

000 5100
 001 000
 002 147
 003
 004
 005 City of Wilmington
 006 Water Department
 140 Subject Files
 141
 142
 200 1909
 210 1976
 220
 241 75.00 cubic feet
 261 Administrative files of the treatment, maintenance, and service of
 supplying water to the city.
 27X Files contain correspondence, legal agreements, reports, surveys,
 proposals, estimates, and analysis of water functions, operations, and
 project. Also includes working papers, charts, and blueprints. File
 headings are by name or subject. Topics concern administrative duties
 (annual reports, accounting, personnel); substance test and analysis;
 construction projects; equipment and supplies acquisitions; bid
 proposals; rules, regulations, and standards; contacts with private
 companies, various boards, commissioners and other state or federal
 agencies (Board of Health, Board of Game and fish Commissioners, U.S.
 Environmental Protection Agency), American Society of Civil Engineers),
 filtering plants or pumping stations operations, and water rents
 collection.
 29X
 310 Photos and brochures.
 329 WORK STATUS ARCHIVIST:
 X needs sorting ___ review for identification/
 ___ needs unfolding ___ further determination
 X needs foldering/reboxing ___ X processing
 X other: boxes packed too ___ determine origin/purpose
 tight ___ other:
 CONDITION: FILM:
 ___ totally disorganized ___ for security
 ___ order not apparent ___ destroy original
 ___ origin questionable ___ other:
 ___ other: COMMENT: _____
 330 Arranged alphabetically by subject heading; thereunder chronologically.
 331 No index.
 332 Typed; form printed with writing; form printed with typing.
 360 Poor; acid damage; storage damage; dirt damage; acidic folders; metal
 fasteners.
 390 None.
 430
 900 Files were removed from unmarked file cabinets in Water Department
 pumping station. There are (so far) three alphabetical file series.
 File headings are replicated in some cases. Dates overlap in all three
 series. Indiscernible at this time why they are three series. Boxes
 were originally labeled "correspondence/project file," but closer review
 revealed in-house administration functions. Therefore "General Files."
 Water Department moved to new location c1976.
 990 3/17/1989
 995 January 16, 1990; April 23, 1996
 999
 bhh