

GOVERNMENT OF THE DISTRICT OF COLUMBIA
RECORDS RETENTION SCHEDULE

SCHEDULE NO.	AMENDMENT NO.
3, Second Ed.	

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OF 38

INSTRUCTIONS:

- Send original and 4 copies to the D.C. Records Management Officer, Bureau of Materiel Management, Department of General Services, after approval by head of department or agency having custody of records.
- The Records Management Officer, will secure all other necessary clearances.
- Original of approved schedule will be retained in the Bureau of Materiel Management.
- The Records Management Officer, will furnish the Office of the Inspector General and the Washington National Records Center with a copy of each approved Records Schedule.
- Consultation with the Records Management Officer, is recommended prior to initial submission of a Records Schedule.
- List any special conditions and limitations prior to listing of records.
- Use D.C. Form 2810-1A for continuation sheets

AUTHORITY:

This schedule constitutes authority to destroy certain records at the end of retention periods specified herein. Records may be retained longer when in the opinion of the Custodian, with the concurrence of the Records Management Officer, there is sound reason for doing so. In no event, however, may disposal be made of records known

to pertain to unsettled accounts, claims, or demands involving the Government of the District of Columbia. Records known to pertain to outstanding exceptions, unsettled accounts, incomplete investigations, pending litigation, or any other matter involving a specific request made by the Comptroller General shall not be destroyed until satisfactory clearances thereof have been obtained.

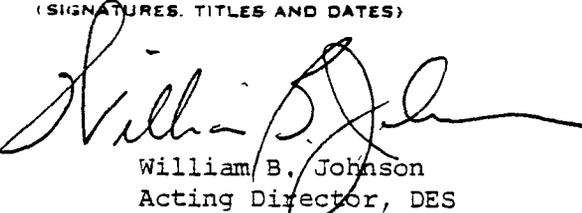
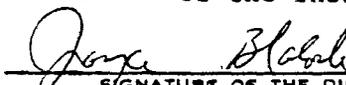
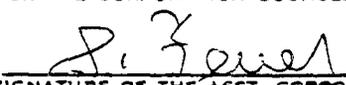
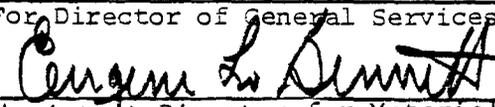
BRIEF TITLE OF RECORDS COVERED BY THIS SCHEDULE.

District of Columbia Department of Environmental Services Records

DESCRIPTION OF RECORDS

See Attached Schedule

CONCURRENCES AND APPROVAL

FOR THE CUSTODIANS OF THE RECORDS. (SIGNATURES, TITLES AND DATES)  William B. Johnson Acting Director, DES Date: <u>1-24-80</u>	FOR THE OFC. of the Inspector Gen.  SIGNATURE OF THE DIRECTOR	DATE 2/11/80
	FOR THE CORPORATION COUNSEL  SIGNATURE OF THE ASST CORPORATION COUNSEL	DATE 3-14-80
	For Director of General Services  Assistant Director for Materiel Mgt.	DATE 2/6/80

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
A-1	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES</p> <p style="text-align: center;">RECORDS GENERAL TO THE DEPARTMENT</p> <p>Records described below are general records series which are common to several or all elements throughout the Department.</p> <p><u>GENERAL CORRESPONDENCE</u>: Consists of correspondence concerning operations of the Department of Environmental Services and all internal elements thereunder. Filed by subject.</p> <p>(a) Engineering and Construction Administration. Office of the Administrator. Break file every 5 years.</p> <p>Total retention 15 years after inactive.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of 15 years.</p> <p>(b) Bureau of Construction and Repair, Office of the Chief. Break file every 3 years.</p> <p>Total retention 12 years after inactive.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of 15 years.</p> <p>(c) Bureau of Water and Sewer Services. Break file every year.</p> <p>Retain in agency space 5 years after close of the year involved, then destroy.</p> <p>(d) General correspondence files from other organization units. Break file every 3 years.</p> <p>Retain in agency space 3 years after close of the year involved, then destroy.</p>	
A-2	<p><u>POLICY AND PROCEDURES FILE</u>: Consists of directives, manuals, plans and correspondence reflecting policies and procedures developed in the administration and direction of environmental services programs with supporting case file, if any, documenting important aspects of the development of the issuance. Filed by subject.</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
A-2 (Cont.)	<p>Total retention 10 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 10 years.</p> <p>JUSTIFICATION for the retention period: Papers relating to substantive policy and procedure decisions are generally kept at the level of the Office of the Director. In some cases, equally important papers relating to specific programs will be found in other offices. The determination of which papers are important must be made at the administration, office or bureau level.</p>	
A-3	<p><u>ORGANIZATIONAL RECORDS</u>: Official organization charts, narrative histories, and related records which document the organization and functions of the Department of Environmental Services and its internal elements thereunder.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	
A-4	<p><u>BUDGET FILES</u>: Budget or apportionment records created or accumulated by administrations, offices and other organizational units in preparation of annual budget estimates consolidated in the budget prepared by the Office of Budget and Finance (<u>other than</u> files maintained by the Office of Budget and Finance, covered by D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Section 3). Filed by fiscal year.</p> <p>Retain in house 5 years after the close of the year covered by the budget, then destroy.</p>	
A-5	<p><u>GRANT FILES</u>; Consists of applications for grants, supporting data, offers and awards contracts, major revisions, Circular A-95 clearances, and pertinent correspondence. Filed by type of grant and either chronologically or by grant number thereunder. Transfer to inactive on completion of grant and related grants in same area of concern.</p> <p>(a) Construction grants.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 15 years, at which time agency officials will review records for</p>	

ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
<p>A-5 (Cont.)</p>	<p>further retention or reduction.</p> <p>(b) Other grants.</p> <p>Retain in agency space 5 years after inactive, then destroy.</p>	
<p>A-6</p>	<p><u>PERSONNEL CORRESPONDENCE FILES</u>: Consists of copies of requests for personnel action (Forms ES-18 or equivalent), requests for advance leave, tour of duty changes and other personnel matters and correspondence duplicated in or not appropriate for the Personnel Division Files.</p> <p>(a) Filed by employee name.</p> <p>Retain in house one year after separation or transfer.</p> <p>(b) Filed by subject. Start a new file each year.</p> <p>Retain in agency space one year after inactive, then destroy.</p> <p>(c) Filed by bureau or other organization. Start a new file each year.</p> <p>Retain in agency space 2 years after inactive, then destroy.</p>	
<p>A-7</p>	<p><u>ANNUAL REPORTS</u>: Consists of statistical, narrative and chart form reports of departmental elements. Break file each calendar year.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
<p>DEPARTMENT OF ENVIRONMENTAL SERVICES OFFICE OF ENVIRONMENTAL PLANNING AND MANAGEMENT OFFICE OF THE ADMINISTRATOR</p>		
B-1	<p><u>ADMINISTRATION FILE</u>: Consists of correspondence, published materials, reports, and data concerning programs and operations of the Department of Environmental Services. Filed by subject under organization.</p> <p>Retain in agency space for 3 years and dispose at the Administrator's discretion.</p>	
B-2	<p><u>GRANT COORDINATION FILE</u>: See Grant Records under Section 2 Records Common to Several Organizational Units above.</p>	
B-3	<p><u>PROJECTS FILE</u>: Consists of original of each report, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on operations research, operations analysis, or special management projects, together with supporting papers documenting project inception, scope, procedure, and accomplishments (but excluding project work papers as described below). Filed by subject.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of 15 years.</p>	
B-4	<p><u>DATA CARDS</u>: Consists of Hollerith punched machine readable cards for various study projects. Filed by project.</p> <p>Retain and dispose in accordance with D. C. Official Records Retention and Disposal Schedule no. 40, Part II, Section 28 II 5.</p>	
B-5	<p><u>PERFORMANCE MEASUREMENT DATA</u>: Consists of disk-pack with recorded data for performance measurement reports. Filed by date.</p> <p>Retain and dispose in accordance with D. C. Official Records Retention and Disposal Schedule no. 40, Part II, Section 28 II 5.</p>	
B-6	<p><u>PREPACKAGED PROGRAMS</u>: Consists of machine readable cards containing sequence of instructions required to accomplish the processing of data or solving a problem. Filed by program title. Transfer to inactive one year after last use.</p> <p>Retain and dispose in accordance with D. C. Official Records</p>	

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B-7	<p>Retention and Disposal Schedule no. 40, Part II, Section 28 II 5.</p> <p><u>PROJECT WORKING PAPERS</u>: Consists of background materials, studies, analysis, notes, rough drafts, interim reports, and related papers pertaining to projects, exclusive of documents covered by Item 3, Project Files. Filed by project.</p> <p>Retain in agency space</p> <ul style="list-style-type: none">(a) one year after final action on project report, then destroy(b) 3 years after completion of report if no final action is taken, then destroy.	
B-8	<p><u>CLEANLINESS INSPECTION DATA</u>: Consists of magnetic tapes with data on inspections of streets and alleys.</p> <p>Retain and dispose in accordance with D. C. Official Records Retention and Disposal Schedule no. 40, Part II, Section 28 I 11 and 12.</p>	
<p>MANAGEMENT DIVISION</p>		
B-9	<p><u>MANAGEMENT STUDIES FILE</u>: Consisting of original of each report, graphic presentation, or other published or processed document, and of the last manuscript report (if not published or processed) on management studies or special studies projects, together with supporting documentation on project, inception, scope, procedure, and accomplishments (but excluding work papers). Filed by subject.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of 15 years.</p>	
B-10	<p><u>DIRECTIVES FILE</u>: Consisting of each internal directive issued by the Department or any of its componentes together with supporting case file. Filed by number.</p> <p>Total retention 50 years and review.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 50 years at which time agency officials will review records for further retention or reduction.</p>	

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B-11	<p><u>RECORDS DISPOSITION FILES:</u> See D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Section 7-10.</p>	
B-12	<p><u>FORMS FILES:</u> See D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Section 7-4.</p>	
	<p>PLANNING AND LEGISLATIVE DIVISION</p>	
B-13	<p><u>PROJECTS REVIEW FILE:</u> Consists of proposed projects received from Office of Municipal Planning, Office of the Mayor, or National Capital Planning Commission for review and this Department's comments thereon. Filed by project name. Transferred to inactive when project is completed.</p> <p>Retain in agency space 2 years after inactive, then destroy.</p>	
B-14	<p><u>ENVIRONMENTAL IMPACT STATEMENTS:</u> Consists of environmental impact statements for projects received and reviewed and this Department's comments thereon. Filed by project name.</p> <p>Total retention 30 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 30 years</p>	
B-15	<p><u>SPECIAL STUDIES:</u> Consists of reports on special studies conducted or participated in by this Division or others on matters of concern to this Office, Department or other Administrations of the Department. Reports are originals and filed by subject.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of 15 years.</p>	
B-16	<p><u>LEGISLATIVE FILE:</u> Consists of bills on matters of concern to this Department and this Department's comments thereon. Filed by bill number.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 15 years.</p>	

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	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES</p> <p style="text-align: center;">PERSONNEL DIVISION</p>	
C-1	<p><u>PERSONNEL DIVISION RECORDS</u>: See D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Section 1.</p>	
	<p style="text-align: center;">MOBILE EQUIPMENT MANAGEMENT DIVISION</p>	
C-2	<p><u>MOBILE EQUIPMENT MANAGEMENT DIVISION RECORDS</u>: See D. C. Official Retention and Disposal Schedule No. 40, Part II, Section 20.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	<p>DEPARTMENT OF ENVIRONMENTAL SERVICES OFFICE OF BUDGET AND FINANCE ACCOUNTING DIVISION</p>	
D-1	<p><u>ACCOUNTING DIVISION RECORDS</u>: See D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Section 2, 3, 5, and 6; and Part II, Section 19.</p> <p style="text-align: center;">BUDGET DIVISION</p>	
D-2	<p><u>BUDGET DIVISION RECORDS</u>: See D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Section 2, 3, 5, and 6; and Part II, Section 19.</p> <p style="text-align: center;">DATA PROCESSING DIVISION</p>	
D-3	<p><u>DATA PROCESSING DIVISION RECORDS</u>: See D. C. Official Records Retention and Disposal Schedule No. 40, Part II, Section 28.</p> <p style="text-align: center;">PURCHASING AND SUPPLY DIVISION</p>	
D-4	<p><u>PURCHASING AND SUPPLY DIVISION RECORDS</u>: See D. C. Official Records Retention and Disposal Schedule No. 40, Part I, Sections 6 and 8, and Part II, Sections 21, 22, and 23.</p> <p style="text-align: center;">REVENUE DIVISION RECORDS</p>	
D-5	<p><u>REVENUE DIVISION RECORDS</u>: See D. C. Records Retention Schedule No. 40, Part I, Section 3.</p>	
D-5a	<p><u>PAYMENT COUPONS</u>: Consists of copies of bills paid, bearing collector's cash register serial numbers. Filed by date or payment and thereunder by class of billing, such as Meter Measurement, Delinquent Accounts, Meter Repair, Water for Construction Purposes, Use of Water from Fire Hydrants, Brass Goods Issued, etc.</p> <p>Retain in agency space 4 years after date of last entry, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-1	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES ENGINEERING AND CONSTRUCTION ADMINISTRATION OFFICE OF THE ADMINISTRATOR</p> <p><u>SUBJECT FILES - SPECIFIC PROJECT AREAS:</u> Consisting of (original) correspondence and related material pertaining to functions and activities of the Administration relating to Metro, Surveyor's Office, Department of Housing and Community Services (urban renewal projects), suburban jurisdictions, utility companies, federal projects, easements and permits, etc. Filed in accordance with established Administration file system. Cut off every 5 years and transferred to inactive unless it pertains to an ongoing project in which case it remains active until completion thereof and transferred to inactive.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 15 years.</p>	
E-2	<p><u>A - E AGREEMENTS:</u> Consists of (original) Architect-Engineer Agreements, Change Orders, Time Extensions, etc., pertinent correspondence and related material pertaining to the project for which the Consulting Engineer has been engaged to perform the required engineering services. File in accordance with established Administration file system. Transfer to inactive after final payment.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 15 years.</p> <p>JUSTIFICATION for retention period: These records constitute the official record of negotiations and as such are subject to review by auditors. They are referred to frequently for background information from the design phase and should be retained until the recommended construction is completed and final release is accepted by the District.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-3	<p style="text-align: center;">BUREAU OF CONSTRUCTION AND REPAIR OFFICE OF THE CHIEF</p> <p><u>CONTRACT APPEAL BOARD FILE:</u> Consists of background information pertinent to claims against District of Columbia by contractors who are currently performing work and/or have completed construction. Filed by C. A. B. number.</p> <p>Retain in agency space for 3 years after final action by the C. A. B. or after final adjudication by courts, whichever is later.</p>	
E-4	<p><u>CONTRACTS FILE:</u> Consists of the Department's contract information (except Water Pollution Control Plant Expansion) during actual construction, such as correspondence, justifications for change orders, actual contract costs and related information. File is maintained by contract number. Transfer to inactive status when construction is completed, final release is accepted by the District and no litigation is pending.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 15 years.</p> <p style="text-align: center;">WATER POLLUTION CONTROL PLANT EXPANSION OFFICE</p>	
E-5	<p><u>CONTRACT FILES:</u> Consists of the Department's original records of construction contracts relating to expansion of the Water Pollution Control Plant between District of Columbia and contractors. Records are correspondence, transmittals, shop drawings, justifications for change orders, payment schedules, time extensions and Environmental Protection Agency grant records pertinent to the Washington Plant and related material necessary to properly execute the contract. Filed by contract number. Transfer to inactive after completion of project.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 15 years.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-6	<p style="text-align: center;">CONSTRUCTION MANAGEMENT DIVISION</p> <p><u>PICTORIAL FILE</u>; Consists of photographs of construction sites prior, during and after the completion of work. Filed by job number. Upon completion of construction, force account as well as contract and final release accepted by District when applicable, transfer to inactive.</p> <p>(a) Photographs deemed of historical value: Total retention 100 years. Retain in agency space as long as space permits, then transfer to FRC for remainder of the 100 years at which time agency officials will review records for further retention or reduction.</p> <p>(b) Others: Total retention 15 years. Retain in agency space as long as space permits then transfer to FRC for remainder of the 15 years and destroy, provided that no litigation is pending.</p>	
E-7	<p><u>JOB COST INDEX</u>: Consists of cost records, permits and related material. Filed by job number.</p> <p>Retain in agency space 2 years after completion of project, then destroy.</p>	
E-8	<p><u>PAVING SCHEDULES, AS-BUILT RECORDS AND TAP AND FIRE HYDRANT CARDS</u>: Consists of information relative to the paving of streets, taps of watermains and the location of fire hydrants.</p> <p>Total retention 100 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 100 years at which time agency officials will review records for further retention or reduction.</p> <p>JUSTIFICATION for retention period: These records are necessary for the maintenance personnel to use in emergency situations where information 50 or more years old is frequently needed.</p>	
E-9	<p><u>FIELD BOOKS</u>: Consists of actual and preliminary stake-outs of construction projects including but not limited to: alignment, elevations, engineer's notes, etc.</p> <p>Total retention 100 years.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-9 (Cont.)	<p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 100 years at which time agency officials will review records for further retention or reduction.</p> <p>JUSTIFICATION for retention period: Said field books are the sole source of information used to verify "as-built" datum and used when no "as-built" records are available. They are also used to reconstruct construction activities, problems, etc., which may have occurred 50 years ago or more.</p> <p style="text-align: center;">BUREAU OF DESIGN AND ENGINEERING OFFICE OF THE CHIEF</p>	
E-10	<p><u>QUALIFICATIONS OF ARCHITECTS-ENGINEERS:</u> Consists of qualifications and experience resumes submitted by consultants for use by the District in selecting qualified applicants for architect-engineer work. After negotiations have concluded, the District enters into an agreement with the consultants for said engineering services. Filed alphabetically and updated as required.</p> <p>(a) Selected: Keep as long as the resulting agreement is in force, then transfer to inactive. Retain in agency space 5 years after inactive, then destroy.</p> <p>(b) Not selected: Retain in agency space 5 years after date of transmittal, then destroy.</p>	
E-11	<p><u>CONSULTING ENGINEERS REPORTS AND STUDIES:</u> Reports of this nature are pertinent to the development of the District's water and sewerage systems including but not limited to the following: sizing of storm and sanitary sewers, sizing of treatment processes, sizing of sewage pumping stations, cost analysis and evaluation of planned and future programs. Filed by project, cross indexed by consultants and chronologically.</p> <p>Total retention 100 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of the 100 years at which time agency officials will review records for further retention or reduction.</p>	
E-12	<p><u>IN-HOUSE REPORTS AND STUDIES:</u> Consists of drainage area maps, hydraulic analysis sheets and other engineering data relating to the sizing and alignment of proposed projects.</p> <p>Total retention 100 years.</p>	

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	<p>JUSTIFICATION FOR RETENTION PERIODS, ITEMS E-11 and E-12:</p> <p>These documents provide background, design and construction information on the major public works performed within the District. They must be retained as historical and budgetary reference guides.</p>	
E-13	<p><u>CAPITAL IMPROVEMENTS:</u> Consists of Departmental submission on all Capital Improvement Projects, supporting data and pertinent correspondence. Filed by project number within fiscal year. After completion of project transfer to inactive.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
E-14	<p><u>STRUCTURAL, MECHANICAL AND ELECTRICAL DESIGN COMPUTATIONS:</u> Consists of consultants and in-house computations on construction projects and the design and construction phases. May be used for relocating, modifying and revising existing facilities and new design in the future. Filed by project and task job number. Transfer to inactive upon completion of construction.</p> <p>Retain in house 15 years after inactive and destroyed in Agency.</p>	
E-15	<p><u>WATER CONSUMPTION DATA:</u> Consists of annual, monthly and daily water consumption for the District of Columbia. Filed by category chronologically.</p> <p>Retain in agency space 2 years after close of year involved, then destroy.</p>	
E-16	<p><u>CHARTS FROM SEWER AND RAINFALL GAUGES:</u> Filed chronologically by event.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits, then transfer to FRC for remainder of 15 years.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
E-17	<p style="text-align: center;">BUREAU OF DESIGN AND ENGINEERING PROJECT DEVELOPMENT DIVISION CONSUMER ENGINEERING BRANCH</p> <p><u>HISTORICAL UTILITY RECORDS:</u> Historical utility records of the water and sewer systems of the District of Columbia. These records consist of the following files:</p> <ul style="list-style-type: none">(a) 50' x 100' Scale Sewer and Water System maps (original tracings). Filed by map number and alphabetical prefix.(b) Record Plats of watermain construction 1905 to 1961. Filed numerically by job number.(c) Original Foreman's Plat of Watermain construction prior to 1905. Filed numerically by job number.(d) Scaled Watermain construction notes (Foreman's scaled notes). Filed numerically by job number.(e) Watermain valve cards. Filed by street location.(f) Fire Hydrant cards showing elevation, water pressure, etc. Filed by street location.(g) As-built drawings (original tracings) 1961 to present. Filed numerically by tube number.(h) Record plat of sewer construction (Grant Sheets) 1873-1962. Filed by index log number.(i) Water and Sewer Availability Statement. Filed numerically by square number.(j) Catch Basin Cards (Details on basins) 1910-1962. Filed numerically by square number(k) Watermain construction cross index. Filed by street location.(l) Sewer construction cross index. Filed by street location.(m) Microfilm aperture cards. Filed by index log, job or drawing.	

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E-17 (Cont.)	<p>(n) Miscellaneous original design, contract detail drawings and as-built tracings. Filed numerically by tube number.</p> <p>(o) Index for x, y, z drawings. Filed alphabetically by drawing number.</p> <p>Retain in agency indefinitely.</p> <p>JUSTIFICATION: All these are historical utility records not available from any other source. Some records date back over 100 years. Microfilm is used in some areas, however, deterioration of quality of microfilm precludes its use as the permanent record. Experience dictates preservation of the original documents as permanent records. These records of water and sewerage systems are vital information in case of any major catastrophe.</p>	5 ¹¹

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E-18	<p style="text-align: center;">BUREAU OF DESIGN AND ENGINEERING HYDRAULIC CONTROL BRANCH</p> <p><u>SUBJECT FILE RECORDS - POTOMAC INTERCEPTOR SEWER:</u> Correspondence relative to construction, current connections, problem areas, and billing information for users of Interceptor Sewer. Records are filed alphabetically. Break the file by 3-year periods.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p> <p>JUSTIFICATION for retention period: These documents are the sole source of information about the construction of the Potomac Interceptor Sewer and of the data needed to bill suburban jurisdictions using the interceptor.</p>	
E-19	<p><u>EROSION CONTROL AND FLOODING:</u> Consists of (1) Sewer separation pertaining to the separation of residences throughout the city, including legal documents between homeowner and the District Government, and drainage studies; and (2) Drainage complaints received from citizens and from District and Federal agencies, results of the investigation of such drainage problems, recommendations and the result thereof. Break the file by 3-year periods.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remaining of the 50 years.</p> <p>JUSTIFICATION for retention period: These records are the sole source of information of data needed to eliminate current and future drainage problems in the City. They include information pertaining to drainage complaints that involve deficiencies in our sewer system. This materials must be kept on file until these deficiencies are eliminated from the system.</p>	

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E-20	<p style="text-align: center;">BUREAU OF DESIGN AND ENGINEERING ENGINEERING SPECIFICATION SECTION</p> <p><u>CONSTRUCTION CONTRACTS</u>: Consists of original contracts between District of Columbia and contractors, including performance and payment bonds, change orders, time extensions, start letters and final release documents, as well as other pertinent material. Transfer to inactive when construction is completed and final release is accepted by the District. Filed by contract number.</p> <p>Retain in Department 2 years after inactive. Retain in FRC.....</p> <p>JUSTIFICATION for retention period: These documents constitute official records of the contract and bidding material relative to each construction project thus are subject to scrutiny by auditors; must be maintained for those who have a vested interest in a particular contract, etc. Records are signed under seal and must be maintained for 12 years under statute of limitations.</p>	10 years

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-1	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES ENVIRONMENTAL HEALTH ADMINISTRATION OFFICE OF THE ADMINISTRATOR</p> <p><u>TRAINING AND EVALUATION FILE</u>: Consists of records of training given food establishment personnel. File chronologically under programs, seminar, or class. Break file annually.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-2	<p>DEPARTMENT OF ENVIRONMENTAL SERVICES ENVIRONMENTAL HEALTH ADMINISTRATION BUREAU OF AIR AND WATER QUALITY</p> <p><u>DIVISIONAL REPORTS:</u> Consists of all reports from the Divisions to the Bureau concerning regular and special activities. Filed by Division and date. Break file annually (by Fiscal Year).</p> <p>Total retention 10 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 10 years.</p>	
F-3	<p><u>BUREAU REPORTS:</u> Consists of all regular and special reports generated at the Bureau level. Filed by type of report and date. Break file each fiscal year.</p> <p>Total retention 10 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 10 years.</p>	
F-4	<p><u>ACCOUNTABLE PROPERTY RECORDS:</u></p> <p>(a) Property purchased with Federal Grant funds. Maintain running inventory by item, price, and date of purchase. File copy with yearly break of Grant Records, carrying forward only items of current record.</p> <p>Retain as with "GRANT FILES" (Item A-5).</p> <p>(b) Property purchased with D.C. Funds. Maintain running inventory by item, price, and date of purchase. File copy with yearly break of D. C. Budget records, carrying forward only items of current record.</p> <p>Retain as with "BUDGET FILES" (Item A-4).</p>	
F-5	<p><u>PERMITS TO CONSTRUCT OR MODIFY:</u> Consists of permit applications and permits issued by Bureau. File by location, with cross index by Company.</p> <p>Retain until building is razed.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-6	<p><u>SWIMMING POOL OPERATOR PERMITS:</u> File alphabetically by name.</p> <p>Retain in agency space 5 years after date of last entry, then destroy.</p>	
F-7	<p><u>SWIMMING POOL PLANS:</u> Consists of plans and specifications for new swimming pools, and for revisions to existing pools. File by location, with cross index by company.</p> <p>Retain until pool is destroyed.</p>	
F-8	<p><u>AIR MONITORING RECORDS:</u> Consists of data on pollutant concentrations at various locations in the District of Columbia, and areas of special study. File by site location, pollutant, and date, with cross index, pollutants to sites. Compile annually.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	
F-9	<p><u>WATER MONITORING RECORDS:</u> Consists of data on water samples taken for potable water quality control, surface water quality testing, industrial wastewater discharges, and special studies. File by site location, type of sample, and date, with cross index type to site. Break file annually.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p> <p><u>JUSTIFICATION:</u></p> <p>Items numbers F-8 and F-9. These records help to trace and document the impact that a large post-industrial metropolis has on the environment.</p>	
F-10	<p><u>SURVEILLANCE AND VIOLATION RECORDS:</u> Consists of records of all surveillance for compliance with and violations of Air and Water Quality Regulations and records of complaints. File by location and company, with cross-index.</p> <p>Retain until building is razed.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-11	<p><u>COURT SUITS AND RECORDS</u>: Consists of records of all court suits in which the Bureau of Air and Water Quality Regulations are involved. File by company and location, with cross index and complete reference to court and case number.</p> <p>Total retention 50 years after case is settled.</p> <p>Retain in house as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-12	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES ENVIRONMENTAL HEALTH ADMINISTRATION BUREAU OF COMMUNITY HYGIENE</p> <p><u>ESTABLISHMENTS FILE:</u> Consists of inspector reports of condition found in licensed or other establishments requiring periodic inspection to maintain required sanitation levels; correspondence with solid waste operators concerning licensure and/or dumping, suspension or cessation of operations, or resumption of operations reports of investigation of complaints; notices, summaries of discussions, and letters of agreement concerning special arrangements for dumping and/or payment. Filed by street (and sub) address within quadrant (N.W., N.E., S.W., S.E.). Close file every two years with files for even-numbered addresses being started at the beginning of even-numbered years and for odd-numbered addresses being started at the beginning of odd-numbered years.</p> <p>Retain in agency space 2 years after inactive, then destroy.</p>	
F-13	<p><u>NUISANCE ABATEMENT FILE:</u> Consists of inspectors' results of investigation of complaints or conditions otherwise disclosed concerning public health nuisances requiring abatement; notices to abate nuisances or of violations; notices of assessment of abatement costs; referrals to other D.C. agencies for abatement; correspondence and legal documents concerning civil or criminal charges in connection with public health nuisances requiring abatement. Filed by Square and Lot after nuisance has been abated, court action has been completed, or assessment has been filed against the property. File closed at the end of each year.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	
F-14	<p><u>COMPLAINTS FILE:</u> Consists of:</p> <ul style="list-style-type: none"> a. Duplicate copies of complaints forms with inspectors' investigation findings in all cases where further action is required. Filed by date. Start a new file each year. b. Originals of complaint forms with inspectors' findings in all other cases. Filed by date. Start a new file each year. <p>Retain in agency space one year after inactive, then destroy.</p>	
F-15	<p><u>CHEMICAL TOILET PERMITS FILE:</u></p> <ul style="list-style-type: none"> a. Applications for permit and records of inspection. 	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-15 (Cont.)	<p>Filed by permit number after expiration of permit. Start a new file each year.</p> <p>Retain in agency space one year after inactive, then destroy.</p> <p>b. Permit Record Cards. Filed by permit number. Transfer to inactive file when application and inspection records of expired permit are received.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	
F-16	<p><u>WAR ON RATS SURVEY REPORTS FILE</u>: Consists of originals of survey and War on Rats inspection forms prepared daily by each inspector reflecting work performed and places surveyed and inspected. Filed by date under inspector's number. Start a new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
F-17	<p><u>SYSTEMATIC INSPECTION RECORDS</u>: Original copies of Systematic Inspection Record form (or equivalent) showing dates and results of inspections and used in scheduling. Filed by address in census tract. Upon filing up of the form or closure of the establishment, file in "ESTABLISHMENT FILES" (Item F-12 above).</p> <p>Retain as with "ESTABLISHMENT FILES".</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-18	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES ENVIRONMENTAL HEALTH ADMINISTRATION BUREAU OF CONSUMER HEALTH SERVICES</p> <p style="text-align: center;">OFFICE OF THE CHIEF</p> <p><u>DIVISIONAL REPORTS:</u> Consists of all reports from the Divisions to the Bureau concerning regular and special activities. Filed by division and date. Break files annually (by Fiscal Year).</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
F-19	<p><u>BUREAU REPORTS:</u> Consists of all regular and special reports generated at the Bureau level. Filed by type of report and date. Break file each fiscal year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
F-20	<p style="text-align: center;">CONSUMER PRODUCT SAFETY DIVISION</p> <p><u>DIVISION FILES:</u> Consists of published materials, reports, and data concerning programs and operations of the Consumer Product Safety Division. Filed by subject under organization.</p> <p>Retain in agency space 3 years, then destroy.</p>	
F-21	<p><u>MATTRESS FILE:</u> Requests for permit to sell mattresses or other upholstered materials in the District and samples of labels. Filed in folder by name of manufacturer. Every 5 years a form letter is mailed requesting information as to whether the manufacturer is still doing business in the District. If no answer is received, the file is closed and placed in the inactive file.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-22	<p style="text-align: center;">FOOD PROTECTION DIVISION</p> <p><u>ESTABLISHMENTS FILE</u>: Original copies of inspectors' reports of condition found in licensed or other establishments requiring periodic inspection to protect the public health; file copies of correspondence to or from establishments concerning licensure and/or operations, requesting suspension or cessation of operations or permitting resumption of operations; reports of investigations of complaints; copies of notices, summaries of discussions and letters of agreement concerning administrative hearings; and plans and layouts of the establishment reviewed and approved by the Administration.</p> <p>Records are filed in folders by street (and sub) address within quadrant (NW., NE., SW., or SE.)</p> <p>Upon closure of the establishment, the folder is transferred to an inactive file in which it is filed in the same manner as in the active file. Every year approximately one half of the files are closed and transferred to the inactive files (those with even street numbers being transferred at the beginning of even years and those with odd street numbers being transferred at the beginning of odd years) and a new file is started.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	
F-23	<p><u>ROUTE AND TIME REPORTS</u>: Original copies of Route and Time Report Health Inspection (Forms ES-197 or equivalent) prepared daily by each inspector reflecting the work performed, the places inspected and the time used. Reports are filed by inspector's name and date. Placed in the inactive file after the data is key punched.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	
F-24	<p><u>COMPLAINTS FILE</u>: Consists of:</p> <ul style="list-style-type: none">a. Duplicate copies of complaints forms with inspectors' investigation findings in all cases where further action is required. Filed by date. Start a new file each year.b. Originals of complaints forms with inspectors' findings in all other cases. Filed by date. Start a new file each year. <p>Retain in agency space one year after inactive, then destroy.</p>	

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F-25	<p><u>SYSTEMATIC INSPECTION RECORDS</u>: Original copies of Systematic Inspection Record forms (or equivalent) showing dates and results of inspection and used in scheduling. Filed by address in census tract. Upon filing up of the form or closure of the establishment, file in "ESTABLISHMENT FILES" (Item F22 above).</p> <p>Retain as with "ESTABLISHMENT FILES".</p> <p style="text-align: center;">HAZARDOUS CHEMICAL CONTROL DIVISION</p>	
F-26	<p><u>ESTABLISHMENTS FILE</u>: Original copies of inspectors reports pertaining to licensed businesses and pesticide applicators licensed at each location, file copies of notices of violations, and correspondence related thereto. Records are filed alphabetically by company name. Break file every 3 fiscal years.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
F-27	<p><u>PESTICIDE PRODUCT REGISTRATION</u>: Original copy of application of all pesticide products distributed in the District of Columbia. Responsibility of registration belongs to the person whose name appears on the label. Filed chronologically. Break file every 5 years.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	
F-28	<p><u>COMPLAINTS FILE</u>: Consists of copies of complaints with inspectors reports of investigational findings. Filed by date on a fiscal year basis. Break file annually.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
F-29	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES ENVIRONMENTAL HEALTH ADMINISTRATION BUREAU OF OCCUPATIONAL AND INSTITUTIONAL HYGIENE</p> <p><u>COMPLAINTS FILE</u>: Consists of correspondence and reports on complaints of unsafe or unhygienic conditions. Filed by date of closing of case.</p> <p>Retain in agency space 3 years after date of closing of case, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-1	<p>DEPARTMENT OF ENVIRONMENTAL SERVICES SOLID WASTE MANAGEMENT ADMINISTRATION OFFICE OF THE ADMINISTRATOR</p> <p>See under "RECORDS GENERAL TO THE DEPARTMENT" above.</p> <p>BUREAU OF STREET AND ALLEY CLEANING</p>	
G-2	<p><u>DAILY RECORD OF INFORMATION CALLS (ES-717)</u>: Daily tally of calls received in the Bureau about dead animals, bulk metal items, and referrals from other agencies. Filed by month. File is broken each year.</p> <p>Retain in agency space 2 years after close of the year involved, then destroy.</p>	
G-3	<p><u>REFERRAL FOR CORRECTIVE ACTION (ES-720)</u>: Complaints received that have to be referred to another agency or division for corrective action. Filed by month. File is broken each year.</p> <p>Retain in agency space 2 years after close of the year involved, then destroy.</p>	
G-4	<p><u>MONTHLY REPORT (ES-712)</u>: Statistical report of the number of complaints and requests for service that are sent to the nine service areas. Filed by month. File is broken each year.</p> <p>Retain in agency space 2 years after close of the year involved, then destroy.</p>	
G-5	<p><u>STREET AND ALLEY INSPECTION AND CODING SHEET (ES-114)</u>: Transcribed tapes of code violations observed by inspectors and to be reported to the proper agencies. Filed by month. File is broken each year.</p> <p>Retain in agency space 2 years after close of year involved, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
G-6	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES SOLID WASTE MANAGEMENT ADMINISTRATION BUREAU OF SOLID WASTE COLLECTION</p> <p><u>REPORTS FILE</u>: Consists of reports from and to the Bureau. Filed by subject. Start new file each year.</p> <p>Retain in agency space 3 years after inactive, review and destroy.</p>	
G-7	<p><u>ABANDONED VEHICLES FILE</u>: Consists of Forms ES-206, PD-771, PD-783, and ES-713 (or equivalent) and correspondence concerning abandoned vehicles on public space or vehicles constituting a nuisance on private property disposal of which by the District Government is proposed or effected following a complaint. Filed by address. Transfer to inactive upon impoundment or junking of vehicle or notification by contract hauler or Police Department that the vehicle is not at the location.</p> <p>Retain in agency space 4 years after inactive, then destroy.</p>	
G-8	<p><u>ABANDONED/JUNK VEHICLE LOG BOOK</u>: Consisting of Forms ES-304, a log of all complaints, reports and referrals concerning abandoned and junk vehicles on public or private space. Constitutes an index by control number to the abandoned vehicle files and shows referrals and dispositions of all cars. Filed by year. Log is closed at end of each year.</p> <p>Retain in agency space 4 years after the log is closed, then destroy.</p>	
G-9	<p><u>DAILY REPORT-WASTE COLLECTION DIVISION (ES-454)</u>: Daily statistical report of the number of complaints and requests for service that are sent to the nine service areas. Monthly report based on these reports. Filed by month. File is broken each year.</p> <p>Retain in agency space 2 years after close of year involved, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
	<p style="text-align: center;">BUREAU OF SOLID WASTE DISPOSAL</p> <p>G-10 <u>ADP REPORTS FILES</u>: Consist of daily truck reports, edit runs, tonnage reports, and scale card transmittal sheets. File by subject. Start new files each year.</p> <p>Retain in agency space 2 years after year involved, then destroy.</p> <p>G-11 <u>GENERAL FILE</u>: Consists of internal directives, inter-office correspondence, etc. Filed by subject. Start a new file each year.</p> <p>Retain in agency space 3 years after year involved, then destroy.</p> <p>G-12 <u>PROJECTS FILE</u>: Consists of administrative reports, studies, notes, and rough drafts on projects. Start a new file each year.</p> <p>Retain in agency space 3 years after year involved, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
H-1	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES WATER RESOURCES MANAGEMENT ADMINISTRATION OFFICE OF THE ADMINISTRATOR</p> <p><u>PERMITS AND AGREEMENTS</u>: Consists of permits and agreements with other jurisdictions. Filed by jurisdiction or subject.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	
H-2	<p><u>POTOMAC AND ANACOSTIA RIVERS REPORTS</u>: Consists of reports on degree of pollution in rivers, from 1956 to present. Filed by date.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	
H-3	<p><u>WATER POLLUTION CONTROL DATA</u>: from 1961 to present. Filed by date.</p> <p>Total retention 50 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 50 years, at which time agency officials will review records for further retention or reduction.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
H-4	<p style="text-align: center;">DEPARTMENT OF ENVIRONMENTAL SERVICES WATER RESOURCES MANAGEMENT ADMINISTRATION BUREAU OF WASTEWATER TREATMENT</p> <p><u>MONTHLY PERFORMANCE SUMMARIES</u>: Consists of monthly performance summary basic plant operating data, flows, effluent and influent in narrative and chart form. Filed by date. Start new file each year.</p> <p>(a) Wastewater Division summary (b) Primary summary (c) Secondary summary (d) Solids Processing summary</p> <p>Total retention 50 years.</p> <p>Retain in house 10 years after inactive. Retain in FRC</p>	40 years
H-5	<p><u>PLANS</u>: Consists of plans and specifications of BWT plant facilities. Filed by drawing number.</p> <p>RETAIN until facility is razed.</p>	
H-6	<p><u>CHEMICALS</u>: Consists of correspondence and data on use of various chemicals in wastewater treatment processes. Filed by name of chemical and using organization thereunder. Transfer to inactive whne use of chemical discontinued or supplier changes.</p> <p>RETAIN in agency space 1 year after inactive, then destroy.</p>	
H-7	<p><u>SLUDGE THICKENING</u>: Consists of daily summary of operations for sludge thickening. Filed by date. Start new file each year.</p> <p>RETAIN in agency space 10 years after inactive, then destroy.</p>	
H-8	<p><u>NOTIFICATION OF STATUS DURING WEATHER EMERGENCY</u>: Filed by employee's name.</p> <p>RETAIN until employee is transferred or separated or until there is a change in status.</p>	
H-9	<p><u>SPECIAL STUDIES OF WASTEWATER TREATMENT</u>: Filed by date., Start new file each year.</p> <p>RETAIN in agency space 3 years after inactive, then destroy.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
H-10	<p><u>DIVISION LOG SHEETS</u>: Form completed by wastewater treatment operators. Filed by date. Start new file each year.</p> <p>RETAIN in agency space 3 years after inactive, then destroy.</p>	
H-11	<p><u>INFORMATION FILE</u>: Consists of information on laboratory instruments, methods, heavy metals, etc.</p> <p>Retain in house 10 years or until superseded, whichever comes first.</p>	
H-12	<p><u>LAB ANALYSES DATA</u>: Consists of</p> <ul style="list-style-type: none">(a) Parameters from Analytical Branch.(b) Log and work sheets retained for compliance with National Pollution Discharge Elimination System (NPDES) permit.(c) Potomac and Anacostia Rivers and Rock Creek reports.(d) Parameters from Research Branch. <p>Filed by date. Start a new file each year.</p> <p>Total retention 15 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 15 years.</p>	

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	<p>DEPARTMENT OF ENVIRONMENTAL SERVICES WATER RESOURCES MANAGEMENT ADMINISTRATION BUREAU OF MAINTENANCE SERVICES</p>	
H-13	<p><u>WEATHER EMERGENCY ROSTER</u>: Filed by employee name. Start new file each weather emergency season.</p> <p>Dispose at end of weather emergency season.</p>	
H-14	<p><u>PUMPAGE AND CONSUMPTION REPORTS</u>: Consists of daily and monthly Pumpage and Consumption Reports (Forms ES-20, or equivalent). Filed by date. Start a new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-15	<p><u>PUMPING LOGS</u>: Consists of Daily Pumping Log Sheets (Forms ES-80, or equivalent). Filed by date. Start new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-16	<p><u>WATCH ROSTERS</u>: Consists of watch rosters for shift personnel. Filed by pay period. Start new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-17	<p><u>LEVEL CHARTS</u>: Consists of water reservoir indicating level charts. Filed by date. Start new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-18	<p><u>ANACOSTIA FLOW CHARTS</u>: Consists of daily recording charts on Anacostia River flow received from WSSC. Filed by date. Start new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	

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	DEPARTMENT OF ENVIRONMENTAL SERVICES WATER RESOURCES MANAGEMENT ADMINISTRATION BUREAU OF WATER AND SEWER SERVICES	
H-19	<p><u>QUARTERLY REPORT FILE</u>: Consists of quarterly statistical data on operations. Filed by date. Start a new file each year.</p> <p>Retain in agency space 5 years after inactive, then destroy.</p>	
H-20	<p><u>WATER WASTE SURVEY REPORT</u>: Consists of a weekly progress report from pitometer engineer. Filed by date. Start a new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-21	<p><u>DAILY PUMPAGE AND CONSUMPTION REPORT</u>: Consists of a record of water consumption data. Filed by date. Start a new file each year.</p> <p>Retain in agency space 5 years after inactive, then destroy.</p>	
H-22	<p><u>WORK ORDERS</u>: Consists of documentation of construction work. Filed by work order number. Transfer to inactive when work completed.</p> <p>Retain in agency space 2 years after inactive, then destroy.</p>	
H-23	<p><u>PAVING SCHEDULES</u>: To insure that water and sewer work has been completed prior to paving. Filed numerically. Start a new file each year.</p> <p>Retain in agency space on year after inactive, then destroy.</p>	
	DISTRIBUTION BRANCH	
H-24	<p><u>CLAIMS AND COMPLAINTS</u>: Consists of correspondence with consumers and offices of the Mayor and Corporation Counsel concerning claims of personal injury or property damage caused by leakage from District-owned property. Filed by claimant's name. Transfer to inactive when claim settled.</p> <p>Retain in agency space 2 years after settlement, then destroy.</p>	
H-25	<p><u>FIRE ALARMS</u>: Consists of a yearly list showing the dates each Distribution Branch Foreman is on Fire Alarm Duty to stand by during fires of two or more alarms or when called by the Fire Department. Filed by year. Start a new file each year.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
H-26	<p><u>FIRE HYDRANT BILLS:</u> Sent to Distribution Branch authorizing repairs of struck fire hydrants. Filed by section of city. Transfer to inactive when bill settled.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-27	<p><u>FIRE HYDRANTS OUT-OF-SERVICE:</u> Consists of lists sent weekly to Fire Department of fire hydrants that are out of service. Filed by date. Start a new file each year.</p>	
H-28	<p><u>FLOW TEST REPORTS:</u> Consists of results of tests run at consumer's request on water available to install fire service, air conditioning systems, or booster pumps. Filed numerically and alphabetically. Start a new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-29.	<p><u>LAMP LIST FILE:</u> Consists of schedules of lamps, barriers, and plates at excavation sites to be checked by night crews. Filed by date. Start a new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
H-30	<p><u>MONTHLY REPORT FILE:</u> Consists of a monthly report of Distribution Branch activities. Filed by date. Start a new file each year.</p> <p>Retain in agency space 5 years after inactive, then destroy.</p>	
H-31	<p><u>DISTRIBUTION CORRESPONDENCE FILE:</u> Consists of memoranda, and correspondence, including correspondence with R.L.A. and W.M.A.T.A. on tap removals. Filed by correspondent. Start a new file each year.</p> <p>Retain in agency space 3 years after inactive, then destroy.</p>	
METER BRANCH		
H-32	<p><u>METER WORK ORDER FILE:</u> Consists of Work Orders (Forms ES-101, or equivalent) showing meter serial number, size and type of service, curb cock and tap locations, nature and extent of affairs, etc. for each premises. Filed by street address. Transfer to inactive after water service pipe is disconnected.</p> <p>Total retention 10 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 10 years, at which time agency officials will review records for further retention or reduction.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
H-33	<p><u>METER TEST CARD FILE</u>: Consists of Meter Test Cards (Forms ES-237, or equivalent) for each water meter showing test results after calibration, after service, and after repair and recalibration; frequency of repair, parts required, repair costs, etc. Filed by manufacturer's serial number. Transfer to inactive when meter junked.</p> <p>Total retention 10 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 10 years, at which time agency officials will review records for further retention or reduction.</p>	
H-34	<p><u>SERVICE CARD FILE</u>: Historical file containing reports of work performed in conjunction with watermain construction, highway paving, etc. Filed by street address. After water pipe is disconnected, transfer to inactive.</p> <p>Total retention 10 years.</p> <p>Retain in agency space as long as space permits then transfer to FRC for remainder of the 10 years, at which time agency officials will review records for further retention or reduction.</p>	
H-35	<p><u>WORK ORDER FILE (WHOLE COST)</u>: Consists of work orders initiated by Design and Engineering Division. Filed by job number. Transfer to inactive when all work is completed and reported.</p> <p>Retain in agency space one year after inactive, then destroy.</p>	