + | | | |
| Signature | Supervisor Record Tit | le | February Dat | 25, 1957 te | | |

| N.S.S. A - 91 <u>HR - F</u> | 17 To be submitted to the Records Manageme | ent Divisio | n | 2. Division or | ON SUBURBAN SA | NITARY COMMISS porting Agency | TON |
|-----------------------------------|--|--|-----|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | 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 |
| 1. | Front Foot Benefit Charge | 23 | 21 | 1952 | 2 Cu. Ft. | Old Office Bl | g. Burned |
| 0 | House Connection Application | 23 | \$2 | 1952 | 2 Cu. Ft. | Old Office Blo | |
| 20 | Front Foot Receipt File | 23 | 3 | 1951-1952 | 2 Cu. Ft. | Old Office Bla | |
| 10. | | | | | | Jul 14/57 | |
| | certify that the above listed records were dis | sposed of a | | | January 29 Dat | 1957 | EB 1-57 |
| | | | | | | | OFRECON |

| N.S.S. A - 94 HR - R | 7 To be submitted to the Records Manageme | nt Division | | 1. Reporting A <u>WASHINGTON SI</u> 2. Division or <u>Secretary's</u> | UBURBAN SANIT Bureau of Re | ARY COMMISSION porting Agency | |
|----------------------------|---|--|---|--|--|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Dis Schedule N o. | | 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 |
| 1. | Formal Contracts (#651 thru #1227) | 76 | 1 | #651 thru #1227 | 13 ¹ / ₂ Cu. Ft. | Office Area | Burned |
| 10. | I certify that the above listed records were dis Paul a. Willig Sur Signature | sposed of a | | | January 2 Dat | FE | EB 1-'57 |

| A - 947 | R - RM 2 Hall of Records Commission | | | | Reporting Agency WASHINGTON SUBURBAN SANITARY COMMISSION Division or Bureau of Reporting Agency CONSTRUCTION OFFICE | | | |
|-------------------|--|--|----------------------------------|--|--|---|-----------------------------|--|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | ization sposal Item No. | 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 | |
| 1. | Contracts | 76 | 3-a | | 3 ¹ /2 Cu. Ft. | Old Office E | dg Burned | |
| •• | | | | | | posted 3 | 51 | |
| 10. I | certify that the above listed records were di | sposed of a Supervisor | | | Jannary | 18, 1957 | | |
| 6 | Signature | Supervisor | Title | | Dat | the second se | | |

| W.S.S.(A - 947 HR - RN | To be submitted to the Records Manageme | ent Divisio | | 1. Reporting A WASHINGTON S 2. Division or REPORT SECT | SUBURBAN SANT Bureau of Re | TARY COMMISSION porting Agency | ł |
|-------------------------------|--|--|--------------------------------------|---|---------------------------------------|---|-----------------------------|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule No. | ization sposal Item No. | 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 |
| 1. | Tabulation of Bids | 76 | 2 | | 1½ Cu. Ft | Office Area | Burned |
| 2 | Plans PWA | Non-re | cord | | 6½ Cu. Ft | 11 | 11 |
| | | | | | | | |
| 10. I | certify that the above listed records were di | sposed of a | s indica | ited: | | | |
| | <u>Faul A. W. illis</u> s | upervisor H | lecord Su | urvey | January 18, | | |
| • | | | Title | | Dat | æ | |

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | ization sposal Item No. | 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 |
|------------------|--|---|----------------------------------|--|---------------------------------------|---|-----------------------------|
| 1. | H. C. Applications | 89 | 2 | 1954 | 4월 Cu. Ft. | Old Office Bl | dg. Burned |
| | Material Issue Ticket | 28 | 3 | 1951 | 3 ¹ / ₂ Cu. Ft. | π | II |
| ð | Transportation | 28 | l | 1953 | 4월 Cu. Ft. | П | н |
| 4. | Daily Time Report | 1)1 | l | 1953-1954 | 18½ Cu. Ft. | П | 11 |
| 5. | Contracts | 29 | l | | 1 ¹ / ₂ Cu. Ft. | 11 | 11 |
| 6. | Daily Work Orders | 79 | 3 | 1953 | 10 <u>1</u> Cu. Ft. | П | 11 |
| 7. | Billed Work | 30 | 1 | 1951 | l ¹ / ₂ Cu. Ft | II | н |
| 8. | Incinerator Tickets | 28 | 5 | 1953 | $4\frac{1}{2}$ Cu. Ft | 11 | Ħ |
| 9. | Purchase Orders | Non-re | cord | | 1월 Cu. Ft | 11 | 11 |
| 10, | Warrant Copies | 22 | 2 | 1954 | 3 Cu. Ft. | 11 | 11 |
| | Stock Cards | 91 | 7 | 1951 | 8 Cu. Ft. | 11 | ŦŦ |
| | | | | Total | 13 cm 17 | | |

| 3 tem No. | 4. Description of Records Include Title and Form Number | 5. Author For Dis Schedule | | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- | 9. Method of Disposal |
|-----------------|--|----------------------------------|--------------|--|---------------------------------------|---|-----------------------------|
| | | No. | No. | ed of. | | posal. | |
| | Construction Contracts (Data) | 76 | 3 - b | 1952 - 1954 | 28½ Cu. Ft. | Old Office Building | Burned |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | tester | 1/6/3 |
| • | I certify that the above listed records wer | | | | | | |
| ECEI | Signature | Superviso | Title | d Survey | November 30 |), 1956 ta | |

| 3 tem N o. | 4. Description of Records Include Title and Form Number | 5. Authorization For Disposal Schedule Item N o. No. | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Methodof of Disposal |
|------------------|--|---|--|---------------------------------------|---|-------------------------------|
| 1. | DAILY REPORTS | 136 3 | 1954 | 1 ¹ / ₂ Cu. Ft. | Office | Burned |
| 2. | MATERIAL ISSUE SLIPS | NON-RECORD | | 1 Cu. Ft. | Office | Burned |
| | MONTHLY TRUCK INVENTORY | NON-RECORD | 1 | $l\frac{1}{2}$ Cu. Ft. | Office | Burned |
| 4. | DAILY WORK ORDERS | NON-RECORD | | $1\frac{1}{2}$ Cu. Ft. | Office | Burned |
| 5. | DAILY TIME REPORTS | NON-RECORD | | l Cu. Ft. | Office | Burned |
| 6. | REQUISITION SHEETS | 136 2 | | l Cu. Ft. | Office | Burned |
| 7. | DUPLICATE PLANS | NON-RECORD | | 2 Cu. Ft. | Office | Burned |
| • | | | | | | |
| 0. | I certify that the above listed records | were disposed of as indi | cated: | + | | |
| | Paul 4. Willis | Supervisor - R Title | ecord Survey | 7 | /19/56 | 1 |

| W.S.S. A - 94 HR - R | 7 To be submitted to the Records Manage | | | 2. Division or | SUBURBAN SANT Bureau of Re | TARY COMMISSIO porting Agency TARY'S OFFICE | N |
|----------------------------|--|---|----------------------------------|--|---------------------------------------|---|-----------------------------|
| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | ization sposal Item No. | 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 |
| 1 | VOUCHERS | 22 | 2 | 1950 - 1951 | 10 Cu. Ft. | Office | Burned |
| 10. | I certify that the above listed records were <u>Paul A. Willis</u> Signature | | | ated: Record Survey | 7/19, Do | /56 ta | 156 |

| iem io. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N o. | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- posal. | 9. Metho of Disposal |
|------------|--|---|----------|--|---------------------------------------|---|----------------------------|
| | HOUSE CONNECTION APPLICATIONS W & S | 23 | 2 | 1919 - 1952 | 30 Cu. Ft. | Plumbing Offic | e Burned |
| 6 | | | | (The above docu the Assessment | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | 17 | |
| | | | | | | Nor 36 | |
| | certify that the above listed records were | disposed of a | as indic | ated: | | | |

| 3 cem | 4. Description of Records Include Title and Form Number | 5. Authori For Dis | sposal | 6. Inclusive Dates of Re- | 7. Volume (cubic or | 8. Location of records | 9. Method of |
|----------|--|-----------------------|-------------|------------------------------|------------------------|--------------------------|-----------------|
| 10. | | Schedule No. | Item No. | cords Dispo- ed of. | linear feet |)Prior to Dis- posal. | Disposal |
| 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 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | Porter Contraction | |
| 5 | | | | | | 6 mol | |
| | | | | | | | |

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author: For Di Schedule N o. | | 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 |
|------------------|--|--|---|--|---------------------------------------|---|-----------------------------|
| 1 | VOUCHERS | 22 | 2 | 1945 - 1949 | 16 Cu. Ft. | 2nd Fl. Vault | Burned |
| • | MAY 29 1956 ALLOF MELORDS | | | | | | Land Last |

| 3 Etem N o. | 4. Description of Records Include Title and Form Number | Schedule | sposal Item | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- | 9. Method of Disposal |
|-------------------|--|------------------|---------------------|--|---------------------------------------|---|--|
| | CONSURUCTION CONTRACTS | <u>No.</u> 76 | No. 3a) 1-A ? | ed of. | 9 Cu. Ft. | posal. Old Office Building | Burned |
| | | | | | | | and the second sec |
| | | | | | | | Aller H |

| W.S.S. A - 94 HR - R | 7 To be submitted to the Records Management | nt Division | | 1. Reporting A <u>WASHINGTON</u> 2. Division or <u>Warehouse</u> | SUBURBAN, SANT | PARY COMMISSION Porting Agency | И |
|----------------------------|--|-------------|------------------|---|---------------------------------------|---|--|
| 3 Item No. | 4. Description of Records Include Title and Form Number | Schedule | sposal Item | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- | 9. Method of Disposal |
| | | N O. | No. | ed of. | | posal. | |
| 1. | Loading & Hauling Materials Reports (E-163 & E223) | Non-Rec | rd | 1949 - 1951 | 1/8 Cu. Ft. | Vault | Burn |
| 2. | Material Requisition Sheets (A-759) | Non-Rec | prd | 1949 - 1951 | 1 Cu. Ft. | 11 | 11 |
| 8 | Material Issue Slips | 28 | 31 | 1949 - 1951 | 1 Cu. Ft. | П | 11 |
| 4. | Material Received Ticket | 28 | 2" | 1950 | 1/4 Cu. Ft. | 11 | 11 |
| 5. | Material Receipt & Inspection Record (E-1034) | Non-Rec | ord | 1949 - 1951 | 1/4 Cu. Ft. | н | 11 |
| 6. | Plans (Water & Sewer) | 74 | 1/ | | $1/\frac{1}{2}$ Cu. Ft. | П | 11 |
| 7. | Authoriaztion to Purchase | Non-Rec | ord | 1949 - 1952 | 1/8 Cu. Ft. | П | 11 |
| 8. | Duplicate Contracts (Formal & Labor) | 76 | 1/ | 1949 - 1951 | 5 <u>1</u> Cu. Ft. | H | 11 |
| | | | | | | | |
| 2 | | | | | | RECEI | VED |
| • | | | | | | JAN 13 | 1956 |
| | | | | | | HALL OF R. ANNAPOLI | |
| 10. | I certify that the above listed records were di | sposed of | as indic | ated: | | | the second secon |
| | Paul 4. Willis Signature | Supervi | sor - I Title | Record Survey | Janua | ary 11, 1956 | |

| 3 tem | 4. Description of Records Include Title and Form Number | 5. Author: For Dia | | 6. Inclusive Dates of Re- | 7. Volume (cubic or | 8. Location of records | 9. Method of |
|----------|--|-----------------------|-------------|------------------------------|------------------------|--------------------------|-----------------|
| N 0. | | Schedule No. | Item No. | cords Dispo- ed of. | linear feet |)Prior to Dis- posal. | Disposal |
| | Water & Sewer Extension Reports (3rd Copy) | 122 | 1 | 1935 - 1945 | 7 <u>1</u> Cu. Ft. | Office | Burn |
| | RECEIVED | | | | | | 50025 |
| | DEC 7 1955 HALL OF RECORDS ANNAPOLIS, MD. | | | | | | |

| 3 tem | 4. Description of Records Include Title and Form Number | 5. Author: For Di | | 6. Inclusive Dates of Re- | 7. Volume (cubic or | 8. Location of records | 9. Method of |
|----------|--|----------------------|-------------|------------------------------|------------------------|-----------------------------------|-----------------|
| N o. | | Schedule N o. | Item No. | cords Dispo- ed of. | linear feet |)Prior to Dis- po s al. | Disposal |
| 1 | Contracts (Construction) | 76 | 3 ? | 1945-1952 | 75 Cu. Ft. | Old Office Building | Burned |
| | | | | | | montal | 41 11/10/5 |
| | | | | | | | |
| | RECEIVED | | | | | | |
| | NOV 18 1955 HALL OF RECORDS | | | | | | |
| | ANNAPOLIC, MD. | | | | | | |

| m | 4. Description of Records Include Title and Form Number | 5. Author: For Di | | 6. Inclusive Dates of Re- | 7. Volume (cubic or | 8. Location of records | 9. Metho of |
|----|--|----------------------|-------------|------------------------------|--|--------------------------|----------------|
| 0. | | Schedule No. | Item No. | cords Dispo- ed of. | linear feet |)Prior to Dis- posal. | Disposal |
| | Vouchers | 22 | 2 | 1918-1944 | 29 Cu. Ft. | Vault | Burned |
| | Contracts (Construction) | 76 | 1 | 1941)- 1948 | 19 ¹ / ₂ Cu. Ft. | Vault | Burned |
| | | | | | | | The way |
| | | | | | | | 1131 |
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| em o. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule N 0. | ization sposal Item No. | 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 |
|----------|--|---|----------------------------------|--|---------------------------------------|---|-----------------------------|
| | FRONT FOOT BENEFIT CHARGE RECORDS | 23 | 1 | 1951 | 5 Ft. Cu. F | c. Office | Burned |
| | | | | | | | |
| | Certify that the above listed records we | re disposed of Supervisor | | | November | | |

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule No. | ization sposal Item No. | 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 |
|------------------|---|--|----------------------------------|--|---------------------------------------|---|-----------------------------|
| 1. | Storm Drain Plans | 90 | 6 | | 1늘 Cu. Ft. | Office | Burn |
| | Specifications | 92 | l | | 6 Cu. Ft. | Ħ | 11 |
| | Weekly Reports | 92 | 3 | | 3/4 Cu. Ft. | 5 | 11 |
|). | I certify that the above listed records we and a Willis Signature | | | ated: ecord Survey | : Octobe Da | | Juleal 1281 |

| em I o. | h. Description of Records Include Title and Form Number | 5. Author: For Di Schedule | ization sposal Item | 6. Inclusive Dates of Re- cords Dispo- | 7. Volume (cubic or linear feet | 8. Location of records)Prior to Dis- | 9. Method of Disposal |
|------------|--|----------------------------------|-----------------------------|--|---------------------------------------|---|-----------------------------|
| | | N O. | No. | ed of. | | posal. | |
| 1 | Material Received Ticket | 28 | 2 | 1918 to 1949 | Unknown | Old Warehouse | Burne |
| | Incinerator Weight Paper | 28 | 5 | Unknown | 5월 Cu. Ft. | Old Warehouse | Burned |
| | Billed Work Invoices | 30 | l | 1942 to 1952 | 30 Cu. Ft. | Old Warehouse | Burned |
| | | | | | | | |
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| .] | certify that the above listed records | | | | | | |
| | Signature | Supervi | isor-Reco | ord Survey | Oct. 3. | 1955 te | |

| W.S.S.C A - 947 <u>HR - RM</u> | To be submitted to the Records Manageme | nt Division | | | | itary Commission porting Agency | on |
|--------------------------------------|--|---|-------|--|---------------------------------------|---|-----------------------------|
| 3 Item N o. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule N o. | | 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 |
| l | Correspondence | non-reco | rd | 1948 | 3 Cu. Ft. | Old Warehouse | Burn |
| •2 | Water Billing Register | 17 | 3 | unknown | 4 ¹ Cu. Ft. | New Warehouse | Burn 🦟 |
| | | | | | | | |
| • | | | | | | | |
| 10. I | certify that the above listed records were di | | | ated: rd Survey | Octobe | r 3, 1955 | |
| | Signature | | TITLE | | Da | | and the property is |

| R - RN | 1 2 Hall of Records Commis | sion | | Plumbing D | epartment | | [|
|-----------------|--|--|----------------------------------|--|---------------------------------------|---|-----------------------------|
| 3 tem No. | 4. Description of Records Include Title and Form Number | 5. Author For Di Schedule No. | ization sposal Item No. | 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 |
| | Record of Plumbing Inspection | 77 | 9 | 1926 - 1936 | 5 Cu. Ft. | Office | Burned |
| | | | | | | | |
| | certify) that, the above listed records we | ere disposed of a | as indica | ated: | | | |

| 3 tem No. | 4. Description of Records Include Title and Form Number | 5. Authori For Dis Schedule No. | | 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 |
|-----------------|--|--|---|--|--|--|-----------------------------|
| | CASHIER'S RECEIPTS | 21 | 3 | 1924 - 1949 | | Bladensburg Warehouse & Old Office Building | Burn |
| | | | | | | | |
| | | | | | | | |

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| 3 tem | 4. Description of Records Include Title and Form Number | | sposal_ | Dates of Re- | (cubic or | of records | 9. Method of |
|----------|--|-----------------|-------------|------------------------|--------------|-------------------------|-----------------|
| No. | · · | Schedule No. | Item No. | cords Dispo- ed of. | linear feet) | Prior to Dis- posal. | Disposal |
| | BILL STUES | 16 | 2 | 1951 | 6 cu. Ft. | Office Area | Burn |
| | | | | | | | |
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| em lo. | 4. Description of Records Include Title and Form Number | 5. Author For Dis Schedule No. | | 6. Inclusive Dates of Re- cords Dispo- ed of. | (cubic or | 8. Location of records Prior to Dis- posal. | 9. Metho of Disposal |
|-----------|--|---|----------|--|------------|--|----------------------------|
| 1 | BILL STUBS | 16 | 2 | 1938 - 1950 | 36 Cu. Ft. | Bladensburg Warehouse | Burn |
| | I certify that the above listed record | s were disposed of | of as in | dicated: | | | |

| em o. | 4. Description of Records Include Title and Form Number | 5. Author For Dis Schedule No. | | 6. Inclusive Dates of Re- cords Dispo- ed of. | 7. Volume 8. Location 9. Method (cubic or of records of linear feet) Prior to Dis- posal. |
|----------|--|---|----------|--|--|
| - | Meter Book Pages | 16 | 1 | 1949 - 1950 | 8 Cubic Feet 1st Floor Vault Burn |
| + | | | | | |
| | | | | | |
| | | | | | |
| . I | certify that the above listed record | s were disposed o | of as in | dicated: | |

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| em | 4. Description of Records Include Title and Form Number | 5. Authori For Dis | | 6. Inclusive Dates of Re- | 7. Volume (cubic or | 8. Location of records | 9. Method of |
|----|--|-----------------------|-------------|------------------------------|------------------------|--------------------------|-----------------|
| 0. | THETHE TTOLD AND TOTA HANDER | Schedule No. | Item No. | cords Dispo- ed of. | |)Prior to Dis- posal. | |
| ./ | Base Position Sheets | 78 | l | 1917 - 1925 | (1 cu pl) 50 Sheets | Office Area | Burn |
| 2/ | Detail Notes | 714 | 7 | 1918 - 1948 | 70 Cu. Ft. | Office Area | Burn |
| | | | | | | | |
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| | 4. Description of Records | 5. Authori | zation | | lusive | CASHIER'S OFFI 7. Volume | _ | 9. Method |
|----------|-------------------------------|----------------------------|--------|---------------------------------|------------------|-----------------------------|---------------------------------------|-----------|
| em 0. | Include Title and Form Number | For Dis Schedule No. | | Dates | of Re- Dispo- | (cubic or linear feet) | of records Prior to Dis- posal. | of |
| | Cancelled Checks | 22 | 1 | 1918 - | - 1930 | 15 Gubic Feet | Old Office Building | Burn |
| • | | | | | | | | |
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| 3 tem | 4. Description of Records Include Title and Form Number | For Dis | 5. Authorization 6. For Disposal Da | | (cubic or | 8. Location of records | 9. Method of |
|----------|--|-----------------|--|------------------------|------------------------|---------------------------|-----------------|
| No. | | Schedule No. | Item No. | cords Dispo- ed of. | | Prior to Dis- posal. | Disposal |
| 1 | Meter Book Pages | 16 | 1 | 1949 | $l\frac{1}{2}$ cu. ft. | lst fl. vault | Burned |
| | Bill Stubs | 16 | 2 | 1949 | 3 cu. ft. | lst fl. vault | Burned |
| • | | | | | | | |
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| 3 tem No. | 4. Description of Records Include Title and Form Number | 5. Author For D Schedule No. | ization isposal Item No. | 6. Inclusive | HIER'S OFFICE 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Method of Dispose |
|-----------------|--|---------------------------------------|-----------------------------------|---------------------------------------|---|---|----------------------------|
| 1. | Carbon Copy (Or Check Stub) of Checks Issu | ed 21 | 1 | 1918 - 1940 Unknown 1940 - 1950 | 13 cubic ft. Unknown 500 Linear ft. 100 co.ft | Treasure's Vt. Bladensburg Warehouse Office area | Burn Burn Burn |
|).] | ceptify that the above listed records were | disposed of visor - Rec | | | | 1011st 5 195h | |

| 3 | | r | | | ENGINE | and the owner where the party is not | and the other designs of the local division of the local divisiono | | |
|------------|--|-----------------|---------------------|-------------------------|-----------------|--------------------------------------|--|-------------------------|------------------|
| tem No. | em 4. Description of Records D. Include Title and Forn Mumber | For I | ization Disposal | | 7. Vo (Cubic | e or | • | 8. Location of Records | 9. l'ethod of |
| 140. | | Schedule No. | Item No. | cords Dispos- ed of. | linear | r fe | et) | Prior to Dis- posal. | Disposa |
| 1. / | Correspondence (Morse Filter Plant) | 53 | 1 | 1930 - 1935 | 11/2 | cu. | ft. | Old building | Burn |
| 2. " | Correspondence - Material (Supplies & Equip. | 53 | 2 | 1918 - 1940 | 101 | 11 | 11 | П П | н |
| | Public Works Administration Contracts | 53 | 3 | 1936 - 1942 | 6 | Ħ | 11 | 11 11 | и |
| +• v | Correspondence - Miscellaneous | 54 | 1 | 1919 - 1950 | 1 | 18 | Ħ | Office | 11 |
| 5. 1 | Correspondence - Public Utilities | 54 | 2 | 1926 - 1950 | 2 | Ħ | 11 | П 9 | H |
| 5.0 | Correspondence - Consulting Engineers | 54 | 3 | 1945 - 1950 | 12 | 11 | 11 | 11 | H |
| 7• . | Correspondence - Garbage & Refuse Collection And Disposal | 54 | 4 | 1934 - 1950 | 1 | п | 'n | П Н | II |
| 3. 4 | Correspondence - District (By Districts) | 54 | 5 | 1937 - 1950 | 13 | 81 | п | Office " | н |
| | Correspondence - District (Miscellaneous, Covers all Districts) | 54 | 6 | 1919 - 1950 | 10 | Ħ | II | Office & " | н |
| | Special Studies - correspondence | 54 | 7 | 1940 - 1950 | 2 | 11 | 11 | Office | Ħ |
| • 1 | Administrative Miscellaneous Personnel File | 54 | 8 | 1936 - 1950 | 2 | Ħ | 11 | Office & " | Ĥ |
| • ~ | Correspondence - Brighton Dam Area Water Supply | 54 | 9 | 1944 - 1950 | 112 | II | Ħ | Office | 11 |
| • | Correspondence - Public Agencies(Federal State & Local | 54 | 10 | 1930 - 1950 | 7 <u>1</u> | Ħ | 11 | Office | Ħ |

| 3 Item No. | 4. Description of Records Include Title and Form Number | 5. Author For D Schedulc No. | isposal | 6. Inclusive | PTROLLER'S OFF 7. Volume (Cubic or linear feet) | 8. Location of Records | 9. Pethod of Disposa |
|------------------|--|---------------------------------------|---------|----------------------------|--|-------------------------------|----------------------------|
| 1 | Duplicate Contracts | 29 | 1 | 1938 - 1950 | 40 cu. ft. | office area | Burn |
| 2 | Duplicate Invoices | 27 | l | 1919 - 1950 1950 - 1953 | unknorm 34 cu. ft. | Bladensburg Vt Office area | Burn |
| V | Transportation | 28 | l | 1947 - 1950 | 4 cu. ft. | 2nd floor Vt. | Burn |
| 4. ~ | Material Received Ticket | 28 | 2 | 1918 - 1949 1949 - 1950 | unknown 4 cu. ft. | Bladensburg Vt Office area | Burn Burn |
| 5. | Material Issued Ticket | 28 | 3 | 1935 - 1950 | 18 cu. ft. | 2nd Floor Vt. | Burn |
| 6.1 | Audit Work Papers | 28 | 4 | 1918 - 1950 | 63 cu. ft. | Basement Vt. | Burn |
| 7.2 | Incinerator Weight Papers | 28 | 5 | 1946 - 1950 | $8\frac{1}{2}$ cu. ft. | 2nd floor | Burn |
| | | | | | 380 1/2 | | |
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| | RECEIVED | | | 1 | | | |
| | APR 8 1954 | | | | | | |
| | HALL OF RECORDS ANNAPOLIS, MD. | | | | | | |

| 3 Item No. | 4. Description of Records Include Title and Form Mumber | | ization isposal Item No. | 6. Inclusive | HIER'S OFFICE 7. Volume (Cubic or linear feet) | 8. Location of Records Prior to Dis- posal. | 9. Nethod of Dispose |
|------------------|--|----|-----------------------------------|------------------------------|---|--|----------------------------|
| l.√ Ca | ancelled Checks | 22 | l | Oct. 2, 1931 July 15,1950 | 30 cu. ft. | Basement vault | Burn |
| • | | | | 4 | | APR & HALL OF L ANNAPOL | 1954 |

| 3 Item No. | 4. Description of Records Include Title and Form Mumber | | 5. Authorization For Disposal | | SSMENT OFFICE 7. Volume (Cubic or | 8. Location of Records | 9. Nethod of |
|------------------|---|----|----------------------------------|---|---|--|-----------------|
| | | | Item No. | Dates of Re- cords Dispos- ed of. | | | Disposa |
| 1. / | FRONT FOOT BENEFIT CHARGE RECORDS | 23 | l | 1919-1950 | 20 cu. ft. | Basement vaplt | , burned |
| 3. 1 | FRONT FOOT BENEFIT CHARGES AND HOUSE CONNECTION RECEIPT FILE | 23 | 3 | 1919-1950 | 25 cu. ft. | Basement vaul Bladensburg warehouse. | burned |
| | | | | | | | |
| | RECEIVED | | | | | | |
| | MAR 18 1954 | | | 1 | | | |
| | HAL OF RECORD | | | | | | |

| | of Records Comm. Hall of Reco of Maryland | Records Manage ords Commissio | 'n | 2. Div | S <u>HINGTON SUBURH</u> ision or Bureau FER HEGISTRAR | BAN SANITARY COM 1 of Reporting A | MISSION .gon cy |
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| 3 tem No. | 4. Description of Records Include Title and Form Number | 5. Author For D Schedule No. | ization isposal Item No. | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or | 8. Location of Records Prior to Dis- posal. | 9. Nethod of Disposal |
| • / | Bill Stubs | 16 | 2. | 1935 - 1949 | 40 cu. ft. | Basement vault | Burn |
| | Billing Register | 17 | 1 | 1949 | | Basement vault | Burn |
| | | | | (all tho: | | years) Warehouse Bladensburg | Burn |
| | | | | • • | | | |
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| orm HR-RM 2, CERTIFICATE OF (9-1-53) To be Submitted to the Re all of Records Comm. Hall of Record tate of Maryland | ecords Manage | ment Div | 2. Divi | H <u>INGTON SUBURB</u> Ision or Bureau SONNEL | AN SANTTARY COMM 1 of Reporting Ag | <u>ISSION</u> ge ncy |
|--|---------------------------------------|-----------------------------------|---|---|---------------------------------------|--------------------------------|
| 3 tem 4. Description of Records No. Include Title and Form Number | 5. Author For D Schedule No. | ization isposal Item No. | 6. Inclusive Dates of Re- cords Dispos- ed of. | 7. Volume (Cubic or linear feet) | of Records | 9. Methodof Of Dispose |
| L. V Daily Time Reports | 14 | l | 1918 - 1950 | 256 Cu. Ft. | 2nd floor vau Basement vault | Burn |
| Payroll Registers | 14 | 2 | 1918 - 1950 | 256 Cu. Ft. | 2nd floor vaul Basement | z Burn |
| 3. √ Individual Record and Yearly Earnings | 15 | l | 1943 - 1952 | 14.34 Cu.Ft. | Personnel Offic | ce Burn |
| | | | | 526.12 | | |
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| I certify that the above listed records were | disposed of rvisor - Reco | | | <u> </u> | | |