

RG 1

BALTIMORE TOWN COMMISSIONERS
(1729-97)

The Baltimore Town Commissioners was created in 1729 as part of the legislative act for "erecting" Baltimore Town. The body consisted of seven commissioners, appointed for life, empowered to buy land, survey and sell lots, and settle disputes about property boundaries.

The commission was the sole vestige of town government until the early 1780's. In 1745 when Jones Town merged with Baltimore, the commissioners were given the authority to procure a three pound annual assessment from residents. In 1784 they were empowered to erect street lamps and have them lighted, to appoint constables and watchmen, to levy a tax on property, and to appoint a treasurer. Between 1784 and 1793 the commissioners were authorized justices of the peace. Occasionally special duties were assigned to them by the Maryland Legislature, including construction of market houses, maintenance of streets, and other special assessments and taxes.

By the early 1780's the commissioners shared their light administrative responsibilities with a Board of Special Commissioners and a Board of Port Wardens. The state government formed the latter two bodies in 1782 and 1783 respectively. They made up the remainder of the town's self government until its incorporation in 1796. The Special Commissioners were largely responsible for the construction and maintenance of streets and bridges. The Board of Port Wardens regulated the construction of wharves, surveyed the harbor, and supervised the collection of a duty on all vessels entering and leaving the port. Despite the three boards, essential government functions remained in Annapolis with the state government. During the mid 1780's Baltimoreans began urging for the incorporation of the town to insure better regulation. The legislature passed an act in 1796 and the following year the Baltimore Town Commissioners ceased to function. The new government consisted of a mayor and city council with commissions and departments absorbing the duties of the defunct Baltimore Town Commissioners.

For background information, consult Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899) and Dennis Rankin Clark, "Baltimore, 1729-1829: The Genesis of a Community" (Ph.D., Catholic University of America, 1976).

For additional records of this agency see RG. 2.

**Series 1. Baltimore Town Commissioners and Jones Town
Record Book 1729-1747**
0.5 lin. in. (1 volume)
Arranged chronologically

The record book contains the minutes of the Baltimore Town Commissioners from December 1st 1729 to September 26th 1747. The minutes describe meetings, surveys, along with the sale and transfer of lots. This volume also contains the minutes of the Jones Town Commissioners for the period October 28th 1732 to November 9th 1741. Jones Town was established in 1732 and absorbed into Baltimore in 1745. The information contained in the Jones Town minutes are similar to that of the Baltimore Town Commissioners record book. This volume was transcribed and published by Wilbur Coyle as the First Records of Baltimore Town and Jones Town 1729-1797 (Baltimore: Mayor and City Council of Baltimore, 1905). To preserve the original book, researchers are asked to consult the published volume.

**Series 2. Baltimore Town Commissioners and Jones Town
Commissioners Record Book 1732-1752**
0.5 lin. in. (1 volume)
Arranged chronologically

This volume contains the minutes of the Baltimore Town Commissioners from January 23rd 1735 to March 9th 1752. It describes meetings, surveys, as well as the sale and transfer of lots. The entries for the period January 23rd 1735 to September 26th 1747 are copies from an earlier record book (RG. 1, S. 1). The record book also includes the minutes of the Jones Town Commissioners from October

28th 1732 to November 19th 1741. These entries are copies of an earlier record book (RG. 1, S. 1).

The original minutes in this volume are included in Wilbur Coyle's book First Records of Baltimore Town and Jones Town 1729-1797. They can be found on pages 5-17, 20-25, and 29-32. Therefore, researchers are requested to consult the published volume.

**Series 3. Baltimore Town Commissioners Record Book
 and Ledger 1746-1788**
 2.5 lin. in. (1 volume)
 Arranged chronologically and by accounts

This volume of minutes for the Baltimore Town Commissioners covers the period March 8th 1745 to May 30th 1754. It also describes meetings, surveys, and the sale and transfer of lots. The ledger entries for the years 1747 to 1752 concern the sale of lots. The ledger entries for the years 1785 to 1788 provide the salary of clerks, constables and watchmen. It also includes administrative costs and income received from the rent of market stalls.

This volume is included in Wilbur F. Coyle's book the First Records of Baltimore Town and Jones Town 1729-1797 on pages 18-36. Therefore, researchers are requested to use the published volume.

**Series 4. Baltimore Town Commissioners Ledger
 1782-1786**
 1.25 lin. in. (1 volume)
 Arranged by accounts

The ledger entries for the years 1782 to 1786 cover the

cost of tools, supplies, and laborers for construction and repair of roads. The book also includes administrative costs such as the salary of clerks and the treasurer. This volume has an index.

Series 5. Baltimore Town Commissioners Ledger
1786-1797
0.5 lin. in. (1 volume)
Arranged by accounts

The Ledger entries include the cost of street paving and construction, special taxes and license fees, expenses of commissioners' meetings, and treasurer's records. The original volume is in the Manuscript Division of the Maryland Historical Society (MS 103). A microfilm copy is available at the Baltimore City Archives (BCA 1642).

Series 6. Cord Wood Inspector's Record Book
1796-1797
0.25 lin. in. (1 volume)
Arranged chronologically

This record book covers the brief period from March 1st 1796 to January 1797. The book provides information on laborers working under the supervision of the Cord Wood Inspectors. It includes their time worked, notations on work habits, and amount of work they accomplished.

RG 2

"EARLY RECORDS OF BALTIMORE
1756-1797"

This is an artificial record group of early records concerning Baltimore Town. It consist of nine volumes compiled from the Baltimore Town Commissioners (see RG. 1), the City Commissioners (see RG. 3), the Office of Mayor (see RG. 9), the City Council (see RG. 16), the Special Commissioners, and the Board of Port Wardens. These records relate to land and contain testamentary proceedings, accounts and petitions for street and wharf construction and repair, lists of fines and special taxes, and other administrative and financial records.

Researchers who are interested in more detailed information about the various agencies represented here should consult Jacob H. Hollander's, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899) and the appropriate record group descriptions in this guide.

Series 1. Bound Records 1756-1797
 6 lin. in. (2 volumes)
 Arranged chronologically

This series consist of a group of miscellaneous records which have been restored and bound together in two volumes. Volume one contains documents from the years 1756, 1759, 1766, 1774, 1781-1785, and 1787-1796. The second volume continues with 1796-1797. Among the records found in these volumes are: agreements and contracts, deeds, wills, marriage certificates, notices, licenses, petitions and applications, memorials, correspondence, depositions, tax lists, time sheets, bills and receipts.

There is a detailed inventory available in each volume. An index to many of the individuals named in these records is provided by Richard J. Cox in his article, "Some Early Residents of Baltimore, Maryland, 1785-1795," National Genealogical Society Quarterly 67 (September, 1979): 202-29 and (December, 1979): 283-86.

Series 2. Administrative Records 1729-1841
 1 lin. ft. (2 volumes)
 Arranged chronologically

This series consist of two bound volumes of administrative records. The books are concerned with petitions, proceedings, and ordinances. Wilbur Coyle transcribed and published some of these records in, First Records of Baltimore Town and Jones Town, 1729-1797 (1905), Records of the City of Baltimore (City Commissioners) 1797-1813 (1906), Records of the City of Baltimore (Special

Commissioners) 1782-1797 (1909), Records of the City of
Baltimore (supplement) 1729-1813 (1909) and Records of the
City of Baltimore (Eastern and Western Precinct
Commissioners) 1810-1817 (1909). Some of these records are
among those indexed by the Works Progress Administration's
Historical Records Survey.

**RG.3 Baltimore City
Commissioner's
(1797-1899)**

The City Commissioners were established in 1797 (Ordinance 14) and were responsible for the management of street paving, leveling, repairing, opening and closing; the care of wells and pumps; and the establishment of sewers and property boundaries. The complex work of these City Commissioners were often in conjunction with other municipal, county, and state agencies. The authority for the opening, extension, and closing of streets was generally sought in the state legislature with the City Commissioners responsible for the practical execution of the work. The City Commissioners funded their work in a variety of ways including special assessments from affected property owners, special appropriations from municipal government, and loans.

The Commissioners were united with the Commissioners of Health from 1809 to 1820. Then came under the Board of Port Wardens from 1820 to 1850 and 1861 to 1863. From approximately 1807 to 1861 the Superintendent of Streets and Pumps was under the direction of the Commissioners. However, in 1866 the Superintendent became the Commissioner for Opening Streets (RG. 58).

The care of streets was haphazard, experimental and according to most historians, largely unsuccessful in providing adequate maintenance. This program did represent, however, the largest municipal expenditure in the early years. The work of the Baltimore City Commissioners was absorbed under the new charter of 1898 by the Department of Public Improvements and Department of Review and Assessments.

For further information about this agency see the published annual reports, 1824-1899, which are available in the Department of Legislative Reference Library. Two books which also include information on the work of the Commissioners are Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899) and Gary Lawson Browne, Baltimore and the Nation, 1789-1861 (Chapel Hill: University of North Carolina Press, 1980).

Series 1. Administrative Files 1798-1899
40. 6 cu. ft. (116 boxes)
Arranged sequentially by
HRS assigned numbers

Indexed by the Historical Records Survey (HRS) in the late 1930's, these records include correspondence, street grading, street openings and closings, deeds and other property records, paving bonds and contracts, establishments of streets, pump warrants and petitions, plats, miscellaneous bills and receipts, permits for the removal of dirt, permits for the construction of frame buildings, sewerage construction, and petitions and applications for street work.

Series 2. City Commissioners' Reports 1893-1894
1.5 lin. in.
Arranged chronologically

The Baltimore City Commissioners reported on the repair and maintenance of streets, alleys, bridges, gutters, plates, sewers, drain pipes, inlets, and railways. Other information included detailed tables and summaries of revenues collected, the number and kinds of trolley poles in the city, abandoned cable and railroad tracks, and the appropriations required for the maintenance of streets, sewers, and railroad tracks within the city limits.

**Series 3. City Commissioners' Financial Records
 1801-1883
 3.6 cu. ft. (41 volumes)
 Arranged chronologically**

This series contains financial ledgers and journals with information on annual appropriations for public works projects, paving and pump assessments, notices to repair footways, bonds for city contracts, cash book receipts, and accounts of bridge and street repairs. Other information includes the minutes of the city tax commissioners (1825-1827), journal of the city assessors (1812-1813), and proceedings of the city commissioner's office (1857-1858).

**Series 4. Ordinances and Resolutions Relating to the
 City Commissioners 1866-1875; 1881-1885;
 1889-1891
 5 lin. in. (7 volumes)
 Arranged chronologically**

These seven bound volumes are manuscript ledgers containing the ordinances and resolutions before the city council relating to the city commissioners office. The descriptions note whether or not the ordinance was passed by the council.

**Series 5. Proceedings 1812-1842
 6 lin. in. (4 volumes)
 Arranged chronologically**

Records of the meetings and activities of the City Commissioners. Included are petitions and other administrative materials. There is a gap in the records between 1822 and 1831.

RG. 4

BALTIMORE CITY PROPERTY
TAX RECORDS

RG. 4 BALTIMORE CITY PROPERTY TAX RECORDS 1798-PRESENT

The tax records do not properly constitute a record group. Their maintenance by numerous agencies and officials in a complex taxation system required them to be described as such for the convenience of researchers. The exceptions to this are the related records of the Appeal Tax Court (RG. 5) and the Baltimore City Collector (RG. 40).

The taxation system prior to the city charter of 1796 was completely dependent upon the state government. The origin of a general property tax dates back to 1750, when the Baltimore Town Commissioners were allowed to levy a tax of one shilling, six pence on every one hundred pounds of assessed property. This aspect of taxation remained in force until the charter incorporated that document. The creation of the Baltimore Town Special Commissioners (1782) and the Board of Port Wardens (1783) also introduced other special taxes and fees.

The new municipal government in 1797 brought autonomy to many aspects of the town's political life. Although taxation was still dominated by the state, the charter of 1796 began an evolution towards a modern, autonomous taxation system for the city. The earliest development was the creation of a City Collector (RG. 40) and City Register (RG. 32). The collector was generally responsible for enforcing payment of municipal taxes and dues, and the register primarily functioned as treasurer. Prior to 1856 the tax records were probably maintained by either the collector or register with duplications possibly existing in both offices. (The tax books from 1856 on are clearly identified as part of the City Collector's records.)

The responsibilities of these offices were continually modified through the nineteenth century. The Appeal Tax Court (RG. 5) was created in 1841 (consisting of two assessors and the City Collector) to serve as a Board of Review and Assessments. In 1852/53 the City Auditor (RG. 6) was created to oversee municipal taxes, assessment collections, and collections of arrearages. This office was gradually absorbed by the City Comptroller (RG. 43) established in 1857, who supervised the entire financial affairs of the municipality. Throughout the entire nineteenth century, the state authorized reassessments of city property. These reassessments required the hiring of special commissioners and the division of the city into special districts. Such reassessments occurred in 1785, 1792, 1812, 1817, 1822, 1832, 1852, 1866, 1876 and 1896.

With a new charter in 1898 the municipal government became autonomous in property taxation. The charter created a Department of Finance which included the Comptroller, City Register, City Collector, Collector of Water Rents and

Licenses, Commissioners of Finance, and Board of Estimates (RG. 36). After 1900 it was mandatory to revise assessments unrelated to state, at least once every five years. The Appeal Tax Court which was steadily becoming a more important organization, was strengthened with a provision in 1904 that gave the court two real estate experts as assessors.

Researchers desiring more information should consult Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899); Leonard Owens Rea, The Financial History of Baltimore 1900-1926, Johns Hopkins University Studies in Historical and Political Science, Series 48, No. 3 (Baltimore: Johns Hopkins Press, 1929); Gary Lawson Browne, Baltimore in the Nation, 1789-1861 (Chapel Hill: University of North Carolina Press, (1980); and Dennis Rankin Clark, "Baltimore, 1729-1829: The Genesis of a Community" (Ph.D, Catholic University of America, 1976).

Series 1. Baltimore City General Property Tax Books
1798-1915
104 cu. ft. (1033 vols.)
Arranged chronologically

The General Property Tax Books are the final tax records for the municipality, arranged on a city-wide basis. The information in these volumes varies over time though they will generally include the names of individuals and companies, amount of assessment or tax, and payments. Some of the earlier books do give race, out-of-town residence, occasional occupation, and property improvements. After 1812 the volumes begin to include more information on items such as furniture, plate, horses, carriages, wagons, special fees and taxes (such as for roads, bridges, court, and the poor), abatements, adjustments, stock-in-trade, securities, and bank stock. These volumes do not represent a complete series and should be consulted with the field assessment records (series 2) and the Appeal Tax Court (RG. 5).

The complete series of records listed below, unless otherwise stated, are city-wide volumes. A large number of the books have been microfilmed; the BCA number following the description is the microfilm reel number. An alphabetical name index to the earliest records has been published: Richard J. Cox, ed., A Name Index to the Baltimore City Tax Records, 1798-1808, of the Baltimore City Archives, Publications of the Baltimore City Archives, no. 4 (Baltimore: Baltimore City Archives and Records Management Office, 1981).

<u>DATE</u>	<u>DESCRIPTION</u>	<u>MICROFILM NUMBER</u>
1798	1 volume (typescript) Alphabetical by surname	BCA 177
1799-1800	1 volume Alphabetical by surname	BCA 81
1801-1803	1 volume Alphabetical by surname	BCA 81-82
1804-1808	1 volume Alphabetical by surname	BCA 82
1809-1812	1 volume Alphabetical by surname	BCA 83
1813	3 volumes Originals at Maryland Historical Society (MSS 55)	
1815	1 volume Originals at Maryland Historical Society (MSS 55)	
1818	Wards 1-5 Preceded by ab index (surname and ward) Wards 9-11 Preceded by an index (surname and ward)	BCA 84
1822	Loose alphabetical arrangement by surname Upper District (A-Z) Lower District (A-T) Lower District (U-Z) Volume 2 (I-Q)	BCA 85 BCA 86
1824	Loose alphabetical arrangement by surname Volume 1 (A-S) Volume 1 (S-Z) Volume 2 (A-Z) Volume 3 (A-Z)	 BCA 87 BCA 111
1825	Loose alphabetical arrangement by surname Upper District (A-Z) Middle District (A-Z) Vol. 1 Middle District (A-T) Vol. 2 Middle District (A-Z) Vol. 3 Lower District (A-Z)	 BCA 112 BCA 135
1826	Loose alphabetical arrangement by surname Upper District (A-Z) Middle District (A-Z) Vol. 1 Middle District (A-Z) Vol. 2 Lower District (A-Z)	BCA 136 BCA 137
1827	Loose alphabetical arrangement by surname Upper District A-Z) Middle District (A-Z) Lower District (A-Z)	BCA 138 BCA 139
1828	Loose alphabetical arrangement	

	by surname	
	Upper District (A-P)	
	Upper District (P-Z)	BCA 140
	Middle District (A-Z)	
	Lower District (A-H)	
	Lower District (H-Z)	BCA 141
1829	Loose alphabetical arrangement by surname	
	Middle District (A-Z)	BCA 142
	Lower District (A-Z)	
1830	Loose alphabetical arrangement by surname	
	Upper District (A-M)	
	Upper District (M-Z)	BCA 143
	Middle District (A-Z)	
	Lower District (A-Z)	BCA 144
1831	Loose alphabetical arrangement by surname	
	Upper District (A-Z)	
	Middle District (A-F)	
	Middle District (F-Z)	BCA 145
	Lower District (A-Z)	
1832	Loose alphabetical arrangement by surname	
	Upper District (A-J)	
	Upper District (J-Z)	BCA 146
	Middle District (A-Z)	
	Lower District (A-H)	
	Lower District (H-Z)	BCA 147
1833	Loose alphabetical arrangement by surname	
	Southwestern District (A-Z)	
	Northwestern District (A-S)	
	Northwestern District (S-Z)	BCA 151
	Northern District (A-R)	
1834	Loose alphabetical arrangement by surname	
	First District (A-Z)	
	Second District, Vol. 1 (A-Z)	BCA 152
	Second District, Vol. 2 (A-W)	
	Third District, (A-Z)	BCA 153
1835	Loose alphabetical arrangement by surname	
	First District (A-Z)	
	Third District (A-Z)	BCA 154
	Index to unidentified volumes, 1838-1839 (includes name, page reference, description of property, assessments, and abatements)	
1841	Loose alphabetical arrangement by surname	BCA 155
	Ledger 1 (A-Z)	
	Ledger 2 (A-Z)	
	Ledger 3 (A-L)	
	Ledger 3 (L-Z)	BCA 156
	Ledger 4 (A-Z)	
	Ledger 5 (A-F)	

	Ledger 5 (F-Z)	BCA 157
	Ledger 6 (A-Z)	
	Ledger 7 (A-M) Her	
	Ledger 7 (K-Z)	BCA 158
1842	Strict alphabetical arrangement by surname	
	Ledger 1 (A-Z)	
	Ledger 2 (A-Z)	BCA 159
	Ledger 3 (A-Z)	
	Ledger 4 (A-Z)	BCA 160
	Ledger 5 (A-F)	
	Ledger 5 (F-Z)	BCA 161
	Ledger 6 (A-Z)	
1843	Strict alphabetical arrangement by surname	BCA 162
	Ledger 1 (A-Z)	
	Ledger 2 (A-Z)	
	No arrangement	BCA 164
	District 1 (Wards 1-2) preceded by an Index	
	District 2 (Wards 3-4) preceded by an Index	
	District 3 (Wards 5-6) preceded by an Index	
	District 4 (Wards 7-8) preceded by an Index	
	District 5 (Wards 9-10) preceded by an Index	
	District 6 (Wards 11-12) preceded by an Index	
1849	Strict alphabetical arrangement by surname	BCA 165
	Ledger 1 (A-Z)	
1856	Strict alphabetical arrangement by surname	
	Ledger 1 (A-B)	
	Ledger 1 (B-C)	BCA 166
	Ledger 2 (C-D)	
	Ledger 2 (D-G)	BCA 167
	Ledger 3 (G-H)	
	Ledger 3 (H-K)	BCA 168
	Ledger 4 (L-M)	
	Ledger 4 (M-O)	BCA 169
	Ledger 5 (P-R)	
	Ledger 5 (R-S)	BCA 170
	Ledger 6 (S-W)	
	Ledger 6 (W-Z)	BCA 171
	Ledger 7 (A-Z)	
	Investments in stocks, bonds and securities (banks, corporations etc.)	
1858	Strict alphabetical arrangement by surname	BCA 172
	(A-B)	
	(B-C)	BCA 175
1859	Strict alphabetical arrangement by surname	

	(A-B)	
	(B-C)	BCA 176
1861	Strict alphabetical arrangement by surname	BCA 374
	Ledger 1 (A-C)	
	Ledger 2 (C)	
	Ledger 2 (C-G)	BCA 375
	Ledger 3 (G-H)	
	Ledger 3 (H-K)	BCA 376
	Ledger 4 (L-M)	
	Ledger 4 (M-O)	BCA 377
	Ledger 5 (P-S)	
	Ledger 5 (S)	BCA 378
	Ledger 6 (S-W)	
	Ledger 6 (W-Z)	BCA 379
1866	Strict alphabetical arrangement by surname	
	Ledger 1 (A-B)	
	Ledger 1 (C)	BCA 380
	Ledger 2 (C-G)	
	Ledger 2 (G)	BCA 381
	Ledger 3 (G-J)	
	Ledger 3 (J-K)	BCA 382
	Ledger 4 (L-Mc)	
	Ledger 4 (Mc-O)	BCA 383
	Ledger 5 (P-S)	
	Ledger 5 (S)	BCA 384
	Ledger 6 (S-Z)	
1867	Loose alphabetical arrangement by surname	
	Ledger 1 (A)	
	Ledger 1 (A-C)	BCA 385
	Ledger 2 (C-D)	
	Ledger 2 (D-G)	BCA 386
1876	Strict alphabetical arrangement by surname	BCA 387
	(A-B)	
	(B-D)	BCA 388
	(D-G)	BCA 389
	(G-H)	BCA 390
	(H-K)	BCA 391
	(K-M)	BCA 392
	(M-O)	BCA 393
	(O-S)	BCA 394
	(S)	BCA 395
	(S-W)	BCA 416
	(W-Z)	BCA 417
	List of banks, companies, individuals who have stock shares in banks and companies	
	(A-S)	
	(S-W)	BCA 418
1886	Strict alphabetical arrangement by surname	
	(A-B)	

(B-C)	BCA 419
(C-D)	BCA 420
(D-G)	BCA 421
(G-H)	BCA 422
(H-K)	BCA 423
(K-M)	BCA 424
(M-Mc)	BCA 425
(Mc-R)	BCA 426
(R-S)	BCA 427
(S)	BCA 428
(S-W)	BCA 429
(W-Z)	BCA 430

List of associations, banks and companies

1896	Strict alphabetical arrangement by surname	BCA 431
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(A-B)	
(B-C)	BCA 432
(C-companies-D)	BCA 433
(D-F)	BCA 434
(F-G)	BCA 435
(G-H)	BCA 436
(H-K)	BCA 437
(K-L)	BCA 438
(L-M)	BCA 439
(M-P)	BCA 440
(P-R)	BCA 441
(R-S)	BCA 442
(S)	BCA 443
(S-V)	BCA 444
(V-W)	BCA 445
(W-Z)	BCA 446

Annex Ledgers

Strict alphabetical arrangement by surname

(A-H)	
(I-Z)	BCA 447

List of associations, banks, companies, institutions, societies and works

List of associations, banks, companies, institutions, societies and works (contd.)	BCA 448
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1905	Strict alphabetical arrangement by surname	
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(A-B)	
(B)	BCA 449
(B-C)	BCA 450
(C-companies-C)	BCA 451
(C-D)	BCA 452
(D-F)	BCA 453
(F-G)	BCA 454
(G-H)	BCA 455
(H)	BCA 456

	(H-K)	BCA 457
	(K-L)	BCA 458
	(L-M)	BCA 459
	(M)	BCA 460
	(M-O)	BCA 461
	(O-R)	BCA 462
	(R-S)	BCA 992
	(S)	BCA 993
	(S)	BCA 994
	(S-V)	BCA 995
	(V-W)	BCA 996
	(W-Z)	BCA 997
	List of associations, banks and companies (A-C)	
	companies (C-Z)	BCA 998
	individuals (A-C)	
	individuals (D-O)	BCA 999
	individuals (O-Z)	BCA 1000
1907	Strict alphabetical arrangement by surname	
	(A)	
	(A-B)	BCA 1001
	(B)	BCA 1002
	(B-Companies)	BCA 1003
	(Companies-D)	BCA 1004
	(D-E)	BCA 1005
	(E-F)	BCA 1006
	(F-G)	BCA 1007
	(G-H)	BCA 1008
	(H)	BCA 1009
	(H-K)	BCA 1010
	(K-L)	BCA 1011
	(L-M)	BCA 1012
	(M)	BCA 1013
	(M-O)	BCA 1014
	(O-R)	BCA 1015
	(R)	BCA 1016
	(R-S)	BCA 1017
	(S)	BCA 1018
	(S-T)	BCA 1019
	(T-W)	BCA 1020
	(W)	BCA 1021
	(W-companies-[A-S])	BCA 1022
	(companies [S])	BCA 1023
	(companies [S-Z])	BCA 1024
1915	Arrangement by Ward	
	Ward 2, Section 10, Block 1756, Lot 25 to Ward 4, Section 10, Block 634A, Lot 22	BCA 1025
	Ward 4, Section 10, Block 634A Lot 23 to Ward 6, Section 16, Block 1712, Lot 65	BCA 1026
	Ward 6, Section 16, Block 1712, Lot 66 to Ward 8, Section 8, Block 1151, Lot 69	BCA 1027
	Ward 8, Section 8, Block 1151,	BCA 1028

Lot 70 to Ward 9, Section 5, Block 4066, Lot 24	
Ward 9, Section 5, Block 4066, Lot 25 to Ward 11, Section 5, Block 438, Lot 24	BCA 1029
Ward 11, Section 5, Block 438, Lot 25 to Ward 12, Section 17, Block 3837, Lot 106	BCA 1030
Ward 13, Section 1, Block 3538, Lot 1 to Ward 14, Section 13, Block 349, Lot 26	BCA 1031
Ward 14, Section 13, Block 350, Lot 1 to Ward 15, Section 13, Block 294, Lot 48	BCA 1032
Ward 15, Section 13, Block 294, Lot 49 to Ward 16, Section 10, Block 97, Lot 48	BCA 1033
Ward 16, Section 10, Block 97, Lot 49 to Ward 19, Section 2, Block 136, Lot 48	BCA 1034
Ward 19, Section 2, Block 136, Lot 49 to Ward 20, Section 11, Block 698, Lot 95	BCA 1035
Ward 20, Section 11, Block 698, Lot 96 to Ward 22, Section 11, Block 907, Lot 47	BCA 1036
Ward 22, Section 11, Block 907, Lot 48 to Ward 24, Section 13, Block 124C, Lot 42	BCA 1037
Ward 24, Section 13, Block 124C Lot 43 to Ward 24, Section 13, Block 1998A, Lot 2	BCA 1038
List of tangibles, credits A-Z Supplementary annual rolls	

**Series 2. Baltimore City Assessor Tax Records
1800-1866**
 13 lin. ft. (120 vols.)
 Internal arrangement is roughly by
 street address;
 External arrangement is chronological
 by year.

These are the intermediate records completed by the field assessors for taxation purposes which are arranged internally by streets and contain generally the same information as the tax books (RG. 4, Series 1). The main

difference is that internal arrangement and field assessors' records often contain modifications and corrections.

These records were probably maintained by the Commissioners of Tax for Baltimore City, appointed for periodic reassessments. The creation of the Appeal Tax Court (RG.5) in 1841 (and its successor the Department of Assessments in 1934) maintained similar volumes. The records of the Appeal Tax Court are different in that they are the rough workbooks carried into the field by the assessors (RG.5, Series 2). The records listed below are apparently the final copies of these workbooks, including changes and a partial listing of alphabetical name indexes. The tax books (RG.4, series 1) are the final records based on the work of the field assessors and reviewed by the various bodies authorized to do so. Researchers should plan to examine all three record series for research into the general property taxation system of Baltimore.

Nearly all the volumes listed below contain alphabetical name indexes. Other variations have been noted where appropriate. These records are restricted to microfilm; the BCA number following the description is the microfilm reel number.

1800	For First, Second, Third, Fourth, and Fifth Districts. 1 Vol. (BCA 195)
1806, 1808	Internally arranged by year.
1808-1810	Information overlaps with volumes for 1806, 1808 and 1811. 1 Vol. (BCA 195)
1811	1 Vol. (BCA 195)

1813	1 Vol. city-wide; volumes for Wards 1-6 7 Vols. (BCA 195)
1816	For First District (Wards 1-3) Second District (Wards 3-5) and Third District. 1 Vol. (BCA 196)
1816-17	1 Vol. (BCA 196)
1817	For Wards 9-11. 1 Vol. (BCA 196)
1817-18	1 Vol. (BCA 196)
1818	For Wards 6-9. 2 Vols. (BCA 196-97)
<u>1818-19</u>	1 Vol. (BCA 197)
1819	Contains special listings for Wards 9-11. 1 Vol. (BCA 197)
ca. 1820-21	For Wards 9-11. 1 Vol. (BCA 197)
ca. 1821-22	For Wards 9-11. 1 Vol. (BCA 221)
1823	For Wards 1-12. 5 Vols. (BCA 221-22)
1824	For Wards 2, 6-8. 4 Vols. (BCA 222-23)
<u>1827</u>	For Ward 2. 1 Vol. (BCA 223)
1836	For Wards 1, 3. 2 Vols. (BCA 223)
1837	For Wards 4, 5, 7-9. 5 Vols. (BCA 223-26)
1838	For Wards 10, 11. 2 Vols. (BCA 226)
1839	For Wards 3, 4, 7-12. One volume is entitled "A List of real property returned to the Mayor on which no personal property can be found." 5 Vols. (BCA 227)
1840	For Wards 1-6. 1 Vol. (BCA 227)
1841	For Wards 1-3, 5-7, and 9-12. 8 Vols. (BCA 227-29)
1843	For Wards 1-12. 1 Vol. (BCA 229)
1845	For Ward 2. (BCA 913)
1846	For Wards 1-10, 12-20. Ward 13 includes two volumes. Additional references to 1852. 20 Vols. (BCA 231, 242, 244-45)
1852	For Wards 1-20. Additional references to 1858. 20 Vols. (BCA 246, 366-69)

- 1857 For Ward 4. Additional references to 1867.
1 Vol. (BCA 369)
- 1858 For Wards 1-4, 6-9, 11-14, 16-18, 20.
Additional references to 1867. 18 Vols.
(BCA 369-73)
- 1866 For Ward 11. 1 Vol. (BCA 373)

Series 3. Field Assessors' Work Books 1813-1898
31 cu. ft. (495 vols.)
Internal arrangement is usually by
street address;
External arrangement is chronological.

Included in this series are the rough workbooks of the assessors' field work in Baltimore. Records include name of owner, description of assessed property, occasional diagrams of property lines, owners' and assessors' statement of value, and miscellaneous notes and calculations of the field assessors.

These records are the preliminary sources for descriptions in RG. 4, Series 2. Several volumes described below predate the 1841 creation of the Appeal Tax Court, but are included because of similarities. Many gaps exist in the records. (Index available for years 1837 through 1846).

- 1813 Ward 7
- 1837 Wards 3, 5, 9. 3 Vols. (BCA 1608)
- 1838 Wards 6, 10, 12. 3 Vols. (BCA 1608)
- 1839-40 Ward 12. 1 Vol. (BCA 1608)
- 1841 Wards 6-8, 10-11. 12 Vols. (BCA 1608-10)
- 1844 Ward 10. 1 Vol.
- 1846 Wards 4-8, 12, 18. 9 Vols. (BCA 1610-11)
- 1858 Wards 1, 3, 7-8, 10-11, 13, 15-19.
29 Vols. (BCA 1611-14)

1866 Wards 2-7, 9-11, 13-14, 16. 35 Vols.
 (BCA 1615-21)

1876 Wards 1-20, including alphabetical name
 indexes for Wards 1-3, 5-6, 10-11, 13-16.
 113 Vols. (BCA 1622-26; 1643-60)

1881 Ward 10. 1 Vol.

1896 Wards 1-22, with street index contained in
 each volume. 286 Vols. (BCA 1661-66)

~~1897~~ ~~Wards 1-22~~ ~~1898~~
 1898 W. 1-22 Originals

Series 4. Baltimore City Assessors' Records 1914-1987
 Arranged Internally by Ward, Section,
 Block and Lot;
 External arrangement is chronological.

These records are a continuation of the Baltimore City Assessors' records described in RG. 4, Series 2 and the field assessors' workbooks in RG. 4, Series 3. The essential difference is that the sheets are standardized forms as opposed to the more informal nature of the other records. The records provide names of the owner and street; mailing address; location and description of the property with a lot number, house number, and size of lot; and the values of the lot, improvements, and exemptions. These records were maintained by the Appeal Tax Court and the Department of Assessments after 1934 (the Department of Assessments has been part of the state government since 1975).

Researchers using these records will need to know the ward, section, and block numbers of the property. This information can be obtained from the volumes of Real Estate

Tax Assessments, published by the city government and by the Real Estate Index Bureau of Baltimore and its successors since 1928. It is arranged by street address.

A complete list of these records is maintained at the Baltimore City Archives.

There are assessment volumes for Baltimore and Anne Arundel Counties of the areas annexed to the city in 1918. These records are from Baltimore County Districts 1, 3, 9, and 12-15 for the years 1919-24 and Anne Arundel County Districts 3 and 5, 1919-23.

There are also a number of assessment records for public service corporations.

1919-81 Arrangement by Ward
(not available on microfilm)

1982/83	Arrangement by Ward	
	Ward 1, Section 1, Block 1738,	BCA 5131
	Lot 1 to Ward 1, Section 8,	
	Block 1902D, Lot 1	
	Ward 1, Section 9, Block 1883,	BCA 5132
	Lot 1 to Ward 2, Section 7,	
	Block 1847, Lot 55	
	Ward 2, Section 8, Block 1772,	BCA 5133
	Lot 1 to Ward 5, Section 10,	
	Block 1295, Lot 1	
	Ward 6, Section 1, Block 1675,	BCA 5134
	Lot 1 to Ward 7, Section 1,	
	Block 1624, Lot 89	
	Ward 7, Section 2, Block 1589,	BCA 5135
	Lot 1 to Ward 7, Section 13,	
	Block 1621, Lot 81	
	Ward 7, Section 14, Block 1622,	BCA 5136
	Lot 1 to Ward 8, Section 5,	
	Block 1456, Lot 123	
	Ward 8, Section 6, Block 1108,	BCA 5137
	Lot 1 to Ward 8, Section 19,	

Block 1467, Lot 92	
Ward 8, Section 20, Block 1450,	BCA 5138
Lot 1 to Ward 9, Section 4,	
Block 4088, Lot 41	
Ward 9, Section 5, Block 4021A,	BCA 5139
Lot 1 to Ward 9, Section 17,	
Block 4139B, Lot 5	
Ward 9, Section 18, Block 3935,	BCA 5140
Lot 1 to Ward 10, Section 12,	
Block 1190, Lot 3	
Ward 10, Section 13, Block 1172,	BCA 5141
Lot 1 to Ward 12, Section 6,	
Block 3830, Lot 30	
Ward 12, Section 7, Block 387,	BCA 5142
Lot 1 to Ward 12, Section 20,	
Block 3885, Lot 8	
Ward 13, Section 1, Block 3536A,	BCA 5143
Lot 1 to Ward 13, Section 3,	
Block 3542, Lot 131	
Ward 13, Section 3, Block 3554A,	BCA 5144
Lot 1 to Ward 13, Section 14,	
Block 3672, Lot 48	
Ward 13, Section 15, Block 3575A,	BCA 5145
Lot 1 to Ward 15, Section 3,	
Block 3002, Lot 21	
Ward 15, Section 4, Block 3022,	BCA 5146
Lot 1 to Ward 15, Section 16,	
Block 3210, Lot 125	
Ward 15, Section 17, Block 3209,	BCA 5147
Lot 1 to Ward 15, Section 26,	
Block 3068, Lot 1	
Ward 15, Section 27, Block 3058,	BCA 5148
Lot 1 to Ward 15, Section 36,	
Block 2323, Lot 55	
Ward 15, Section 37, Block 1,	BCA 5149
Lot 1 to Ward 16, Section 13,	
Block 112, Lot 69A	
Ward 16, Section 14, Block 113,	BCA 5150
Lot 1 to Ward 16, Section 21,	
Block 2482B, Lot 15	
Ward 16, Section 22, Block 2330,	BCA 5151
Lot 1 to Ward 18, Section 8,	
Block 253, Lot 93	
Ward 18, Section 9, Block 220,	BCA 5152
Lot 1 to Ward 20, Section 1,	
Block 120, Lot 111	
Ward 20, Section 2, Block 2201,	BCA 5153
Lot 1 to Ward 20, Section 11,	
Block 698, Lot 118	
Ward 20, Section 11, Block 699,	BCA 5154
Lot 1 to Ward 20, Section 22,	
Block 176, Lot 62	
Ward 20, Section 23, Block 144,	BCA 5155
Lot 1 to Ward 23, Section 3,	
Block 933, Lot 62	
Ward 23, Section 4, Block 934A,	BCA 5156

Lot 1 to Ward 24, Section 10, Block 2065, Lot 2	
Ward 24, Section 11, Block 2005,	BCA 5157
Lot 1 to Ward 25, Section 3, Block 7841A, Lot 100	
Ward 25, Section 3, Block 7841B,	BCA 5158
Lot 1 to Ward 25, Section 6, Block 7095, Lot 87	
Ward 25, Section 6, Block 7095A,	BCA 5159
Lot 1 to Ward 26, Section 1, Block 6764, Lot 46	
Ward 26, Section 1, Block 6765,	BCA 5160
Lot 1 to Ward 26, Section 15, Block 6478, Lot 51	
Ward 26, Section 15, Block 6279,	BCA 5161
Lot 1 to Ward 26, Section 21, Block 5989, Lot 38	
Ward 26, Section 22, Block 5989A,	BCA 5162
Lot 1 to Ward 26, Section 35, Block 4779H, Lot 72	
Ward 26, Section 36, Block 4179D,	BCA 5163
Lot 1 to Ward 27, Section 1, Block 5898H, Lot 126	
Ward 27, Section 2, Block 5770,	BCA 5164
Lot 1 to Ward 27, Section 4, Block 5555, Lot 256	
Ward 27, Section 4, Block 5555,	BCA 5165
Lot 256 to Ward 27, Section 11, Block 5026C, Lot 59	
Ward 27, Section 12, Block 3706,	BCA 5166
Lot 1 to Ward 27, Section 18, Block 4626A, Lot 103	
Ward 27, Section 18, Block 4629,	BCA 5167
Lot 1 to Ward 27, Section 22, Block 4232, Lot 264	
Ward 27, Section 22, Block 4232,	BCA 5168
Lot 206 to Ward 27, Section 27, Block 4218, Lot 73	
Ward 27, Section 24, Block 5326,	BCA 5169
Lot 1 to Ward 27, Section 39, Block 5267, Lot 54	
Ward 27, Section 41, Block 3973D,	BCA 5170
Lot 1 to Ward 27, Section 51, Block 5140M, Lot 100	
Ward 27, Section 51, Block 5140N,	BCA 5171
Lot 1 to Ward 27, Section 63, Block 5071A, Lot 9	
Ward 27, Section 64, Block 5088,	BCA 5172
Lot 7 to Ward 28, Section 3, Block 3823, Lot 17	
Ward 28, Section 3, Block 8326,	BCA 5173
Lot 1 to Ward 28, Section 5, Block 8227A, Lot 4	
Public Service Commission to Tangible A-Z	BCA 5174

Ward 1, Section 1, Block 1738, Lot 1 to Ward 1, Section 13, Block 1860, Lot 82	BCA 5073
Ward 1, Section 14, Block 1741, Lot 1 to Ward 4, Section 3, Block 576, Lot 44	BCA 5074
Ward 4, Section 4, Block 571, Lot 1 to Ward 6, Section 15, Block 1727, Lot 92	BCA 5075
Ward 6, Section 17, Block 1711, Lot 1 to Ward 7, Section 16, Block 1657, Lot 90	BCA 5076
Ward 7, Section 17, Block 1625, Lot 1 to Ward 8, Section 9, Block 1179, Lot 53	BCA 5077
Ward 8, Section 10, Block 1494, Lot 1 to Ward 8, Section 20, Block 1453, Lot 36	BCA 5078
Ward 8, Section 20, Block 1454, Lot 1 to Ward 9, Section 4, Block 4088, Lot 41	BCA 5079
Ward 9, Section 5, Block 4021A, Lot 1 to Ward 9, Section 17, Block 4139B, Lot 5	BCA 5080
Ward 9, Section 18, Block 3935, Lot 1 to Ward 10, Section 13, Block 1175, Lot 36	BCA 5081
Ward 11, Section 1, Block 406, Lot 1 to Ward 12, Section 7, Block 3612, Lot 34	BCA 5082
Ward 12, Section 8, Block 3800, Lot 1 to Ward 12, Section 20, Block 3885, Lot 8	BCA 5083
Ward 13, Section 1, Block 3536A, Lot 1 to Ward 13, Section 10, Block 3463F, Lot 29	BCA 5084
Ward 13, Section 11, Block 3434, Lot 1 to Ward 14, Section 12, Block 379, Lot 30	BCA 5085
Ward 14, Section 13, Block 329, Lot 1 to Ward 15, Section 11, Block 300C, Lot 88	BCA 5086
Ward 15, Section 12, Block 37, Lot 1 to Ward 15, Section 23, Block 3123D, Lot 39	BCA 5087
Ward 15, Section 24, Block 3100B, Lot 1 to Ward 15, Section 32, Block 3341, Lot 65	BCA 5088
Ward 15, Section 33, Block 3307, Lot 1 to Ward 16, Section 6, Block 2528E, Lot 38	BCA 5089
Ward 16, Section 6, Block 2528E, Lot 39 to Ward 16, Section 19, Block 2455, Lot 178	BCA 5090
Ward 16, Section 20, Block 2442, Lot 1 to Ward 18, Section 3,	BCA 5091

Block 170, Lot 126	
Ward 18, Section 4, Block 171,	BCA 5092
Lot 1 to Ward 19, Section 11,	
Block 710, Lot 11	
Ward 19, Section 12, Block 245,	BCA 5093
Lot 1 to Ward 20, Section 8,	
Block 2145C, Lot 82	
Ward 20, Section 9, Block 239,	BCA 5094
Lot 1 to Ward 20, Section 19,	
Block 2275C, Lot 82	
Ward 20, Section 20, Block 2222,	BCA 5095
Lot 1 to Ward 22, Section 7,	
Block 688A, Lot 8	
Ward 22, Section 8, Block 874,	BCA 5096
Lot 1 to Ward 24, Section 7,	
Block 1936, Lot 96	
Ward 24, Section 8, Block 1941,	BCA 5097
Lot 1 to Ward 24, Section 12,	
Block 2004, Lot 127	
Ward 24, Section 13, Block 1919,	BCA 5098
Lot 1 to Ward 25, Section 4,	
Block 6899A, Lot 4	
Ward 25, Section 4, Block 7471,	BCA 5099
Lot 1 to Ward 25, Section 6,	
Block 7119, Lot 66	
Ward 25, Section 6, Block 7120,	BCA 5100
Lot 1 to Ward 26, Section 1,	
Block 6855, Lot 75	
Ward 26, Section 1, Block 6871,	BCA 5101
Lot 1 to Ward 26, Section 16,	
Block 6320A, Lot 1	
Ward 26, Section 17, Block 6320E,	BCA 5102
Lot 1 to Ward 26, Section 22,	
Block 6042J, Lot 140	
Ward 26, Section 22, Block 6042K,	BCA 5103
Lot 1 to Ward 26, Section 38,	
Block 5922, Lot 1	
Ward 26, Section 39, Block 5906,	BCA 5104
Lot 1 to Ward 27, Section 1,	
Block 5894H, Lot 126	
Ward 27, Section 2, Block 5750,	BCA 5105
Lot 1 to Ward 27, Section 4,	
Block 5555, Lot 217	
Ward 27, Section 4, Block 5555,	BCA 5106
Lot 218 to Ward 27, Section 12,	
Block 5075, Lot 9	
Ward 27, Section 13, Block 3585,	BCA 5107
Lot 1 to Ward 27, Section 18,	
Block 4808A, Lot 30	
Ward 27, Section 18, Block 4808B,	BCA 5108
Lot 1 to Ward 27, Section 21,	
Block 4582, Lot 24	
Ward 27, Section 22, Block 4200,	BCA 5109
Lot 1 to Ward 27, Section 23,	
Block 4429I, Lot 46	
Ward 27, Section 24, Block 5326,	BCA 5110

	Lot 1 to Ward 27, Section 39,	
	Block 5267, Lot 54	
	Ward 27, Section 41, Block 3973D,	BCA 5111
	Lot 1 to Ward 27, Section 55,	
	Block 5219, Lot 32	
	Ward 27, Section 56, Block 5137,	BCA 5112
	Lot 1 to Ward 27, Section 68,	
	Block 4983C, Lot 13	
	Ward 27, Section 69, Block 4756,	BCA 5113
	Lot 1 to Ward 28, Section 4,	
	Block 8420, Lot 28	
	Ward 28, Section 4, Block 8421,	BCA 5114
	Lot 1 to Ward P.S.C. Block 72030,	
	Lot 80	
	Tangible A-V	BCA 5115
	Tangible W-Z	BCA 5116
1984/85	Arrangement by Ward	
	Ward 1, Section 1, Block 1728,	BCA 4605
	Lot 1 to Ward 1, Section 13,	
	Block 1860, Lot 82	
	Ward 1, Section 14, Block 1741,	BCA 4606
	Lot 1 to Ward 3, Section 9,	
	Block 1428, Lot 75	
	Ward 4, Section 1, Block 566,	BCA 4607
	Lot 1 to Ward 6, Section 14,	
	Block 1726, Lot 94	
	Ward 6, Section 15, Block 1709,	BCA 4608
	Lot 1 to Ward 7, Section 15,	
	Block 1655, Lot 88	
	Ward 7, Section 16, Block 1641,	BCA 4609
	Lot 1 to Ward 8, Section 7,	
	Block 1477, Lot 119	
	Ward 8, Section 8, Block 1137,	BCA 4610
	Lot 1 to Ward 8, Section 20,	
	Block 1460, Lot 69	
	Ward 8, Section 21, Block 1462,	BCA 4611
	Lot 1 to Ward 9, Section 17,	
	Block 4066A, Lot 7	
	Ward 9, Section 6, Block 4019,	BCA 4612
	Lot 1 to Ward 9, Section 17,	
	Block 4139B, Lot 5	
	Ward 9, Section 18, Block 3955,	BCA 4613
	Lot 1 to Ward 10, Section 11,	
	Block 1222, Lot 17	
	Ward 10, Section 12, Block 1185,	BCA 4614
	Lot 1 to Ward 12, Section 5,	
	Block 3642C, Lot 2	
	Ward 12, Section 6, Block 3622,	BCA 4615
	Lot 1 to Ward 12, Section 19,	
	Block 3876, Lot 43	
	Ward 12, Section 20, Block 3856,	BCA 4616
	Lot 1 to Ward 13, Section 7,	
	Block 3417, Lot 137	
	Ward 13, Section 8, Block 3418,	BCA 4617
	Lot 1 to Ward 14, Section 5,	
	Block 305, Lot 1	

Ward 14, Section 6, Block 307, Lot 1 to Ward 15, Section 1, Block 3085B, Lot 70	BCA 4618
Ward 15, Section 2, Block 2732, Lot 1 to Ward 15, Section 6, Block 30858, Lot 60	BCA 5117
Ward 15, Section 7, Block 2306, Lot 1 to Ward 15, Section 18, Block 3269, Lot 21	BCA 4619
Ward 15, Section 19, Block 3262, Lot 1 to Ward 15, Section 28, Block 2874, Lot 8	BCA 4620
Ward 15, Section 29, Block 2812, Lot 1 to Ward 16, Section 1, Block 558, Lot 126	BCA 4621
Ward 16, Section 2, Block 42, Lot 1 to Ward 16, Section 16, Block 67, Lot 17	BCA 4622
Ward 16, Section 17, Block 2487, Lot 1 to Ward 16, Section 25, Block 2365, Lot 51	BCA 4623
Ward 17, Section 1, Block 396, Lot 1 to Ward 19, Section 5, Block 194, Lot 90	BCA 4624
Ward 19, Section 6, Block 180, Lot 1 to Ward 20, Section 4, Block 2548, Lot 37	BCA 4625
Ward 20, Section 5, Block 2113, Lot 1 to Ward 20, Section 14, Block 2164, Lot 22	BCA 4960
Ward 20, Section 15, Block 177, Lot 1 to Ward 21, Section 4, Block 768, Lot 154	BCA 4961
Ward 21, Section 5, Block 767, Lot 1 to Ward 23, Section 7, Block 985, Lot 1	BCA 4962
Ward 23, Section 8, Block 1002, Lot 1 to Ward 24, Section 12, Block 2004, Lot 127	BCA 4963
Ward 24, Section 13, Block 1919, Lot 1 to Ward 25, Section 3, Block 7899A, Lot 4	BCA 4964
Ward 25, Section 4, Block 7471, Lot 1 to Ward 25, Section 6, Block 7116, Lot 57	BCA 4965
Ward 25, Section 6, Block 7117, Lot 1 to Ward 26, Section 1, Block 6826, Lot 56	BCA 4966
Ward 26, Section 1, Block 6826, Lot 57 to Ward 26, Section 13, Block 6299B, Lot 46	BCA 4967
Ward 26, Section 14, Block 1716, Lot 1 to Ward 26, Section 20, Block 6167, Lot 148	BCA 4968
Ward 26, Section 20, Block 6169, Lot 1 to Ward 26, Section 29,	BCA 4969

	Block 4134A, Lot 3	
	Ward 26, Section 30, Block 6129,	BCA 4970
	Lot 1 to Ward 26, Section 44,	
	Block 6072R, Lot 31	
	Ward 27, Section 1, Block 4150,	BCA 4971
	Lot 1 to Ward 27, Section 3,	
	Block 5689, Lot 2	
	Ward 27, Section 3, Block 5689,	BCA 4972
	Lot 2 to Ward 27, Section 8,	
	Block 3969M, Lot 136	
	Ward 27, Section 9, Block 52670,	BCA 4973
	Lot 1 to Ward 27, Section 16,	
	Block 4908, Lot 220	
	Ward 27, Section 16, Block 4908,	BCA 4974
	Lot 201 to Ward 27, Section 20,	
	Block 4624, Lot 53	
	Ward 27, Section 21, Block 4515,	BCA 4975
	Lot 1 to Ward 27, Section 23,	
	Block 4293, Lot 280	
	Ward 27, Section 23, Block 4908,	BCA 4976
	Lot 221 to Ward 27, Section 37,	
	Block 5463, Lot 24	
	Ward 27, Section 37, Block 5463,	BCA 4977
	Lot 25 to Ward 27, Section 53,	
	Block 5156A, Lot 34	
	Ward 27, Section 54, Block 5127,	BCA 4978
	Lot 1 to Ward 27, Section 65,	
	Block 5099A, Lot 12	
	Ward 27, Section 66, Block 5076,	BCA 4979
	Lot 1 to Ward 28, Section 3,	
	Block 8361, Lot 29	
	Ward 28, Section 3, Block 8361,	BCA 4980
	Lot 30 to Ward 28, Section 5,	
	Block 8127A, Lot 4 and PSC Block	
	7230, Lot 10, to PSC Block 7230,	
	Lot 80 and Tangible A-B	
	Tangible C-T	BCA 4981
1985/86	Arrangement by Ward	
	(not available on microfilm)	
1986/87	Arrangement by Ward	
	(not available on microfilm)	

Series 5. Supplementary Assessors Field Book
1907-1915
 Bulk Dates 1912-1913
 18 ft. (245 vols.)
 Arranged by Ward, Plot Number,
 Precinct and Block

These records are similar to those described in Series

2. However, the format is rougher (paperback notebooks

gathered together) and the information more detailed. Data given for each property includes amount of original assessment and of new assessment, description of the structure, (e.g. "2SBB," meaning two story brick building), and the assessed value of the lot and the improvement. Block diagrams showing lot boundaries and structure type are available for some properties as are letters and other documents relating to the assessment process.

A complete list of these records is maintained at the Baltimore City Archives.

RG 5

APPEAL TAX COURT
(1841-1947)

The Appeal Tax Court was created in 1841 as a result of legislation enacted by the Maryland General Assembly reviving direct taxation for state use. This municipal body which was annually appointed by the Mayor with the approval of the City Council, consisted of the collector and two assessors. The court was authorized to review the assessments, allow transfers of property, correct assessment errors, and make abatements when loss or destruction of property occurred. Its main task was to annually survey the city to discover new property susceptible to taxation.

The form and function of the Appeal Tax Court seems to have remained essentially the same with few minor changes. Between 1861 and 1866 the tasks of the commissioners for opening streets (laying out, opening, extending, widening and straightening streets) were appended to this body. Between 1846 and the late 1870's a Board of Control and Review existed when general reassessments were to be compiled. This body was given all the duties of the Appeal Tax Court review including appeals and the recording of alterations and corrections. However, when the work was completed, records and functions were reassumed by the Court. Commencing in the mid-1870's plats were submitted to the court to enable the examination of building permits. In 1898, under the new municipal charter, the court became a division of the Department of Review and Assessments and Appeals. The Appeal Tax Court finally came to an end in 1947. Its duties were assigned to the Department of Assessments and the Board of Municipal and Zoning Appeals. The Department of Assessments took over the responsibilities of "discovering, assessing and listing all real and personal property" and the Board of Municipal and Zoning Appeals assumed all complaints and appeals regarding assessments.

More detailed information about the functions of the Appeal Tax Court is available in ordinance 1 (1841); ordinance 9 (1844); ordinance 71 (1846); ordinance 4 (1861); article 4, sects. 842-50, Public Local Laws of City of Baltimore, comp. John Prentiss Poe (Annapolis: State of Maryland, 1890); sects. 145-71, 1898 charter; article 4 sects. 146-71, Public Local Laws (City of Baltimore), comp. Horace E. Flack (Baltimore King Bros. Inc. 1938); and article 4, sect. 123, Charter and Public Local Laws of Baltimore City, comp. Horace E. Flack (Baltimore: King Bros. Inc. 1949).

There are a few volumes of records preceding 1841. Although not technically part of the Appeal Tax Court these documents which were similar and few in number have been maintained over the years as part of the series described below.

Series 1. General Administrative Files 1839-1865
 1.1 cu. ft. (4 boxes)
 Arranged sequentially by
 HRS assigned numbers

These are incomplete records pertaining to the general functions of the Appeal Tax Court, including review of assessment appeals, abatements, assessors' reports, notes pertaining to buildings subject to taxation, insolvencies, lists of bank, turnpike company, and railroad and industry stockholders, sales of properties for back taxes, and work of the board of control and review. Also included is an unindexed group of miscellaneous administrative material dating from 1839 to 1851.

Records span from 1839-54, 1856, 1860-62, and 1864-65.
See separate item index.

Series 2. Minutes of the City Tax Commissioners
 1825-1827
 1.5 lin. in. (1 vol.)
 Arranged chronologically

Meetings of the commissioners about tax assessment complaints, changes in assessments, and tax sales.

Series 3. Abatement Ledgers and Journals 1824-1885
 3 lin. ft. (29 vols.)
 Arranged chronologically and by the
 name of tax collector

A series of overlapping ledgers and journals recording abatements of assessments and other results of the appeal

process. Volumes generally show the reasons for the assessment reductions, the amount, and miscellaneous notes regarding the case. The journals, consisting of 20 vols., cover 1824-32, 1841-62, 1867-71.

Series 4. Assessment Additions and Exemptions
1842-1866
7 lin. in. (4 vols.)
Arranged internally by street address;
External is chronological

Incomplete series of records recording new properties available for assessment, taxation, and exemptions. Volumes for additions cover 1842-45, Wards 1 through 10, and 1858-66, Ward 19. Each volume contains a name index.

Series 5. Appeal Tax Court Dockets 1898-1905
3.5 lin. in. (5 vols.)
Arranged alphabetically by
name of corporation

Dockets, including notes of case, petitions, and decisions. Each volume contains a name index.

Series 6. Maryland Corporation Stock Records
ca. 1861-1914
11 lin. in. (4 vols.)
Arranged alphabetically by
name of corporation

Record of shares owned by city residents including name

of corporation, number of shares, value per share, and aggregate value. Records are maintained to assist assessments.

Series 7. Property Transfers and Releases
1813-1857
10 lin. in. (7 vols.)
No visible arrangement

Records for 1813-35, 1847-52, and 1857 of transfers and releases of property noting parties involved, description of property, and value of property. Records were maintained to assist assessments. Each volume has a name index.

Series 8. Mortgage Releases 1853, 1855-1869
1 lin. ft. (13 vols.)
Arranged chronologically and
alphabetically by grantee

Record of mortgages exchanged between parties with value of mortgage. Records maintained to assist assessments.

Series 9. Property Judgement Records 1849-1867
8.5 lin. in. (5 vols.)
Arranged chronologically and
alphabetically by grantee

Record of judgements in Court of Common Pleas and Baltimore City Superior Court relating to property, mortgages, and stocks. Records are maintained for the use of the Appeal Tax Court in assessments.

Series 10. Baltimore City Stock Record 1856
1 lin. in. (1 vol.)
Arranged alphabetically by
stockholder's name

Record of holders of the Baltimore City six percent stock issued for the Baltimore and Ohio Railroad. Record shows name of owner and value of stock. Maintained for the use of the Appeal Tax Court in assessments.

Series 11. Appeal Tax Court Letterbook
8 March 1853 - 18 August 1854
1 lin. in. (1 vol.)
No visible arrangement

Correspondence of the Appeal Tax Court with the City Collector, Register, Auditor, State Treasurer, and State Comptroller. Subjects include abatements, assessments, Maryland direct taxes, and stocks.

Series 12. Minutes of the Board of Control and Review
8 June 1846 - 7 May 1847
1 June 1858 - 29 March 1859
5 March 1900 - 5 June 1901
4 lin. in. (3 vols.)
Arranged chronologically

Minutes of this board with reference to reassessment of the city property. Includes information on legislation, instructions to assessors, supervision of assessors, appeals, and related problems in the completion of work.

**Series 13. Tax Schedules of the State Deposit and Trust
Company for 1907 - October 1906**
1 lin. in. (1 vol.)
Arranged by schedule

Includes financial information pertaining to abatements and assessments of personal and estate property managed by this company.

**Series 14. Minutes of the Board of Arbitration
March 1859 - February 1863**
1 lin. in. (1 vol.)
Arranged chronologically

Volume details the activities of the board's responsibility to adjust and correct disputed tax assessments with information pertaining to a number of specific cases.

**Series 15. Assessments Against Banks, Distillers, and
Incorporated Companies 1901-1914**
1.5 lin. in. (1 vol.)
Arranged by business type and thereunder
chronologically

Record of tax assessments charged by the State Tax Commissioners with collection information.

The position of City Auditor was created in 1852 to audit the municipal tax and assessment collections, work formerly done by the City Register. In 1853 the work of the City Auditor was changed to the collection of tax arrearages, formerly done by the City Collector, and the auditing duties were returned to the City Register. This Office of City Auditor was abolished in 1857 with the creation of the City Comptroller in an effort to streamline the municipal financial machinery. Since a considerable number of accounts remained open, the auditor continued to function until 1859, when all responsibilities were then transferred to the City Comptroller. In 1860 the City Auditor's position was briefly revived - this time as a joint position with the Comptroller; by 1862, however, all the work of the auditor had been absorbed into the Offices of Collector and Comptroller. The modern City Auditor's Office dates from 1926 and the establishment of a Department of Audits has no relationship with this earlier position.

For more information about the City Auditor see Ord. 58 (1852); Ord. 17 (1853); Ords. 10 and 60 (1855); and Ord. 8 (1857). See also references to the office in Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899).

Series 1. **Journal 19 March 1853 - 3 March 1855**
 3 lin. in. (1 Vol.)
 Arranged chronologically

Daily account of tax receipts and various other financial transactions. Volume generally shows work of City Collector, Appeal Tax Court, City Commissioners, and the other municipal agencies.

Series 2. **Cash Books 1854, 1856**
 4 lin. in. (3 Vols.)
 Arranged chronologically

Record of the collections of tax arrearages showing owner and amount of arrearage. Individual volumes for state and city taxes for 1854; cash book for 1856 does not indicate either form or tax.

Series 3. **Tax Sales Record 1855**
 1.5 lin. ft. (1 Vol.)
 Arranged chronologically

Daily account of property sold at auction for tax arrearages. Information includes a complete description of the property, name of the highest bidder, and amount of bid.

Series 4. **City Auditor's Correspondence**
 June 1856 - January 1859
 (1 Box)
 Arranged chronologically

This series contains the City Auditor's and City

Collector's daily reports to the City Register, describing property sold at public auction for tax arrearages and for the opening and paving of streets. Information includes a complete description of the property, the names of the property holder and highest bidder, an account of the sale, and the name or names of the streets to be opened or paved.

Series 5. Reports 1857-1859
 2.25 lin. in. (1 Box)
 Arranged sequentially by
 HRS assigned numbers

Monthly reports of tax arrearages collected and monies expended by the auditor, as well as interest accrued. The purpose for which taxes were collected include public schools, courts, city poor, internal improvements, pumps, and paving and grading. Expenditures most frequently listed are tax refunds, auditor's commissions or checks, public printing, coroners' inquisitions, and jurors' orders.

RG.7 Civil Service
Commission
(1919-Present)

The Baltimore City Civil Service Commission, known as the City Service Commission until 1960, was created in 1919 by an amendment to the City Charter. Three unpaid commissioners were appointed by the Mayor for six years each and these commissioners annually elected one of their number as president. A salaried Chief Examiner, who acted as both the Secretary of the Commission and the Administrator of Examinations, was initially appointed by the commissioners, but later hired on the basis of an examination.

The creation of the commission in 1919 marked the culmination of a lengthy effort to organize the employees of the city. This body was authorized to classify and reclassify all municipal jobs (with the exception of Mayoral appointments and appointments involving teaching or supervisory work) and to make appointments based on a merit system. In 1946 the commission also was given power to establish additional laboring classes as it deemed necessary and was authorized to rule on classes involving job performance and on both individual and group appeals concerning such matters as leave, dismissals, and transfers. The maintenance of a list of eligibles was required, as well as an annual report to the Mayor.

The Baltimore Civil Service Commission was instrumental in the establishment of a general municipal pension and retirement system in 1926. This plan was the first of its kind in Baltimore and provided retirement, disability, and death benefits for municipal employees. A board of trustees determined the eligibility of employees for this retirement fund and was authorized to allow city employees credit for service prior to 1926. The retirement of Baltimore civil service employees at the age of seventy was made mandatory with the creation of this retirement fund.

Although there were sporadic attempts to improve the efficiency of the commission from its beginning, the first successful effort came in 1954. An independent company was hired by the commission to develop a classification, wage, and salary survey to determine the effectiveness of the commission. Additional studies were conducted in subsequent years in an effort to modernize city personnel functions. From 1960 to the present, the commission has concentrated on issues pertaining more to special interest groups than to individuals and its improved efficiency. Through all of this the form and function of the commission has remained basically the same from 1919 to the present.

More detailed information about the Baltimore City Civil Service Commission can be obtained from Ord. 553 (1926); Ord. 584 (1934); Rules of the City Service Commission, adopted June 1952, p. 7; and the Baltimore City Charter of 1946.

Series 1. Minutes, Baltimore Civil Service Commission
1919-1973 1973-1985 BCA 5553
7 cu. ft.
Arranged chronologically
Available on 24 reels of microfilm
(BCA 2-25)

Entries from 1919 through 1922 describe general organizational matters such as the establishment of the administration of the commission and job classification guidelines. The minutes from 1922 through 1950 are concerned with both the classification and reclassification of city jobs including decisions made by the commission regarding transfers, leaves, and dismissal appeals of individual civil service employees. A few group appeals are also described in the minutes of 1932-50. From 1939 until 1947 the minutes describe the effect the Second World War had on the commission, especially the labor shortage and new rules pertaining to the military service of city employees. Entries from 1950 until 1973 generally describe the commission's actions with regard to examinations and from 1967 to the present, special meetings for individual appeals. Group appeals (some concerning racial discrimination) are described more frequently in the entries from 1950 to the present.

These records are restricted to microfilm (BCA 2-25).
Minutes after 1973 are available in the offices of the

commission and eventually will be transferred to the
Baltimore City Archives.

Series 2. Medical Examiner Diary
January - December 1929
1 lin. in. (1 vol.)
Arranged chronologically

Daily records of medical examinations performed by John Gindwood on potential employees of the municipal government. Includes listings of daily visits, examinations, rejections, acceptances, and travel mileage.

Series 3. General Correspondence 1966-1974
.70 cu. ft. (1.5 boxes)
Arranged chronologically

Mostly outgoing letters of Thomas J. Murphy, personnel director of the commission. Outgoing letters of commission employees Harry Smith, Joseph Caplan, and Austin Henning are also present along with a limited amount of incoming mail. Subjects discussed cover many aspects of civil service policy formulation and administration including: federal, state, and local legislation; disciplinary actions; complaints; affirmative action programs; negotiations with employee unions; and position reclassifications.

See also Series 4 for related materials.

Series 4. Subject Correspondence 1921-1978
Bulk Dates 1966-1975
3.4 cu. ft. (7.5 boxes)
Arranged by subject

Central files of the commission including correspondence, reports, forms, legal documents, and printed material concerning the personal needs of the municipal departments and comprehensive policy formulations and changes.

See also Series 3 for related material. A complete list of file folder headings is available at the Baltimore City Archives.

Series 5. Personnel File Cards 1920-1976
Bulk Dates 1920-1955
118 reels of microfilm
(BCA 691-798; 1187-1189; 1216-1222)
Arranged alphabetically by surname

There are six types of personnel file cards: cut-off tickets, temporary appointment cards, laborer cards, entry tickets and commission roster cards. All of the cards include employee name, address, classification, department where employed, employee number, and salary. The laborer ticket provides payroll information and roster cards include sick leave, vacation, changes in employment status, and absentee and efficiency records. Cards for deceased and pensioned employees are arranged separately.

This is not a complete listing; for additional coverage see Series 6-9.

Certain restrictions apply to the use of these records.

**Series 6. Labor Registration Bureau Registration Cards
1935-1954**

3 reels of microfilm (BCA 799-801)
Arranged chronologically and
alphabetically thereunder by surname

The cards include employee name, address, age, race, marital status, sex, registration number, and the type of labor permissible. For additional coverage see Series 5 and 7-9.

Certain restrictions apply to the use of these records.

**Series 7. Classified Applications 1920-1974
Bulk Dates 1920-1966**

69 reels of microfilm (BCA 802-870)
Arranged chronologically and
alphabetically thereunder by surname

Forms completed by applicants for municipal employment. Information includes name, address, age, experience, medical history, and education. For additional information see Series 5, 6, 8, and 9.

Certain restrictions apply to the use of these records.

**Series 8. Roster Index Cards of Ex-employees
 1920-1965**
 19 reels of microfilm (BCA 871-889)
 Arranged alphabetically by surname

Partial listing of individuals formerly employed by the municipality. Information includes type of work performed, classification, department, and date of fitness test. For additional coverage see Series 5, 6, 7, and 9.

Certain restrictions apply to the use of these records.

Series 9. Roster Cards 1926-1957
 6 reels of microfilm (BCA 890-895)
 Arranged alphabetically by surname

Cards indicate employee classification, salary, sick leave, vacation time, and payroll record. This is an incomplete listing of municipal employees. For additional coverage see Series 5-8.

Certain restrictions apply to the use of these records.

**Series 10. Medical Services Division
 Administrative Subject Files 1941-1978**
 1.1 cu. ft. (2.5 boxes)
 Arranged by subject

Correspondence and reports divided into two separate groups. The first relates to the disability compensation and accident clinic established under the Central Payroll

Division in 1945. This agency worked with municipal employees who claimed workmen's compensation or who required first aid treatment for on the job injuries. The second group of records pertains to the present day medical services division, which was formed in 1966 by merging the disability compensation and accident clinic with the Civil Service Commission's pre-employment physical examination clinic.

See separate container list available at the Baltimore City Archives.

Series 11. Personnel Files 1977-1979

36 reels of microfilm
(BCA 1091-98; 5130; 5180-82; 5210;
5212-20; 5223; 5230-32; 5236; 5240;
5344; 5354; 5356-57; 5359-61; 5367)

Individual files relating to persons employed by the municipality. Information provided varies but can include entry and cut-off tickets, employment applications, documents relating to Civil Service Commission hearings, and forms for attendance, efficiency ratings and roster cards. Also available are letters pertaining to commendations, dismissals, layoffs, resignations, retirements, and other personnel actions.

Certain restrictions apply to the use of these records.

Series 12. Fire Department Roster Cards 1920-1957
2 reels of microfilm (BCA 1213-14)
Arranged alphabetically by surname

Two separate listings of Fire Department personnel. Reel 1213 covers the period between ca. 1920 to ca. 1952 and provides the name, address, application number, status changes (primarily pay increases and disciplinary measures), and attendance record for each firefighter listed. Reel 1214 dates from 1957 (the material appears to cover this year only) and provides the name, salary, classification, address, and date of birth for all firefighters listed.

RG 8

COMMISSION FOR HISTORICAL
AND ARCHITECTURAL
PRESERVATION
(1964-PRESENT)

**COMMISSION FOR HISTORICAL AND
ARCHITECTURAL PRESERVATION 1964-PRESENT**

The Commission for Historical and Architectural Preservation (CHAP) was established in 1964 "in order to preserve the historic, cultural, educational, and/or architectural value of buildings and structures located in certain areas in the city." The main task of CHAP has been in designating historical and architectural preservation districts and compiling landmark lists; the agency also advises on historical and architectural preservation. The commission is composed of eleven members appointed by the Mayor with the approval of the City Council for five years; a salaried executive director runs its daily operation.

More detailed information about CHAP is available in Ord. 229 (1964); Ords. 939, 970, 1046, and 1065 (1967); Ord. 193 and 316 (1968); Ord. 331 (1969); Ord. 821 (1970); Ord. 974 (1971) and Ord. 62 (1976).

**Series 1. Square Mile Sheets and Miscellaneous Building
Plans 1904-Present**

1 reel of microfilm (BCA 1; 5383)
Arranged alphabetically (partial)
and chronologically

Includes maps of the following areas of Baltimore City:
Bolton Hill, Clifton Park, Dickeyville, Druid Hill Park,
East-West expressways, Federal Hill, Flag House Park, the
Inner Harbor, Jones Falls and adjoining mills, Leakin Park,
Mount Royal, Mt. Vernon Place, Orleans St. Viaduct,
Patterson Park, Reservoir Hill, Seton Hill, Union Square,
and Washington Hill. Also included are plans of the
following buildings: Baltimore Federal, City Hall, Eutaw
Place, Inner Harbor lofts, Margaret Brent School,
Marlborough Apartments, Maryland Club, Norwegian Seamen's
Home, Park Plaza, Park Purchase, Peabody Institute and
Conservatory, Pennsylvania Station, Ridgely's Close,
Stafford Apartments, Walters Art Gallery, Waxter Center,
Westminster Church, Southern Hotel, Baltimore Metro Station
(Northeast Corridor) American Can Company, United States
Post Office and Courthouse (111 N. Calvert St.). These maps
and plans were used for the designation of historical and
architectural preservation districts and landmarks

Separate item listing is available.

Series 2. Minutes of the Commission
1964-1975, 76-85
2 reels of microfilm (BCA 186-87) 5455
Arranged chronologically

These minutes reflect the organization and evolution of the commission and its activities, especially the establishment of historic districts, landmark lists, nominations of Baltimore's buildings to the National Register of Historic Buildings, saving of structures of historical importance, and renovations and changes to buildings within historic districts.

Series 3. Building Surveys 1964-Present

Survey forms with photographs, detailed notes, and comments and recommendations by commission staff on individual buildings.

Maintained in the CHAP offices.

Series 4. Historic District Building Files
1964-Present

The records of permits for structural work, painting, and other proposed changes for buildings within established historic districts. Included are photographs.

Maintained in the CHAP offices.

Series 5. Landmarks List 1964-Present

Newspaper clippings, correspondence, research notes, photographs, and other material related to the historical significance of Baltimore's structures and neighborhoods.

Maintained in the CHAP offices.

**Series 6. Highway Environmental Impact Statements
1968-1980
2.5 cu. ft. (3 boxes)
Arranged by subject**

Studies, reports, summaries of public meetings, maps, and correspondence received by CHAP concerning the interstate highway construction in Baltimore City. Of particular importance are the Environmental Impact Statements and case Reports (in compliance with the National Historic Preservation Act of 1966), both of which are prepared jointly by the United States and Maryland Departments of Transportation. The routes covered include: I-70N, I-83, I-95, I-395, and the Martin Luther King, Jr. Boulevard. These reports were done and collected by CHAP to determine the best course for the new highway construction through historic areas of the city.

RG 9

MAYOR'S OFFICE
(1797-PRESENT)

The municipal government of 1796 was modeled after the Federal Constitution with a two-branch legislature (City Council) and an independent executive (Mayor). Reflecting the conservative philosophy behind the charter, office holding and voting were restricted to men of means. The City Council's two branches provided a voice to the general populace through a popularly elected lower chamber with the composition of an upper chamber being the social and political elite. Members of the lower chamber, or first branch, of the City Council had to possess \$1,000 of assessed property and were popularly elected on an annual basis, two from each ward. Ballots were cast from voice vote by residents owning property worth at least thirty pounds currency. Every other year, voters selected one elector from each ward and the electors chose the eight members of the upper chamber, or second branch, of the Council. For consideration to serve in the second branch, individuals had to own \$2,000 in property. The Mayor, with the same minimum qualifications as members of the second branch, was also selected by the electors at the same time.

The 1796 charter granted the Mayor and City Council specific power to regulate markets, streets, lots, bridges, police, fire companies, sewers, public health, and the harbor. The municipal government also levied taxes and enacted all laws necessary to govern the city within the authority conferred by the charter. While this system gave Baltimore more local authority than it had ever possessed, the State continued its traditional dominance in many areas. The State was reluctant to part with its traditional power, even into the twentieth century. It was not until 1915, for example, that Baltimore gained the right to amend its charter without first seeking approval from the state.

According to the charter the Mayor assumed the position of prime importance in the municipal government. Mayoral authority covered supervision of elections, enforcement of ordinances, and the power to veto. The Mayor also appointed all city officers from a list supplied by the City Council; supervised the operation of the police force, harbor dredging, and street lighting; directed a variety of attempts for introduction of fresh water into the city; and administered the municipal budget. Equipped with a broad range of responsibility and prerogative, the Mayor's Office was firmly established as the most significant element of Baltimore government by 1800.

Many aspects of the Baltimore executive changed during the antebellum period. For the first two decades under the charter, the Mayor selected one of two candidates supplied by the Council for each official position to be filled. Until this time the second branch had sole authority to nominate one of the two candidates for appointed positions (the Mayor nominated the other). This privilege changed in 1808 when both nominees were chosen by the two branches in joint council convention. In 1817 the Mayor gained authority to freely nominate any individual he wished with the Council's advice and consent. The Maryland General Assembly revised the city electoral system and provided for direct election of the Mayor in 1833. The burgeoning municipal debt led to the appointment of the Mayor and representatives of the Council to form a Board of Commissioners of Finance in 1818. The Mayor was president of the Board of Commissioners of public schools when it formed in 1829 and three decades later the Mayor became chairman of the new water board. Through his appointments, the executive even influenced those official bodies on which he did not serve.

The City Council also underwent modification in its early years. In 1808 several major changes occurred. The use of electors to select the second branch was discontinued in favor of direct popular elections and the property requirements for council members were sharply curtailed. Increased population in 1845 caused the redistricting of Baltimore's fourteen wards into twenty. At the same time, to maintain a manageable sized chamber, representation in the first branch was reduced from two members to one member per ward. Concurrent reorganization of the second branch provided for the election of the delegates from every two contiguous wards.

By the mid-nineteenth century, the Mayor found his authority diminished. The state stripped the executive of jurisdiction over the local police and created the Board of Police Commissioners to superintend the force. This action was justified by the inability - or unwillingness - of the Baltimore police to put down the violent election riots of the 1850's. Pointing to the city's laxity concerning fair voting procedures, the assembly also transferred responsibility of election supervision from the Mayor to the Police Commissioners in 1860.

Despite such curtailment of authority, the influence of the Mayor continued to expand during the second half of the nineteenth century. Mayoral initiative guided the growth of the city bureaucracy and most of the new jobs created were tied into Mayoral patronage. Despite this single source of

power, the city government developed haphazardly and by the late 1890's over forty municipal agencies existed, all of which functioned independently of one another.

A remedy was sought in 1898 when Mayor William T. Malster appointed a commission to frame a new City Charter. Quickly approved, the charter consolidated the profusion of city agencies into nine departments. The most significant change was the creation of a Board of Estimates charged with determining the municipal budget. As the Mayor and two of his appointees formed a majority of the five-member board, the executive gained centralized control of budgetary matters.

The 1898 municipal charter drastically reduced the power of the City Council. Previously the Joint Ways and Means Committee of the City Council annually established the municipal tax rate and the appropriation schedule for municipal departments. With the establishment of a Board of Estimates in 1898 the Council could only reduce appropriations in the budget as prepared by the board. Through the Mayor's domination of the board, his power increased while that of the Council ebbed. The desire for greater Council efficiency led in 1922 to the restructuring from a bicameral to a unicameral body. Three delegates elected from each of the six newly created councilmanic districts served four year terms. This system remains in effect today.

During the twenty years following the 1898 charter, the Mayor reached a zenith in his power. The introduction of a Civil Service System for city employees in 1919 lessened the Mayor's power through the demise of widespread political patronage. The Mayor's administrative domain continued to broaden, however, with the constant growth of the city's political structure. Mayoral commissions and committees multiplied in the 1950's, and this trend continues into the 1990's. Traditionally the focal point of the city government, the Mayor continues to direct most aspects of municipal activities.

**Series 1. Calhoun Correspondence to the City Council
1797-1802**
2 lin. in.
Arranged chronologically

Formal communications, messages, and memos sent by Mayor James Calhoun to the first and second branches of the City Council. Subjects include health concerns, erection of a hospital, Mayor's approval or disapproval of ordinances, suggestions for council legislation, watching and lighting of the city, dredging of the harbor, prevention of fire, city revenues and expenditures, introduction of additional supplies of drinking water into the city, and erection of a gunpowder magazine. The February 9, 1801 and February 8, 1802 messages were printed in the Mayor's Messages 1800-1830 (available at the Archives Reference Library).

Series 2. Mayor's Correspondence 1797-1923
25.65 cu. ft. (57 boxes) Begins with
Arranged chronologically, then box 2
alphabetically by assigned subject.
Each document is sequentially numbered
and indexed within yearly aggregates.
See HRS indexes

All varieties of correspondence. The large majority of items are addressed to individual Mayors, with regularly appearing outgoing letters. Subjects cover most aspects of city government including taxation, licensing, ordinances and resolutions, public health, schools, property ownership, litigation, railroads, claims against the city, proposals,

charitable enterprises, opening and closing streets, paving streets, citizen complaints, relationship with federal and state government, port concerns, general administration, requests for information and publications from other municipalities, and applications for and appointments to municipal positions.

See descriptions of similar material in Series 1, 3, and 4.

**Series 3. Miscellaneous Incoming Mayoral Correspondence
1885-1900**
5.60 cu. ft. (13 boxes)
Arranged chronologically

Letters, petitions, telegrams, reports, and memos addressed to individual Mayors. These records were left out of the HRS survey, because they were either discovered at a later date or were maintained separately. There is, however, no readily discernable difference in form or content between this material and that of similar date in the HRS grouping. Included are items from city agency chiefs and subordinates, congressmen, mayors from other municipalities, state government officials, attorneys, businessmen, concerned citizens, and others. Among the topics discussed are applications for and appointment to municipal offices, complaints, requests for information, charitable enterprises, letters of sympathy, and numerous

other matters relating to the operation of municipal government.

See description in Series 2.

**Series 4. Miscellaneous Outgoing Mayoral Correspondence
 1885-1900
 .25 cu. ft.
 Arranged chronologically**

Contains mostly letterpress copies, although some originals are included. Topics cover political appointments, approval or disapproval of ordinances and resolutions, replies to an assortment of citizen's complaints, communications to city agencies, and requests for information from other municipalities. Much of the material was created by subordinates representing the Mayor.

See also Series 28. Items were separated from material described in Series 3.

**Series 5. Police Marshal Frey, Incoming Correspondence
 1890-1896
 .25 Lin. in.
 Arranged chronologically**

Communications to Frey from district police captains concerning various arrest cases and fines. Possibly forwarded to the Mayor for his consideration in instances where those arrested requested a remittance of a fine.

Items separated from material described in Series 3.

Series 6. General Correspondence 1884-1896
1 lin. in.
Arranged chronologically

Letters, notes, and reports. Items are related to Mayor's Office, but were not sent or received by it directly. The material probably was forwarded individually to the Mayor's Office by other city offices for reference. A wide assortment of subjects are covered, including personal concerns, professional opinions, the Topographical Survey of Baltimore, taxation, business transactions, city agency reports, and communications to and from the City Council.

All items were separated from materials described in Series 3.

Series 7. Fragments, 1883-1900
.25 lin. in.
No arrangement

Separated papers and fragments of correspondence, reports, and other material.

Items were removed from records in Series 3.

**Series 8. Mayor Alcaeus Hooper, Inspector of Gas and
Illuminating Oils Reports 1895-1896**
1.25 Lin. in.
Arranged chronologically

Weekly statistical summaries of oils used in city street lights; all items are addressed to Mayor Hooper. Includes "the average of the observations on the illuminating power and chemical purity of the illuminating gas supplied by the Consolidated Gas-Light Company," along with flash temperatures and densities of oil samples procured from dealers in designated districts of the city.

These materials were removed from Series 3.

**Series 9. Mayor Alcaeus Hooper, Health Department
Reports 1896**
.75 lin. in.
Arranged chronologically

All items are "sanitary reports" by George H. Everhart concerning Baltimore area water supplies. Includes studies of Towson, Potts Spring, Paterson's Run, Loch Raven tributaries, Western Run, Beaver Dam Stream, Gunpowder River, Albins Run, George's Run, and tributaries of Lake Roland. Also includes information on geographic situation and general sanitary condition of water sources.

Materials removed from Series 3.

Series 10. Assorted Printed Items 1837-1900
 .25 Lin. in.
 No arrangement

Various flyers, Mayoral Office forms, legislative acts, patents, bank statements, magazine reprints, and "catalogue of iron cells for Calabooses and Police Stations."

All items separated from material described in Series 3.

Series 11. Transcript Copies of Ordinances and
 Resolutions ca. 1890-1896
 .5 lin. in.
 No arrangement

Possibly Mayor's reference copies of pending legislation in the City Council.

Removed from items described in Series 3.

Series 12. Assorted Mayoral Records ca. 1895-1900
 1.25 lin. in.
 No arrangement

Variety of singular items associated with Mayor's Office. Includes financial calculations, list of vaccine physicians, electric lighting specifications, legal opinions, lists of city officer nominations, "Conditions of Loans, July 8, 1896," "Facts about Bush St. Sewer," "Location of Public Drinking Fountains in Baltimore, 1896,"

"Statements of the City Account," and "Report of Sanitary Committee of the West Baltimore Improvement Association."

Material removed from items in Series 3.

Series 13. Timanus Administrative Files 1904-1907
7.2 cu. ft. (16 boxes)
Arranged by subject

Incoming and outgoing letters, legal papers and opinions, agency reports, accounts of agency expenditures, invitations, petitions, and printed material. Among subjects covered are general information requests; city procurement of goods and services; municipal ice and tug boats; complaints; renovation of sections burnt in February 1904 fire; September 1906 jubilee; applications and recommendations for positions; requests for permits; conventions and meetings; remission of fines; public education; claims against city government; personnel; public health; street improvement and construction; regulation of commercial signs; promotion of the city; railroads and street railways; electrical services; telephone and water services; charity; and other matters relating to the functions of the city government. City agencies and officials with the most representation are the City Solicitor, City Engineer; Inspector of Buildings, Sewerage Commission, and Electrical Commission.

There is a file folder listing available.

Series 14. Mahool Administrative Files 1907-1911
14. 4 cu. ft. (32 boxes)
Arranged by subject

Majority of items are incoming and outgoing letters, although agency reports, invitations, legal papers and petitions are included as well. Subjects include assorted conventions and meetings; charity and charity organizations; 1910 "West Segregation Ordinance"; investigations and audits of city agencies; appointments to commissions; paving, grading, and opening of streets; 1908 "Dog Ordinance"; establishment of playgrounds; assorted complaints and protests; Baltimore business promotional activities; railroads and street railways; establishment and maintenance of monuments; art exhibitions; regulation of commercial signs; utility services; claims against the city; improvement suggestions; League of American Municipalities; Merchants and Manufacturers Association; requests for permits; and other matters relating to city government functions. City officials and agencies with the most representation are the City Solicitor, City Engineer, Sewerage Commission, Electrical Commission, City Council, Water Department, and Inspector of Buildings.

There is a file folder listing available.

Series 15. Preston Administrative Files 1911-1919
18.9 cu. ft. (42 boxes)
Arranged by subject

Incoming and outgoing letters constitute the bulk of the material with agency reports, printed material, and legal papers included as well. Subjects include assorted political controversies, the First World, city and national activities, construction, improvement and extention of city streets, construction of Loch Raven Dam, various civic contests, erection of monuments and memorials, segregation ordinance, "Sabbath Day" laws, commercial promotion of Baltimore, National Star Spangled Banner Celebration, Maryland General Assembly matters concerning the city, 1912 Democratic national convention, Pennsylvania Railroad improvement plans, annexation, "1918 Home Rule bill," and employment applications. City agencies and officials most often represented are the Commissioners for Opening Streets, Water Department, Harbor Board, City Engineer, Department of Public Parks and Squares, City Council, and Highway Engineer. A sizeable body of material relates to the Maryland General Assembly.

There is a file folder listing available.

Series 16. Broening Administrative Files.
(first term) 1919-1923

5.4 cu. ft. (13 boxes)
Arranged by subject

Mostly incoming and outgoing letters. Also includes agency reports, printed items, and financial statements. Among subjects covered are applications and recommendations for employment, port and harbor concerns, erection of monuments and memorials, public health, patriotic and holiday celebrations, laws and regulations, publications, insurance coverage, and schools. Agencies frequently mentioned are the Harbor Board, Health Department, Law Department, and Department of Education.

There is a file folder listing available.

Series 17. Jackson Administrative Files.
 (first term) 1923-1927)
 4.5 cu. ft. (10 boxes)
 Arranged by subject

Although legal documents, agency reports, printed material, speeches, and minutes are abundantly represented, this series mostly contains incoming and outgoing correspondence. Subjects covered are commercial promotions of the city, the World Court, assorted celebrations and commemorations, strike against the city by local contract labor, street traffic, laws and regulations, public health, real estate, zoning, racial segregation, public education, harbor concerns, applications for employment, and city

employee pensions. Agencies frequently mentioned are the Law Department, Committee on Traffic, City Council, Municipal Art Commission, Health Department, Board of School Commissioners, and Employee's Retirement System.

There is a file folder listing available.

Series 18. Broening Administrative Files.
(second term) 1927-1931
6.3 cu. ft. (14 boxes)
Arranged by subject

Although incoming and outgoing letters constitute most of the material, legal documents, printed material, and speeches are included as well. Subjects include applications and recommendations for employment, stray dog control, municipal relations with the Society for the Prevention of Cruelty to Animals, assorted public works projects, various celebrations, proposed use of daylight savings time, unemployment relief, zoning, Pennsylvania Railroad improvements, airport construction, and proposed installment system for tax payment. City offices best represented are the Law Department, City Council, Public Improvement Commission, Baltimore Airport Commission, and Chief Engineer.

See BCA microfilm reels 200 and 201 for index of original files

There is a file folder listing available.

Series 19. Jackson Administrative Files.
 (second term) 1931-1935
 13.0 cu. ft. (29 boxes)
 Arranged by subject

Incoming and outgoing letters comprise the bulk of the material along with agency reports, legal documents, printed material, and speeches. Among the subjects covered are various local, state, and national economic recovery and relief efforts, applications and recommendations for city employment, establishment and operation of the Walters Art Gallery, patriotic and commemorative celebrations, city budgetary matters, U.S. Conference of Mayors, personnel, general assembly activities, railroad consolidation, investigations of city departments for waste and corruption, and Jackson speeches. Official city organizations mostly represented are the Commission, Supervisors of City Charities, City Council, City Auditor, and Chief Engineer.

There is a file folder listing available.

Series 20. Jackson Administrative Files
 (third term) 1935-1939
 5.5 cu. ft. (12 boxes)
 Arranged by subject

Speeches, legal documents, printed material, and reports with the great majority of items incoming or

outgoing letters. Among subjects covered are city unemployment and emergency relief programs, applications and recommendations for employment, airport construction, unionization of municipal employees, relief cases, personnel recommendations, and Jackson political campaigns and speeches. City organizations best represented are Baltimore Emergency Relief Commission, City Council, Law Department, Committee of Rehabilitation of the Blighted Areas, and Department of Education.

There is a file folder listing available.

Series 21. Jackson Administrative Files
(fourth term) 1939-1943
 5.0 cu. ft. (11 boxes)
 Arranged by subject

Incoming and outgoing correspondence make up most of this material, with reports, speeches, legal documents, and printed material also represented. Subjects covered include applications and recommendations for employment, U.S. Conference of Mayors, city-state relations, airport matters, city planning, city wartime activities and civil defense, administrative recommendations and appointments, and public improvement loans. City organizations and individuals most abundantly represented include the Housing Authority, Chief

Engineer, City Solicitor, Public Improvement Commission, Commission on City Plan, City Council, Civilian Mobilization Committee, Committee for Post-War Planning, Board of School Commissioners, and Baltimore Committee for Civil Defense.

There is a file folder listing available.

Series 22. McKeldin Administrative Files
(first term) 1943-1947
4.0 cu. ft. (9 boxes)
Arranged by subject

Incoming and outgoing letters with reports, legal documents, minutes, and printed material. Subjects include airport matters, planning activities, black war worker housing projects, proposed automobile expressways, urban renewal, city legal matters, Mayoral proclamations, proposed Chesapeake and city harbor bridges, Civil Defense activities, municipal stadium, and assorted improvement projects. City agencies most abundantly represented are Baltimore City Aviation Commission, Commission on City Plan, Committee for Post War Planning, Law Department, City Council, City Charter Revision Committee, Baltimore Housing Authority, and Civilian Mobilization Committee.

There is a file folder listing available.

Series 23. D'Alesandro, Jr. Administrative Files
1947-1959
25.0 cu. ft. (55 boxes)
Arranged by subject

Incoming and outgoing letters with minutes, printed materials, legal documents, and speeches. Topics include airport matters, public housing, urban renewal, labor strikes, budgetary concerns, veterans benefits, Civic Center construction, traffic regulation, race relations, appointments of municipal government officials, highway and street construction, hospitals, relations with state and federal authorities, city planning, port activities, parks and playgrounds, schools, U.S. Conference of Mayors, Second World War commemoration, and assorted complaints and protests. City agencies most represented include Airport Board, Budget Director, Comptroller, Department of Public Welfare, City Council, City Planning Commission, Department of Public Works, Department of Recreation and Parks, Baltimore Redevelopment Commission, Board of School Commissioners, Department of Transit and Traffic, and Walters Art Gallery.

There is a file folder listing available.

Series 24. Grady-Goodman Administrative Files
1959-1963
18. 5 cu. ft. (42 boxes)
Arranged by subject

These files are from the administration of J. Harold Grady (May 1959 - December 1962) and Philip Goodman (December 1962 - May 1963). Incoming and outgoing letters comprise most of the material with reports, minutes, legal documents, speeches and printed material represented in smaller amounts. Subjects include Friendship International Airport operation, American Municipal Association, U.S. Conference of Mayors, appointments, commercial development, urban renewal, housing, budgets, Charles Center construction, civil defense, charitable enterprises, Democratic politics, local associations, establishment of the experimental conservation district, public health, hospitals, Jones Falls Expressway, state and federal legislation, public celebrations, labor unions, city planning, East-West Expressway, recreation and parks, the Mayor's schedule, public schools, snow and ice control, traffic, public welfare, and zoning. Agencies and organizations most represented are the Airport Board, Baltimore Association of Commerce, Baltimore Council of Social Agencies, City Council, Law Department, Commission on Governmental Efficiency and Economy, Equal Opportunity Commission, University of Maryland Extension Service, Fire Department, Health Department, Planning Commission, Maryland Port Authority, Department of Public Works, Department of Recreation and Parks, Department of Transit and Traffic,

Department of Public Welfare, and Board of Municipal and Zoning Appeals.

There is a file folder listing available.

Series 25. Mckeldin Administrative Files
(second term) 1963-1967
40.5 cu. ft. (89 boxes)
Arranged by subject

Incoming and outgoing letters with minutes, committee reports, speeches, and legislation. Subjects include appointments, architectural preservation, City Hall renovation, civil rights, Anti-Poverty Program, Community Renewal Program, Concentrated Employment Program, Congress of Racial Equality, Target City, presidential election, Jones Falls Expressway Design Committee, food market strikes, City Jail, proposed changes in the housing code, Inner Harbor renewal, task force on equal rights, neighborhood conservation, open housing legislation, riots, Sesquicentennial Celebration, unions, zoning and city planning. City agencies and departments represented in the files include Commission on Problems of the Aging, Baltimore Community Relations Commission, Department of Finance, City Solicitor, City Council, Board of Ethics, Health Department, Department of Public Works, Department of Recreation and Parks, Department of Public Welfare, and the Board of Zoning and Municipal Zoning Appeals.

There is a file folder listing available.

See also RG.24 (Charter Revision Commission) and McKeldin's personal papers (1943-1971) maintained at the Baltimore Region Institutional Study Center.

Series 26. D'Alesandro III Administrative Files
1967-1971
53.5 cu. ft. (120 boxes)
Arranged by subject in three sub-series

Inter-departmental memos and correspondence constitute the majority of the records. Reports, speeches, minutes, legislation, and incoming and outgoing letters are the bulk of the remaining material. The administrative files of Mayor Thomas J. D'Alesandro III reflect, in their arrangement and content, two major themes: decentralization of the municipal government and social programs orientated towards poorer communities. Five administrative assistants were assigned to the Mayor's Office to act as liasons with city agencies and it is the records of these mayoral assistants that represent the majority of the records of the D'Alesandro III administration. The administrative assistants were Peter N. Marudas, Kalman R. Hettleman, John W. Eddinger, and Joseph L. Smith.

Sub-series I contains the records of Peter N. Marudas, who acted as the primary liason with the City Council, Board of Estimates, and Criminal Justice Agencies. Subjects include ordinances, Minimum Wage Commission, City Council, Department of Public Works, Department of Recreation and Parks, Civic Center, Board of Estimates, City Solicitor, Department of Finance, and Baltimore Museum of Art.

The records of Joseph L. Smith and John W. Eddinger constitute sub-series II. Subjects include Neighborhood Mayor's Stations, Community Action Agency, Community Relations Commission, aging, air pollution, Health Department, city hospitals, speeches, and Department of Economic Development.

Sub-series III contains the files of Kalman R. Hettleman. Subjects include the state legislature, housing, transportation, metropolitan affairs and civil rights, budget, civil disorders, Department of Education, Department of Housing and Community Development, interstate roads, Model Cities, multi-purpose centers, Baltimore Urban Coalition, and Mayor's Advisory Committee on Workable Programs for Community Improvement.

There is a file folder listing available.

Series 27. Printed Mayoral Material 1801-1971
Arranged by classification system of
individual repository

This series consists of printed material, some of which is also duplicated in the Baltimore City Department of Legislative Reference Library, Maryland Historical Society, and the Maryland Department of the Enoch Pratt Free Library. The two major types of printed records created by the Mayor's Office are the annual messages and published statements issued by the mayor.

The "Mayor's Message" (also called the "Mayor's Communication," "Mayor's Annual Report," or individually titled), delivered annually to the City Council, is an account of the general state of the city. This document provides a summary of the financial status of the city, the Mayor's opinions on ordinances, and statements of the development of various city departments. No manuscript or printed copy survives of the annual message for 1797, the first year of the city's existence. A progress report written by Mayor James Calhoun to the City Council dated June 19, 1797 which adheres to the format of subsequent messages, is in the holdings of the Baltimore City Archives, RG.9, Series 1, Box 1. The earliest extant message is dated February 12, 1798. This and the following two messages of February 11, 1799 and February 10, 1800 were printed in daily newspapers, but were not included in any published

compilation of messages. Manuscript copies of the 1798 and 1799 messages are part of BCA RG.9, Series 1, Box 1; the 1800 message is part of BCA RG.16, Series 1. The first published compilation of "Mayor's Messages" was printed in 1831 containing the messages from 1801 through 1831. Other compilations exist for 1832-1860, 1861-1879, 1880-1890, 1915-1937, 1943-1947, 1947-1951, and 1963-1967. "Mayor's Messages" for these, and intervening years, were published in Baltimore Annual Reports from 1856 to 1919. The messages were also included in the Journal of Proceedings of the Baltimore City Council from 1801 to 1979. "Mayor's Messages" have been prepared sporadically in the twentieth century.

The earliest of the Mayor's reports have been reprinted in William G. LeFurgy, "Prudent Laws and Wise Regulations: Three early Baltimore Mayor's Messages, 1797-1799, "Maryland Historical Magazine, 78, No. 4 (Winter, 1983), 278-86.

Sources for other Mayoral publications include the Baltimore Municipal Journal, 1913-1931, BCA RG.26, Series 1; Journals of the Maryland State Senate and House of Delegates; local newspapers; and individually published speeches and policy statements.

Series 28. Mayoral Letterbooks 1871-1907
1.8 lin. ft. (26 vols.)
Arranged chronologically

Manuscript and letterbook copies of outgoing letters.
Some volumes are indexed.

Series 29. City Appointees 1797-1899
8 lin. in. (7 vols.)
Arranged chronologically

Primarily city appointees and nominees. Also includes mayoral proclamations, communications with the City Council, election returns, list of City Council Members and other officers of the corporation. Some volumes are indexed.

Series 30. Oath Books 1862-1962
2.2 lin. ft. (16 vols.)
Arranged chronologically

Manuscript and printed oaths signed by appointees, lists of appointees and dates of appointments. Some volumes are indexed.

1899 through 1962 are on microfilm.

Series 31. Permit and Complaint Books 1873-1879
2.5 lin. in. (5 vols.)
Arranged chronologically

Complaints received and permits granted by the Mayor's Office.

Series 32. Mayor's Record Books 1844-1875
5.0 lin. in. (5 vols.)
Arranged chronologically

Primarily manuscript copies of outgoing letters and communications with the City Council. Also included are appointments, proclamations, election returns, ward boundaries, list of ordinances and resolutions, and newspaper clippings.

Series 33. Visitors Book 1912-1918
3.0 lin. in. (5 vols.)
Arranged chronologically

Chronological lists of names of visitors to the Mayor's Office.

Series 34. Mayoral Campaigns 1911-1935
4.25 lin. in. (4 vols.)
Arranged chronologically

Campaign scrapbooks of James H. Preston and documents of Howard W. Jackson and his supporters during the 1935 campaign.

Series 35. General Mayoral Records 1860-1919
8.0 lin. in. (9 vols.)
No arrangement

Miscellany of volumes maintained by the Mayor's Office. Includes lists of ordinances, Annual Report of the Sewerage

Commission, fine book, and minutes of the Committee to Superintend Erection of City Hall.

Series 36. Mayoral Records Indexes ca. 1880-1915
6.5 lin. in. (8 vols.)
Arranged chronologically

Indexes maintained by the Mayor's Office pertaining to correspondence and administrative files. Indexes to Mayor Broening's second term are on microfilm (BCA 200-201).

Series 37. General Public Improvement Conference
Records 1904-1905
.45 cu. ft. (1 box)
Arranged by committee

Mayor E. Clay Timanus was instrumental in the establishment and operation of this organization. Soon after the founding of the conference in December of 1904, Timanus appointed several commissions to investigate various types of municipal improvements, including: a new central police station, fire-fighting equipment, private and public streets, schools, sewers and annex loans, water supplies, and a proposed union railroad station. In addition, there were also separate executive and finance committees and a committee for "other improvements" such as street extensions and expansion of the parks system.

This series consists mostly of minutes generated by these committees. Some correspondence and several committee reports are also available. Much of the material concerns specific improvement proposals, many of which were implemented by the municipality.

**Series 38. Personnel Appointments (Non-Civil Service)
1952-1986**

8 reels of microfilm
(BCA 1588, 5205-09, 5320-21)
Arranged alphabetically by surname

Personnel-related records concerning staff of the Mayor's Office who received non-Civil Service appointments. Mayoral administrations represented are: Thomas J. D'Alesandro, Jr., J. Harold Grady, Philip H. Goodman, Theodore R. McKeldin, Thomas J. D'Alesandro, III, William Donald Schaefer, and Clarence "Du" Burns.

Various types of documentation appear including correspondence, certifications of service, cut-off tickets, change notices, entry tickets, withholding exemption certificates, newspaper clippings, lists of Mayor's Office personnel, payroll rosters, budget requests, appropriation details.

A listing of the personnel whose records are included is available.

These records are available on microfilm only and their usage is restricted. They may not be examined unless the person is deceased or seventy-five (75) years have elapsed since their date of employment.

Series 39. Mayor's Newspaper Clippings 1971-1986
28.80 cu. ft. (64 boxes)
Arranged by subject

Newspaper clippings on a wide variety of subjects concerning Mayor William Donald Schaefer, the City of Baltimore, as well as other Baltimore City officials, employees, citizens, and groups. Highlighted are city events, places, landmarks, personalities, sports, recreation, etc.. The bulk of the clippings are from the period 1974-1978. Newspapers represented include all major Baltimore newspapers, as well as newspapers from around the State of Maryland; Washington, D.C.; Wilmington, Delaware; and York, Pennsylvania.

A container listing is available.

Series 40. Mayor George Stiles Correspondence 1817
5 items
Arranged chronologically

All items in this series relate to the June 2, 1817 visit to Baltimore by President James Monroe as part of his

national tour. Three letters make up this series: one from Mayor Stiles to the City Council detailing plans for the visit; another from Stiles officially welcoming Monroe; and another to Stiles and the City Council from Monroe thanking them for their welcome and giving some reasons why he is touring the nation.

**Series 41. Mayor William T. Malster Scrapbooks
1897-99**
1 oversize box (2 vols.)
Arranged chronologically

Scrapbooks generated prior to and during the administration of Mayor William T. Malster. The books contain articles from local newspapers. The period covered includes the election campaign of 1897 through the end of Malster's term as mayor in November 1899.

RG.10 BALTIMORE COURT HOUSE COMMISSIONERS 1835-1840

The Baltimore Court House Commissioners were created by the Maryland Legislature in 1835 to rebuild the Baltimore City and County Court House and Records Office which had been destroyed by fire on February 13th of that year. The commissioners were in existence from 1835 to 1840, the year that the new buildings were completed and opened for use. The new buildings housed meeting rooms, offices, and records of the Baltimore County Court and Orphan's Court of Baltimore County and were located on the corner of Lexington and Saint Paul Streets. Razed in 1894, the buildings made way for a larger court house.

Further information can be obtained from Morris L. Radoff, The County Courthouses and Records of Maryland, Part One: The Courthouses, Hall of Records Commission Publication no. 12 (Annapolis: Hall of Records Commission, 1960), pp. 17-37 and Richard J. Cox, "The Plight of American Municipal Archives: Baltimore, 1729-1979," American Archivist 42 (July 1979): 281-92.

Series 1. Administrative Records 1835-1840
1.10 cu. ft. (3 boxes)
Arranged sequentially by HRS assigned
numbers

Records related to the planning and construction of the Baltimore City and County Courthouse and Records Office. Included is correspondence from Robert Cary Long, Jr., Robert Mills, and William Strickland concerning the architectural design of the buildings. There is also correspondence of Solomon Etting, President of the Baltimore Court House Commissioners; bank books and daily memos; proposals for brick and lumber supply, painting, glass, iron and stone work, and other labor costs and contracts; payroll records and receipts; contractors' bonds; and recommendations for employment. These records are individually listed in the HRS indexes.

There are related materials in the records of the City Council, RG.16, City Register, RG.32; City Commissioners, RG.3; and Mayor's Office, RG.9. The Maryland Historical Society also has minutes of the commission, apparently maintained by Solomon Etting, in the Baltimore Court House Commissioners' Minutes, MS.69.

Series 2. Architectural Drawings ca. 1835-1840
5 items
No arrangement

Pen and ink plans of the Baltimore City and County Court House and Record Office by Robert Cary Long, Jr.: record office front elevation, Saint Paul's Street; record office cast-iron railing (two drawings); floor plan and pavement elevation of the courthouse (incomplete); and record office floor plan showing stone work. (These items, although previously noted as part of our collection, were not recorded as such.)

There are additional drawings at the Maryland Historical Society and Peale Museum.

RG-11

ELECTION RECORDS
(CA. 1800-PRESENT)

Prior to the municipal incorporation administrative authority over elections held in Baltimore was exercised by the Baltimore County Levy Court. The 1797 City Charter vested this function in the Mayor through his appointment of elections judges for each city ward and Baltimore County elections continued under the jurisdiction of the Levy Court until 1826 when the Baltimore County Commissioners assumed responsibility.

Doubts concerning the city governments's ability to fairly administer voting procedures forced the state in 1860 to transfer responsibility for elections to the newly created and state controlled board of police commissioners. This body was empowered to subdivide the city's wards into election precincts, appoint judges of election for each, and prevent all forms of election fraud. Sixteen years later, the Maryland Legislature established the Board of Supervisers of Elections for Baltimore City to superintend all phases of municipal elections. Up to the present day this board continues to function essentially as originally determined, including the appointment of election judges for all city precincts.

Baltimore election officials from the late eighteenth century to the early 1900s were greatly concerned with suppressing irregular activities such as balloting by ineligible voters, individuals casting multiple votes, and ballot box stuffing. Several measures were taken at various times to curb these abuses; the use of poll books were among the first efforts in this direction. Judges of election for each district were required to record in two volumes the names of all residents voting in a specific election. This procedure theoretically prevented a person from voting more than once and also allowed a comparison between the total number of voters and the total number of votes cast in each district. After elections, Baltimore City and County poll books were turned over to the county court until the legal separation of the city and county in 1851. After this date, the Baltimore City Superior Court received municipal poll books while the Baltimore County volumes continued to be deposited in the county court.

In 1837 the general assembly passed "an act to guard against Fraud in the exercise of the Elective Franchise in the City of Baltimore." Among other provisions, the law mandated yearly registration of all city voters. Administration of this activity was performed by three

officers of registration appointed by the governor for each ward. All persons desiring to cast ballots were to appear before the registration officials for their ward of residence and to prove their eligibility to vote under state law. If qualified, the individual's name was entered alphabetically into two registration books. When elections were held, the election judges were required to allow only those ward residents listed in the volumes vote.

A state law passed in 1882 modified previous registration laws by calling for two sets of registry books for each Baltimore election precinct. A preliminary set was to list names and other personal information relating to all persons applying for voting privileges; those who failed to meet specified requirements were noted as such in the books along with the reasons why. Final registration volumes were to contain only the names and addresses of voters duly qualified by the officers of registration for use by the election judges during elections. Voter registration in Baltimore is currently conducted in a similar fashion except a single board of registration is appointed for the entire city by the Supervisors of Elections.

Additional information concerning elections can be obtained from secondary sources such as Thaddeus P. Thomas, The City Government of Baltimore, Johns Hopkins University Studies in Historical and Political Science, 14th series (Baltimore: Johns Hopkins Press, 1896); Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899); and the Municipal Handbook 1977 (Baltimore: Department of Legislative Reference, 1977), p. 135. Relevant legislative citations include the 1797 city charter and Laws of Maryland, 1805, ch. 97; 1851, ch. 333; 1838, ch. 149; 1860, ch. 7; 1868, ch. 297; 1876, ch. 223; and 1882, ch. 22. Also see art. 4, 1860 Public General Laws of Maryland, and art. 33, 1978 Maryland Annotated Code.

**Series 1. Registration and Election Returns
1896-1992**

35 microfilm reels (BCA 88-110; 5199;
198; 1239; 1374; 1762; 1789; 1824; 5118;
5221; 5376; 5392; 5419)
Arranged chronologically by wards and
precincts

General statistics showing the number of voters
registered and breakdown of voting for candidates in primary
and general elections.

**Series 2. City-Wide Voters List
May 1951**

1 microfilm reel (BCA 110)
Arranged by ward, precinct, and street
address

List of names and party affiliation

**Series 3. Baltimore City Poll Books
1804-1889**

16.0 lin. ft. (3,071 vols.)
Arranged by ward
(after 1860 by precinct)

List of ward residents voting in specific elections as
recorded by the judges of elections. Gives only the name of
the voter and occasional tabulations of election returns.

Below is a list of records with information contained:

ca.1800	Delegates to the General Assembly(?) (1 vol.) Ward unknown; indicates voter preference
November 1804	Presidential Electors (4 vols.) Wards 1, 3, 6

October 1805	Delegates to the General Assembly (4 vols.) Wards 3-4, 6, 8
October 1811	Delegates to the General Assembly (3 vols.) Wards 3-4
October 1813	Delegates to the General Assembly(?) (1 vol.) Ward 1
October 1814	Delegates to the General Assembly, representatives to Congress (2 vols.) Wards 1-3
October 1815	Delegates to the General Assembly (2 vols.) Ward 8
January 1816	Congressional by-election (2 vols.) Wards 4-5
September 1816	Congressional by-election (3 vols.) Wards 4, 6-8
October 1816	Delegates to the General Assembly, representatives to Congress (3 vols.)
November 1816	Presidential Electors (2 vols.)
October 1818	Representatives to Congress, Sheriff for Baltimore City and County (14 vols.) Wards 2-9, 11
October 1819	Delegates to the General Assembly (9 vols.) Wards 3, 5, 8, 10-11
October 1822	Delegates to the General Assembly, representatives to Congress (6 vols.) Wards 1, 3, 5-7
October 1823	Delegates to the General Assembly (15 vols.)
October 1829	Delegates to the General Assembly, representatives to Congress (23 vols.) Wards 1-12
October 1832	Delegates to the General Assembly (24 vols.) Wards 1-12
November 1832	Presidential Electors (18 vols.) Wards 1-4, 7-12
October 1833	Delegates to the General Assembly,

	representatives to Congress (17 vols.) Wards 1-5, 7-12
October 1834	Delegates to the General Assembly (23 vols.)
October 1835	Delegates to the General Assembly, representatives to Congress (24 vols.) Wards 1-12
September 1836	State Senate Electors (24 vols.) Wards 1-12
November 1836	Presidential Electors (24 vols.) Wards 1-12
July 1837	Representatives to Congress (24 vols.) Wards 1-12
October 1837	Delegates to the General Assembly (24 vols.) Wards 1-12
April 1838	Congressional by-election (24 vols.) Wards 1-12
October 1838	Governor, State Senate, Delegates to the General Assembly (20 vols.) Wards 1-5, 7-12
October 1839	Delegates to the General Assembly, representatives to Congress, Sheriff for Baltimore City and County (23 vols.) Wards 1-12
October 1840	Delegates to the General Assembly (24 vols.) Wards 1-12
November 1840	Presidential Electors (24 vols.) Wards 1-12
May 1841	Representatives to Congress (28 vols.) Wards 1-14
October 1842	Delegates to the General Assembly and Sheriff for Baltimore City and County (28 vols.) Wards 1-14
February 1842	House of Delegates (14 vols.) Wards 1-14
October 1846	State, Senate, House of Delegates (7 vols.) Wards 1-2, 4-7, 13

- November 1882 Representatives to Congress, Judges
(353 vols.) Wards 1-20; 9 precincts each
- November 1884 Representatives to Congress, Presidential
Electors (360 vols.) Wards 1-6, Precincts
1-9 each; Ward 7, Precincts 1-7, 9; Wards
8-20, Precincts 1-9 each
- November 1885 State Comptroller, clerk of the Maryland
Court of Appeals, Delegates to the General
Assembly, City Sheriff, City Surveyor, clerk
of the city Criminal Court, Clerk of the city
Court of Common Pleas, clerk of the city
Circuit Court, city Register of Wills
(359 vols.) Ward 1, Precincts 1-8; Wards
2-20, Precincts 1-9 each
- November 1886 Congressional by-election (360 vols.)
Wards 1-20, Precincts 1-9 each
- November 1887 Governor, Attorney General, State
Comptroller, State's Attorney, Sheriff, city
surveyor, clerk of Baltimore City Court,
Judges of Orphan's Court, Judge of the
Bench, State Senate, Delegates to the General
Assembly (360 vols.)
Wards 1-20, Precincts 1-9 each
- November 1888 Members of the City Council, clerk of Circuit
Court No. 2, ordinances, representatives to
Congress, Presidential electors (395 vols.)
Wards 1-21, Precincts 1-9 each; Ward 22,
Precincts 1-5, 7-9
- November 1889 Mayor, members of the City Council, Baltimore
City Judge Supreme Bench, Sheriff, clerk of
the Superior Court, Surveyor, Comptroller,
Delegates to the General Assembly (396 vols.)
Wards 1-22, Precincts 1-9 each

**Series 4. Baltimore City Poll Books (Registration)
1838-1889**
18. 4 lin. ft. (477 vols.)
Arranged by Ward
(After 1860 by Precinct) and
alphabetically by surname
1838-39 on microfilm (BCA 5386-91)

List of qualified voters and applicants as compiled by officers of registration with varying information. Volumes dating from 1838 to 1879 (except 1868) list only qualified voters with name, address, voting dates, whether housekeeper or lodger, and name of landlord. Particulars effecting registration status such as removal from district, death, legal age, and naturalization occasionally appear as well. The 1868 volume provides only names of qualified voters. Preliminary registration volumes from 1882 to 1889 have applicant's name; whether sworn or affirmed; age; place of birth; residence; time of residence in Baltimore, Ward of registration, and precinct of registration; naturalization information; and reasons for disqualification if applicable. Final registration volumes for 1889 list only the names and addresses of qualified voters.

Below is a list of the records:

1838	Wards 1-12 (24 vols.)
1839	Wards 1-2, 6, 8, 12 (15 vols.)
1868	Wards 1-20 (1 vol.)
1877	Ward 3 (1 vol.)
1879	Wards 3, 5 (2 vols.)
1882-87	Ward 1, Precinct 9; Ward 3, Precinct 1; Ward 5, Precinct 9; Ward 9, Precincts 5-6, 9; Ward 10, Precinct 9; Ward 11, Precinct 3; Ward 12, Precincts 2, 4; Ward 16, Precinct 4; Ward 18, Precinct 9; Ward 19, Precinct 1 (13 vols.)
1887	Ward 1, Precinct 9; Ward 5, Precincts 8-9; Ward 9, Precincts 5, 9; Ward 10, Precinct 2; Ward 19, Precinct 1 (7 vols.)

- 1889 Preliminary registration
Ward 1, Precinct 2; Ward 2, Precincts 2-4; Ward 3,
Precinct 1; Ward 4, Precinct 3; Ward 5, Precincts
6, 7; Ward 7, Precincts 3-4; Ward 8, Precincts
1-9; Ward 10, Precincts 2-3, 9; Ward 11, Precincts
4-5, 11; Ward 12, Precincts 2, 5; Ward 13,
Precincts 4, 7 [A-B only], 8-9; Ward 15, Precincts
4, 6, 8; Ward 17, Precinct 1; Ward 19, Precincts
7-8; Ward 20, Precinct 9; Ward 21, Precinct 9;
Ward 22, Precincts 3-4, 8 (36 vols.)
- 1889 Final registration of qualified voters
Wards 1-15, Precincts 1-9 each; Wards 17-22,
Precincts 1-9 each (378 vols.)

Series 5. Baltimore County Poll Books 1803-1888
3.20 lin. ft. (478 vols.)
Arranged by election districts

Items are nearly identical in format to the Baltimore City Poll Books described in series 3 except that these volumes are organized by county election districts instead of city wards.

Below is a list of records with information contained:

- October 1803 Delegates to the General Assembly?
District 1 (1 vol.)
- Oct./Nov. 1804 Presidential electors
Districts 2, 4-5 (3 vols.)
- November 1808 Presidential electors
Districts 2, 6 (2 vols.)
- September 1811 Senate electors
Districts 1, 2, 4, 7, 11 (5 vols.)
- November 1812 Presidential electors
Districts 1, 3, 7 (3 vols.)
- October 1815 Delegates to the General Assembly, Sheriff
for Baltimore City and County
Districts 1, 2, 6 (3 vols.)

January 1816	Congressional by-election Districts 1, 3-4 (3 vols.)
September 1816	Congressional by-election, Senate electors Districts 2, 6 (3 vols.)
October 1816	Delegates to the General Assembly, representatives to Congress Districts 2-4, 7 (4 vols.)
November 1816	Presidential electors Districts 1-2, 7 (5 vols.)
October 1817	Delegates to the General Assembly Districts 6-7 (2 vols.)
October 1818	Delegates to the General Assembly, representatives to Congress, Sheriff for Baltimore City and County Districts 1-6, 7 (13 vols.)
October 1819	Delegates to the General Assembly, Districts 1-2, 4-5 (4 vols.)
October 1822	Delegates to the General Assembly representatives to Congress Districts 3-5, 7 (5 vols.)
October 1823	Delegates to the General Assembly Districts 1-4, 6-12 (15 vols.)
October 1829	Delegates to the General Assembly, representatives to Congress, County Commissioner Districts 1-4, 6-8, 11-12 (14 vols.)
October 1832	Delegates to the General Assembly, County Commissioners Districts 1-12 (23 vols.)
November 1832	Presidential electors Districts 1-12 (24 vols.)
October 1833	Delegates to the General Assembly, representatives to Congress, County Commissioner, Sheriff for Baltimore County Districts 1-12 (24 vols.)
October 1834	Delegates to the General Assembly, County Commissioners Districts 1-13 (26 vols.)

October 1835	Delegates to the General Assembly, representatives to Congress, County Commissioners, School Commissioners Districts 1-13 (26 vols.)
September 1836	Senate electors Districts 1-13 (23 vols.)
October 1836	Delegates to the General Assembly, County Sheriff, County Commissioner Districts 2-13 (24 vols.)
November 1836	Presidential electors District 1 (13 vols.)
July 1837	Congressional by-election Districts 1-2, 5, 7-13 (8 vols.)
October 1837	Delegates to the General Assembly, County Commissioners Districts 1-2, 5, 7-13 (16 vols.)
October 1839	Delegates to the General Assembly, representatives to Congress, Sheriff, County Commissioners Districts 1-12 (24 vols.)
October 1840	Delegates to the General Assembly, State Senate, County Commissioners Districts 1-12 (23 vols.)
November 1840	Presidential electors Districts 1-12 (24 vols.)
May 1841	Congressional by-election Districts 1-12 (24 vols.)
October 1842	Delegates to the General Assembly, Sheriff, County Commissioners Districts 1-12 (24 vols.)
February 1844	Congressional by-election Districts 1-12 (24 vols.)
May 1888	City extension referendum District 1, Precinct 1; District 3, Precincts 1-6; District 9, Precincts 1-2, 4; District 12, Precincts 1, 3, 5 (11 vols.)

Series 6. Baltimore County Poll Books (Registration)
May 1888
3 lin. in. (6 vols.)
Arranged by District and Precinct,
alphabetically by surname

Material is very similar to the Baltimore City final registration volumes described in series 4. Name and address of qualified voters are indicated. Covers only Districts 1 (Prec. 1); 3 (Precs. 4, 6); 9 (Prec. 2); and 12 (Precs. 1, 3).

Series 7. Numbers and Boundaries of Election Precincts
1882-1888
1 lin. in. (2 vols.)
Arranged sequentially

Written descriptions of all Baltimore City Election Precinct boundaries for 1882 and all election Precincts as laid out in territory annexed to the city in 1888.

Series 8. Election Officials 1897-1909
6 lin. in. (6 vols.)
Arranged chronologically and
alphabetically by surname

List of all persons appointed to serve as election officials in Baltimore City with name, address, and date of appointment.

Series 9. Police Census 1868
1 lin. ft. (6 vols.)
Arranged by Ward, Precinct, and
street address

Population survey conducted by the Police Commissioners as part of their effort to readjust Ward and Precinct boundaries. Indications are that the census was never completed; only volumes for Wards 3 (Prec. 1 only), 6 (Prec. 1 only), 8, 9, 13, and 20 exist. Information includes name, street address, age, sex, race, country of birth, whether naturalized or registered, occupation, and religion.

Restricted to microfilm.

Series 10. Registration Alterations 1879
 .45 cu. ft. (1 box)
 Arranged by Ward of registration

Listings of individuals whose registration status changed in 1879. Reasons for the changes include new registration, moving to a different election district, disqualification, or death. Information provided covers name of voter, residence, and election district (Ward and Precinct). Arrangement is first by Ward and thereunder either alphabetically by name of voter, by Precinct of residence, or by date of registration. There is no material for Wards 11 and 19.

See HRS Name Index which covers a large portions of the names appearing in these records. To avoid searching through the entire mass of material, it is necessary to

first know the Ward, and preferably the precinct of residence. Check BCA Ward Map 1865-66 to find corresponding Ward divisions.

There is also a published list of qualified voters for 1868, arranged by Ward and Precinct in the Baltimore City Archives library.

RG 12

CARTOGRAPHIC RECORDS
(1730-PRESENT)

Since Baltimore's formation as a town in 1729, the city has accumulated a vast amount of cartographic records. Throughout these years various agencies have been responsible for the creation and maintenance of such records. During the eighteenth century, the Baltimore County Surveyor was generally accountable. With the incorporation of the city in 1797 the Baltimore City Commissioners periodically contracted with a private surveyor for such work and from the mid-nineteenth century the rosters of municipal officials usually included such a "city surveyor." The 1898 charter designated an elected city surveyor, a position that was maintained until the creation of a Department of Public Works in 1925 and its absorption of these responsibilities. In 1968 the Baltimore City Department of Public Works was reorganized to include a Bureau of Engineering with a Division of Surveys and Records where such work is now conducted.

Although these records do not technically constitute a "record group," having been maintained by numerous municipal agencies, the nature of these records provide for their organization into an artificial group.

For further information about Baltimore's cartographic records see Newton D. Mereness, Maryland as a Proprietary Province (New York: Macmillan Company, 1901); Ord. 47 (1797); Baltimore City Charter of 1898, Sect. 205; and Ord. 450 (1925). See also MS.4, Bouldin Survey Records, at the Baltimore City Archives.

For a listing of available ward maps refer to William G. Lefurgy, "Baltimore's Wards, 1797-1978: A Guide," Maryland Historical Magazine 75 (June 1980): 145-53. also available as a reprint from the Baltimore City Archives. A complete inventory of all Baltimore maps completed prior to 1824 is also available for consultation.

Series 1. Microfilmed Cartographic Records
ca. 1730-1964
4 lin. ft. (6,647 items)
Arranged sequentially by
assigned numbers

Maps and some architectural records microfilmed in 1964 and the majority destroyed. These records consist mostly of maps for the opening and closing of streets but also include bridge designs, railroad and other transportation routes, parks, docks and other harbor construction, general Baltimore maps, Burnt District map (1904), estates, and political subdivisions. There are a large number of architectural drawings consisting of such buildings as the powder house, city spring, City Hall, pump house at Druid Hill Park, Richmond and Lexington Markets, the new court house, Maryland National Guard Armory, and the municipal jail.

There is an index arranged by record number and another arranged alphabetically by location or subject. These records are on 35mm apperature cards; a number of the originals were salvaged and are currently at the Peale Museum or Baltimore City Archives. Also available on microfilm (BCA 202-15; 1389-1401)

Series 2. Jehu Bouldin Atlases 1816-1819
80 oversize items
Arranged sequentially by
assigned numbers

Copies of older maps ordered to be made by the Mayor and City Council in February 1816. These maps were copied by Jehu Bouldin and approved by John Hargrove and Samuel Young in October 1816 when the project was completed. There are a total of sixty-six maps covering 1729-1816 and showing major annexations to the town, opening of streets and alleys as public highways, resurveys, widening of public highways, alterations to the Jones Falls, construction of wharves in the basin, and surveys of property boundaries. There are also fourteen maps (nos. 67-80) that were compiled by Jehu Bouldin in 1817-19 relating to surveys done in that period or bound in with these other maps at a later date. All eighty maps were bound in what was originally classified as Atlases "1" and "1 1/2."

Also available on microfilm (BCA 1273, 1387).

Series 3. **"Atlas 6" 1767-1818**
 76 oversize items
 Arranged sequentially by
 assigned numbers

A collection of maps bound together in the nineteenth century. These are original maps submitted to the city register, all copied in Series 2. Most of the maps were completed by George G. Presbury and Jehu Bouldin. An artificial numbering system has been used since some of the maps originally bound in this "atlas" are missing.

Also available on microfilm (BCA 220).

Series 4. **"Atlas 5" 1783-1878**
 36 oversize items
 Arranged sequentially by
 assigned numbers

A collection of maps bound together in the nineteenth century. The majority of these maps were completed before 1820 and thirty of these maps are duplicate copies of maps in Series 2 and 3. Most of the maps were completed by Jehu Bouldin and relate to surveys in the harbor, especially concerning the extension of wharves and the widening and clearing of the channel. Other subjects include the construction of a bridge over the Jones Falls in 1798 with an engineering drawing and specifications; alley and street extensions; limits of the city, 1817; railroad -owned property, 1839; property owned by the municipal government and being auctioned to the public, 1851; a published map showing the location of public schools, 1866; and a survey of the fish house property, 1878.

Also available on microfilm (BCA 220).

Series 5. **"Atlases 1 to 2 1/2" 1792-1840**
 64 oversize items
 Arranged sequentially by
 assigned numbers

Atlases of maps bound together in the nineteenth century and covering the period 1792 to 1840, with the majority of maps completed in 1820-36. Of these maps only

seven are duplicates of maps in Series 2 to 4, although they were probably duplicate copies of original maps as all are of a uniform size (83 x 57 cm) and some sheets contain two or more maps. Most of the maps were completed by Thomas H. Poppleton, Jehu Bouldin, A. J. Bouldin, and Owen Bouldin and concern lot boundaries, construction and extensions of wharves, street and alley openings and extensions, and harbor surveys.

Also available on microfilm (BCA 218, 1273, 1387).

Series 6. Linen Tracings
1729-Early Twentieth Century
336 oversize items
Arranged sequentially by
assigned numbers

Linen tracings of maps completed under the direction of James W. Shirley of the Topographical Survey in 1904-06. Many of these maps are originals in the Baltimore City Archives including those in Series 2 (nos. 1-80), Series 5 (nos. 81-148), Series 4 (nos. 234-69), and Series 3 (nos. 270-336). Numbers 149-223 are linen tracings of two atlases (atlases "3" and "4") that are no longer extant.

Series 7. Atlas of the City of Baltimore, Maryland
Philadelphia: G. W. Bromley and Co., 1906)
2 microfilm reels (BCA 218, 1273)

Published atlas map showing ward boundaries, street car lines, street names, and index numbers to a series of highly

detailed maps. Specific area maps provide information relating to building uses and construction and house and block numbers.

Series 8. Atlas of the City of Baltimore, Maryland
(Philadelphia: G. W. Bromley and Co., 1896)
2 microfilm reels (BCA 219, 1641)

Same as Series 7 except a decade earlier.

Series 9. Square Mile Sheets 1914
1 microfilm reel (BCA 224)

Printings of atlas sheets of Baltimore City published in 1914 under the authority of the Topographical Survey Commission. Consists of thirty-six sheets covering the entire city.

Series 10. Miscellaneous Maps 1794-1928
1 file drawer and 3 reels
of microfilm (BCA 225, 1388, 1768)

Assorted published maps of Maryland, Baltimore, and Washington, D.C., 1794-1928. Microfilmed items include published maps of Baltimore Wards (1859, 1860, 1873, and 1888), Patterson Park (1876), and Druid Hill Park (1879). Also available is City Atlas of Baltimore, Maryland and Environs (Philadelphia: G. M. Hopkins, 1876) and detailed section maps on wards and providing information on building use and ownership plus ward maps for ca. 1908.

Original published maps include Denis Griffith's 1794 map of Maryland; Fielding Lucas, Jr. Baltimore map of 1841; Simon J. Martinet's maps of Maryland (1865, 1866, and 1885); neighborhood map of Baltimore (1884); J. L. Smith's map of Delaware and the Eastern Shore of Maryland and Virginia (1889); other general maps of the city (1892, 1919, and 1928); volume two of the 1880 Sanborn map of the city; and published atlas of Wards 21 and 22 by Winfield W. Thompson.

Series 11. Miscellaneous Maps 1782-1912 and undated
 29 oversize items
 Arranged chronologically

A collection of manuscript and printed maps belonging to the municipal government transferred from temporary storage at the Peale Museum and concerning the following: "Lunn's Lot" and "Howard's Timber Neck" (1782-83); Fells Point (1787); harbor area (1794, 1814, 1819, 1902); Hilton Street (1824); Washington Monument Square (1829); York Avenue (1848); Eutaw Street (1854); general maps of Baltimore (1819, 1912); proposed water supply routes (1853); Swan Lake Aqueduct (1862); Union Railroad (1866); Patterson Park (1899); Lake Chapman and Mt. Royal Reservoir (1867); Baltimore, Chesapeake, and Atlantic Railroad Company (1906); Johns Hopkins Hospital site (n.d.); and airline tunnel from the Gunpowder Falls (n.d.). This series includes five

manuscript maps by George C. Presbury, Surveyor of Baltimore County, completed in 1782-87.

A numerical listing of these maps is available at the Baltimore City Archives.

Series 12. Atlas of the City of Baltimore, Maryland
 (Philadelphia: G. W. Bromley and Co.,
 1885, 1887)

Two volume atlas covering all areas north of Baltimore Street and similar in context to Series 7 and 8.

Available on microfilm (BCA 219)

Series 13. "Plats, City of Baltimore No. 3"
 1836-1867
 61 oversize items
 Arranged sequentially by number

An atlas of maps recopied and bound in the mid-nineteenth century. The first dozen maps by municipal surveyors A. J. Bouldin and Owen Bouldin, 1836-40, were ordered recopied by res. 21 (1837) and res. 45 (1840). The remainder maps are contemporary copies by municipal surveyors Owen Bouldin, 1844-46, 1850, 1854; A. J. Bouldin, 1852; Thomas P. Chiffelle, 1847-55, 1858; and Gilbert H. Bryson, 1854, 1856, 1859-61, 1865-66. These maps all concern alley and street opening and extensions, estate maps, and municipal property.

Also available on microfilm (BCA 1057)

Series 14. "Atlas B" 1840-1868
68 oversize items
Arranged sequentially by number

An atlas of maps recopied and bound in the mid-nineteenth century. These maps were prepared by municipal surveyors Owen Bouldin, 1840, 1844, 1846, 1848, 1850, 1855; Thomas P. Chiffelle, 1849-52, 1854-56, 1859; A. J. Boudin, 1850-51; Gilbert H. Bryson, 1860-62, 1865-67; and Simon J. Martinet, 1868. These maps concern alley and street openings and extensions and harbor surveys. There is also a complete set of linen tracings of this series prepared by Joseph W. Shirley of the Topographical Survey in 1906.

Also available on microfilm (BCA 218)

Series 15. "Plats, City of Baltimore No. 4"
1730-1848
17 oversize items
Arranged sequentially by number

A collection of nineteenth century manuscript copies of early Baltimore maps including surveys for various additions to the town, 1747, 1750, 1754, 1766, 1782-84, 1792; 1730 survey of the original town; 1773 survey of the town; 1786 tax map showing original tracts; 1805 map of "Philpots Addition" used in a chancery court case; 1830 plan of the property of St. Mary's Seminary; and 1848 survey of property adjacent to the Northwest Branch of the Patapsco River.

Also available on microfilm (BCA 218)

Series 16. **"Early additions to Baltimore Town"**
 ca. 1797 - ca. 1828
 1 lin. in. (1 vol.)

Assortment of manuscript plats and transcribed land records relating to parcels of property added at various times to the land area of Baltimore. It is not clear why this material was created or who prepared it.

Restricted to microfilm (BCA 1057)

Series 17. **Topographical Survey Files 1894-95**
 .50 lin. in.
 Arranged sequentially by HRS
 assigned numbers

Correspondence between the chief engineer, the survey commission as a whole, and the city comptroller and one report of expenditures covering the period May-October 1893. The letters primarily concern fiscal and financial requests and questions but also reflect some of the survey's responsibilities (laying out street lines, preparing maps and plats, and surveying property, particularly in the 1888 annexation to the city). The Topographical Survey Commission, consisting of the Mayor, City Comptroller, and City Register, was created by virtue of Ord. 98 (1893) to make geodetic and topographical surveys of the city and prepare official maps and plats; the square mile sheets

found in Series 9 were a product of its work. The commission had the power to appoint a chief engineer, whose records are found here. The Topographical Survey Commission and the office of Chief Engineer were abolished in 1926 (Resolution 7, approved September 27, 1926) and all their powers, functions, and responsibilities transferred to the Bureau of Plans and Surveys of the newly-created Department of Public Works.

Series 18. Sanborn Insurance Atlases 1879-1952
4 reels of microfilm
1879-80 (BCA 219)
duplicate copy (BCA 1641)
1914-52 (BCA ~~4826-8~~) ~~4625-28~~
Arranged sequentially by volume number
and thereunder chronologically

Published atlases showing streets, land use and ownership, and structures in Baltimore City. Similar in content to Series 7, 8, and 12. Also included are two volumes of the metropolitan area 1929-1967.

There is a container listing available.

RG. 13 LAW DEPT.
1819 - present

From its incorporation in 1796 Baltimore's municipal government has required legal assistance. During its early years the government contracted with private lawyers. In 1838 it was adopted that "there shall annually be appointed from the members of Baltimore bar, a counselor of the City of Baltimore, to act as its attorney, with whom the Mayor and City Council and the officers of the corporation may advise and consult, as occasion may require." A quarter of a century later, in 1864, the additional position of solicitor became a regular salaried position of the municipal government, appointed by the Mayor, and functioning as attorney for all municipal agencies and as a member of the Board of Estimates.

For additional information consult Ord. 6 (1838); Ord. 71 (1864); and Simon E. Sobeloff, "The City Solicitor's Office, The government of a Great American City, comp. Frederick Philip Stieff (Baltimore: H. G. Roebuck and Son, 1935), pp. 78-83.

**Series 1. Opinions of the City Solicitor
 1903-1968**

13 microfilm reels (BCA 113-125)
Arranged chronologically

Official opinions representing professional decisions or advice rendered. There are published indexes to these opinions for the years 1903 to 1963 compiled by Charles Pielert, Horace E. Flack, and Carl N. Everstine. The Baltimore City Archives has copies of these indexes from 1903 to 1931 on microfilm (BCA 199) and 1931 to 1963 in published form in the reference library.

**Series 2. Case Files 1903-Present
 2374 cu. ft. (2374 boxes)
 Arranged sequentially by file numbers
 assigned by the Law Department**

Notes, memos, opinions, and miscellaneous materials regarding court case involving the municipal government. Files are arranged by number and a subject index covers files numbered from approximately 20,000 to 60,000; there are currently over 130,000 files in storage at the Baltimore City Archives.

Permission to examine these files must be secured from the City Solicitor's office. Researchers are advised that these records have not been examined by professional archivists.

Index on microfilm only (BCA 126-134)

Series 3. HRS Indexed Records 1819-1864
 .45 cu. ft. (1 box)
 Arranged sequentially by HRS
 assigned numbers

Assorted collections of opinions, correspondence, and legal documents by the City Counselor.

See separate item index at the Baltimore City Archives.

Series 4. / Street Improvement Property Records
 1873-1944
 82. 0 cu. ft. (82 boxes)
 Arranged by sub-group and
 thereunder by street numbers

Material relates to street openings, closings, condemnations, extensions, and widenings. Other types of municipal property such as schools, fire houses, and park lots also are included. Responsibility for verification and abstraction of property titles acquired by the municipality resided originally with an examiner of titles; the 1898 city charter transferred this duty to the Law Department.

This series consist of four sub-groups identified by date and area covered. Sub-group (a) dates from 1873 to 1903 and concerns properties within the 1888 Baltimore City boundary lines. For each property covered there is usually a copy of the municipal ordinance authorizing acquisition and a title abstract. Plats are included in many instances.

Sub-group (b) dates from 1904 to 1907 and covers the area destroyed by the February 1904 fire. Included are

title abstracts and copies of related correspondence to and from the Law Department. Plats appear regularly.

Sub-group (c) dates from 1921 to 1926. All parts of the city are covered, but emphasis is upon the area added in 1918. Included are notes, title abstracts, settlement sheets, related correspondence and plats. This material is arranged in a numerical case file sequence and is not indexed.

Sub-group (d) dates from 1926 to 1944 and mostly concerns the area annexed to the municipality in 1918. Title abstracts, settlement sheets, related correspondence and plats are usually available for each property.

See separate listing of streets covered in sub-groups a, b, c, and d available at the Baltimore City Archives.

Series 5. Administrative Subject Files 1900-1971
 3.15 cu. ft. (7 boxes)
 Arranged by subject

Correspondence, reports, and legal documents relating primarily to real estate matters and legal representation of the municipality. Many items relate directly to specific case files (Series 2). Internal management of the department and the City Solicitor's service with various municipal organizations are reflected as well.

See file folder listing available at the Baltimore City Archives.

Series 6. Administrative Chronological Files
1930-1949
1.80 cu. ft. (4 boxes)
Arranged chronologically

Mostly incoming and copies of outgoing correspondence pertaining to all aspects of Law Department activity, especially real estate matters. Many items relate directly to specific case files (Series 2).

Series 7. Property Acquisition Files
ca. 1900-1980
195.0 cu. ft. (195 boxes)
Arranged by project

Material relating to municipal purchase or condemnation of property for urban renewal, street improvement and school construction projects. The files for each project mostly consist of deeds, agreements, title abstracts and reports, and other legal documents associated with transfer of property ownership. Occasionally plats and correspondence to and from other city agencies, title companies, and private individuals appear as well. There are also references to Law Department case file numbers for properties which the municipality had to enter litigation to obtain. All of this material is contained in groupings of folders, one for each property located in a project area.

Boxes 164 through 189 are arranged by street address. But a listing of the projects involved is included.

See separate container listing available at the
Baltimore City Archives.

Series 8. Real Estate Division, Subject Files
1944-1959
1.10 cu. ft. (2.5 boxes)
Arranged by subject

Correspondence, legal documents, and reports generated by division activities, including acquisition and disposition of property, granting of easements and rights of way, and disputes concerning municipal property fees. Items are grouped together alphabetically.

Series 8a. Real Estate Division, Chronological Files
1940-1974
3.6 cu. ft. (8 boxes)
Arranged as separate reading files and
chronologically thereunder

Incoming and copies of outgoing correspondence relating to title report and option reviews, property acquisition and disposition settlements, and lease agreements. Included are reading files of Assistant City Solicitors Eskin T. Boden (1968-73), Harold J. Kaufman (1967-69), Raymond S. Lippens (1968-72), Lloyd McAllister (1944-50, 1964), Harry K. Needle (1972-73), Wilbur J. Preston (1940-43), and H. M. Sandrock (1966-74). Also includes correspondence directed to the Board of Estimates (1971-74) and copies of legal documents (1966-74).

Series 9. Friendship Airport Files 1939-1971
1.80 cu. ft. (4 boxes)
Arranged by subject

Assorted collections of items relating to Law Department involvement in the planning, construction, and operation of the airport. Most of the subjects covered concern legal matters, especially cases before the U.S. Civil Aviation Board.

See Series 7 for airport property condemnation files and RG.14, Series 1 for related material. See file folder listing available at the Baltimore City Archives.

**Series 10. Baltimore and Ohio Railroad Track Route
Ground Rent Files 1911**
1.80 cu. ft. (4 boxes)
Arranged by file number

Grouping of title examination documents relating to property affected by proposed relocation of railroad tracks and construction of roadway bridges authorized by Ord. 387 (1909). The area covered is adjacent to Camden Station and the track routes leading to the station, roughly bounded by Camden Street to the north, Eutaw Street to the west, Henrietta Street to the south, and Sharp Street to the east. The material provides no street address numbers for property examined; items are divided into geographic groupings of various sizes which are identified by a file number.

Series 11. Case File Dockets 1898-1903; 1934-1978
2.0 lin. ft. (11 vols.)
Arranged chronologically by date
of court filing

Volumes include case file number, name of plaintiff and defendant, court of hearing, date, amount claimed, nature of action, and disposition. There is a name index in the front of each volume. The record covering 1898-1903 concerns an available case file series that is separate from the one currently in use by the Law Department. The later volumes start their coverage with case file number 61,771. A separate card index (described in Series 2) covers the case files numbered from around 20,000 to around 60,000.

Series 12. Voucher Register and Journal 1910-1924
1 volume
Arranged chronologically by
date of purchase

Listing of Law Department charges for salaries, travel, title searches, court costs, and related expenditures.

RG 14

BALTIMORE AVIATION COMMISSION
(1928-50)

Logan Field, Baltimore's first aviation facility, was a private enterprise founded in 1919 which utilized grass runways, crude terminal buildings, daylight hours operation, and no navigational aids. The ratification of an airport loan in 1928 led to the creation of a Baltimore Aviation Committee (later the Baltimore Aviation Commission), appointed by the Mayor. This committee recommended a 360 acre site adjacent to Logan Field for the development of the new airport, eventually known as Harbor Field. Harbor Field failed (despite expenditures of eight million dollars) due to rough and short runways and a lack of proper zoning regulations.

After this failure, Ord. 930 (1939) was passed allotting one million dollars to develop, improve, and equip a new airport. The need for a terminal for air transportation lines and a means of attracting industries and businesses were the main reasons for this expenditure. In May, 1941 a special committee was appointed by Mayor Howard W. Jackson to establish Baltimore as an Atlantic base for trans-Atlantic Bermuda seaplane operations and to strengthen domestic air services. Two years later, the committee recommended the construction of a new 3,200 acre airport at Friendship in Anne Arundel County about five miles southwest of Baltimore. Later, in 1944, this committee became a joint operation of city and state government and expenditures for the new airport exceeded fifteen million dollars, of which twelve million dollars came from the Baltimore municipal government. In 1958 the sale of Harbor Field to the Maryland Port Authority brought funds for additions to the Friendship facility, named after the demolished Friendship Methodist Church upon the suggestion of Mayor Thomas D'Alesandro, Jr.; it has since been renamed Baltimore-Washington International Airport.

Further information may be found in the following sources: 1958 Annual Report - The Airport of Baltimore (n.p.: Friendship International Airport Dedication Committee, [1950]); Friendship International Airport - Ultimate Development Concept (Baltimore: J. E. Greiner Company/Consulting Engineers, March, 1968); W. Walter Pagan and Bancroft Hill, Report on Baltimore Airport 1931 (n.p.: October 5, 1931); Charles O. Schick, Meteorological Probabilities Near Linthicum Heights, Maryland (Washington, D. C., October, 1945). See also: RG.29, Series 1, Department of Legislative Reference, Subject Files.

Series 1. Administrative Files 1928-1950
 4.0 cu. ft. (9 boxes)

Correspondence, minutes of meetings, newspaper articles, memos, committee reports, public hearings, expenditure lists, land purchases, various legislation, records of disinterment and reinterment of graves, maps, blueprints, and booklets, 1928-50, relating to Loagan, Harbor Field, and Friendship Airports.

These records are also available on microfilm (BCA 148-50). A list of original file folder headings is available at the Baltimore City Archives.

RG 15

NATIONAL STAR SPANGLED
BANNER

CENTENNIAL COMMISSION
(1914- 15)

RG.15

NATIONAL STAR SPANGLED BANNER
CENTENNIAL CELEBRATION COMMISSION 1914-15

In commemoration of Francis Scott Key's "Star Spangled Banner," a centennial celebration was held the week of September 6-13, 1914 in Baltimore. This celebration was the suggestion of Mayor James H. Preston who believed that the formation of such a national organization could promote patriotism by emphasizing the flag. During the interval of the centennial, the first meeting of the National Star Spangled Banner Centennial Commission was held to draft a catechism relative to the flag.

Further information regarding this commission can be obtained from their numerous brochures and programs and magazine and newspaper articles of the period. There is no descriptive history of the celebration.

For meeting minutes of the commission see: RG.9, S.15 (49 thru 49F).

There is a 1914 meeting minutes book located at the Maryland Historical Society, MS 2263.

Series 1. Financial Ledgers
2 January 1914 - 2 October 1915
.45 cu. ft. (1 box)
Arranged chronologically

Six volumes of financial ledgers detailing the commission's activity. There are some miscellaneous documents originally filed in the ledgers also included in this box.

Series 2. Vouchers
January 1913 - December 1915
.90 cu. ft. (2 boxes)
Arranged sequentially by voucher number

Vouchers, telegrams, newspaper clippings (in English and German), requisitions, correspondence, and lists of commission members.

Series 3. Photograph Scrapbook
7-12 September 1914
1 volume
Arranged by subject

Photographs by John H. Stocksdales of the various aspects of the celebration including the Cuban Consul, industrial parade, suffragettes, floral auto parade, parade of fraternal orders, municipal parade, military parade, building of the human flag at Fort McHenry, address by William Jennings Bryan, and masonic arch.

Transferred to the Peale Museum.

RG 16

CITY COUNCIL
(1797-PRESENT.)

For the history of the Baltimore City Council refer to the history of the Mayor's Office (RG.9).

Series 1. Administrative Files 1797-1923
 103 cu. ft. (322 boxes)
 Arranged sequentially by HRS
 assigned numbers

General administrative files of the bicameral city council. Indexed during the 1930's by the Works Progress Administration, Historical Records Survey, the records include petitions, memorials, applications for city appointments, general correspondence, correspondence with municipal departments, committee reports, ordinances and resolutions, messages between the two branches, communications to and from the Mayor, and council proceedings.

There is a separate HRS item index. After 1923 the administrative files were maintained in their original filing system and these records constitute Series 4 in this record group.

Series 2. City Council Journal of Proceedings
 9 February 1801 - 18 February 1859
 5.0 lin. ft. (30 vols.)
 Arranged chronologically

Manuscript volumes of the proceedings of the first and second branches of the city council concerning the daily business of the two branches, including the receipt of and action taken on petitions, choice of members to serve on committees and communications to and from the municipal departments. Th original volumes for the first branch date from May 31, 1802 to June 18, 1847 and those of the second branch from February 9, 1801 to February 16, 1853. The records preserved on microfilm (BCA 345-364) are, for the first branch from May 31, 1802 to February 1859 and for the second branch, from February 9, 1801 to February 18, 1859. A subject index covering the period 1801-59 is available.

A complete set of published journals, 1828 to the present, is in the Baltimore City Department of Legislative Reference library. There are no extant copies of the journals from 1797 to 1801.

Series 3. Joint Council Convention Journal
4 March 1818 - 6 January 1902
1.50 lin. ft. (10 vols.)
Arranged chronologically

Record of the council sessions jointly attended by the first and second branches including committee reports, communication to and from the Mayor, convention rules, and nominations to various city offices. There are numerous gaps within these years.

Series 4. Official City Council Files 1913-1983
127.80 cu. ft. (284 boxes)
Arranged sequentially by introductory
bill number within councilmanic terms
Records of 1963-67 term are arranged
by final ordinance number

Correspondence, reports, petitions, and plats regarding ordinances. Ordinance 809 (1970) made the published volumes of ordinances and resolutions a legal record and only introductory bills with additional documentation (such as correspondence, petitions, plats, architectural plans, grant applications, consultant studies, transcripts and hearings) have been maintained. Correspondence and reports from city departments, city council committees, and amendments to the bill were published in the city council Journal of Proceedings until April 1977; for these materials refer to the journal indexes. Between 1955 and 1968 the journals were not indexed and for this period and the years 1919-27 (Baltimore City Archives) and 1947-present (Baltimore City Department of Legislative Reference) there is a card index arranged by subject and bill number.

The 1971 Comprehensive Zoning Bill 621 (Ord. 1071) is available on microfilm (BCA 404-5). For indexes to ordinances and resolutions maintained by the city council clerks see RG.16, Series 9.

A complete listing of extant records by bill numbers is available at the Baltimore City Archives.

**Series 5. Manuscript Volumes of Ordinances
 and Resolutions 1797-1953**
 52.0 lin. ft. (125 vols.)
 Arranged sequentially by final
 ordinance and resolution number

Manuscript copies of all approved ordinances and resolutions with appropriate signatures, dates, and committee referrals.

Volumes for 1797 to 1863 are available on microfilm (BCA 406-15) with occasional gaps.

Series 6. Miscellaneous Manuscripts 1799-1969
 3.0 lin. ft. (3 vols.)
 No arrangement

Unrelated group of documents received or created by the city council and previously maintained in its files. Includes bound manuscripts, 1805-29; list of council members, 1832-72; council reports from a committee on the reorganization of the Department of Public Works, 1969; and a special investigating committee on a street cleaning department strike, January 1941.

Series 7. City Council Records Index 1870-1893
 1.25 lin. ft. (27 vols.)
 Arranged alphabetically by subject

The original office index of the administrative records of the city council. Although the identifying numbers assigned to the items are no longer applicable, these

indexes provide an overview of subjects considered.

Categories of items indexed include petitions, protests, communications from city officials, reports, and ordinances and resolutions.

Series 8. Record of Readings 1905-1930
 3.75 lin. in. (3 vols.)
 No arrangement

Record of committee bills and resolutions referrals, committee recommendations, dates of readings, and final actions.

Series 9. Indexes to Ordinances and Resolutions
 1841-1975
 4.0 lin. ft. (34 vols.)
 Arranged chronologically

Indexes arranged alphabetically by subject or by ordinance number including the title of the ordinance or resolution and dates it was presented to the Mayor and approved.

Series 10. Records of the funerals of Thomas Jefferson
 and the Marquis de Lafayette 1826 and 1834
 .25 lin. in.
 Arranged sequentially by HRS
 assigned numbers

Baltimore honored the memory of these two Revolutionary War heroes with massive funeral processions and lengthy orations. The documents which comprise this series primarily represent the expenses incurred by the committees

of arrangement, appointed by the city council, in preparation for these city-wide expressions of mourning; also included among the Jefferson materials is a broadside outlining the order the units in the procession were to follow. Jefferson was memorialized in conjunction with John Adams in the ceremonies of July 20, 1826, both having died on Independence Day, sixteen days before. More information about the tributes paid by the city to the Marquis de Lafayette may be found in RG.29, Series 1.

Series 11. Estate of John McDonogh 1851-1857
 3.25 lin. in.
 Arranged sequentially by HRS
 assigned numbers

Ordinances and resolutions, legal decisions, receipts, documents used as exhibits in court, reports, petitions, and financial statements involved in the settlement of the estate of John McDonogh, a wealthy mercantilist, land owner, and philanthropist.

McDonogh was born in Baltimore in December 1779 but left the city in 1803 at the age of twenty-three to explore the commercial opportunities in New Orleans, the rapidly expanding hub of the newly-acquired Louisiana purchase. He fared well in his adopted city, amassing a considerable fortune whose value at his death in 1850 was in dispute but has been estimated at five million dollars.

McDonogh left numerous bequests in his will. After these had been discharged, the remaining portion was to be divided equally between the cities of Baltimore and New Orleans. Each city was to select three agents annually to administer the estate and the funds derived from it; in Baltimore, this appointment was a function of the city council. The records that form this series were created in the process of the long and complicated fight to settle McDonogh's will; final payments were not made until 1859.

Two other documents relating to the estate may be found in RG.41, Series 6.

For further biographical information on John McDonogh see: Arthur G. Nuhrah, Where is John McDonogh Buried? (New Orleans: Private Printing, 1950); Address by John H. B. Latrobe on the Seventh Anniversary of the Founding of McDonogh School (Baltimore: John Murphy and Co., (1881); William Talbot Childs, John McDonogh: His Life and Work (Baltimore: Meyer and Thalheimer, 1939); and William Allen, Life and Work of John McDonogh (Baltimore: Trustees of McDonogh School, ca.1886).

Information relating to the settlement of McDonogh's estate may also be found in *Moses Fox vs. The City of New Orleans and the City of Baltimore*, argument of Randall Hunt, one of the counsel for the defendants; *Supreme Court of Louisiana, City of New Orleans vs. the City of Baltimore, The American Colonization Society, and The Society for the*

Relief of Destitute Orphan Boys; Report of Brantz Mayer, William S. Peterkin, and T. L. Emory, agents of Baltimore for the sale and liquidation of the McDonogh Estate, May 30, 1859 (Baltimore: McCull and Slater, 1859); and the decision of the U. S. Supreme Court in the States of Louisiana and Maryland vs. The Executors of John McDonogh and the cities of New Orleans and Baltimore (published in New Orleans in 1852 by J. L. Sollee.

All the sources listed above are available in the Maryland Department of the Enoch Pratt Free Library.

Ordinances and resolutions pertinent to the estate are listed under the heading "McDonogh Bequest and Fund" in William H. Brune's Index to the Ordinances and Resolutions of the Mayor and City Council of Baltimore, 1797-1906 (Baltimore: Kohn and Pollock, 1907).

Series 12. **Maryland Canal Papers 1836-1837**
 .25 lin. in.
 Arranged sequentially by HRS
 assigned numbers

Correspondence, payroll records, receipts, accounts for appropriations and expenditures, and other financial records of the Maryland Canal Company survey project. Numerous attempts were made to construct canals in the state; the project represented by these documents sought to link the Chesapeake and Ohio Canal and the City of Baltimore. Commissioners were appointed at the municipal and state

levels to oversee the progress of the canal and they in turn selected a team of engineers to complete surveys, estimates, and reports to be used in the designation of the most suitable route. It is the expenditures of the engineers chosen by the commissioners appointed by the city council that are partially documented in this series.

For more information concerning the Maryland Canal see: Ord. 49 (1836); Res. 116 (1836); and the Laws of Maryland, 1826, ch. 180, and 1836, chs. 248 and 395.

Series 13. President - Baltimore City Council
Miscellaneous Correspondence 1896-1967
.45 cu. ft. (1 box)
Arranged alphabetically by subject

An artificial record series consisting of miscellaneous correspondence addressed to the President of the Baltimore City Council as chief representative of that body. The correspondence deals with a wide variety of subjects. The bulk of the correspondence falls between 1939-1947 and is addressed to either the Honorable George Sellmayer or C. Markland Kelly, Presidents of the Baltimore City Council during this period. There is also correspondence from three Baltimore Mayors: Howard Jackson, Theodore McKeldin, and Thomas D'Alesandro, Jr. with regard to the latter there is his letter of resignation from the city council due to his election to the Seventy-Sixth Congress (21 December 1938).

A separate list is available at the Baltimore City Archives.

Series 14. Walter Orlinsky Administrative Files
1972-1982
15.0 cu. ft. (10 boxes)
Arranged alphabetically by subject

Walter Orlinsky was President of the Baltimore City Council from 1972 until his resignation on October 18, 1982. The bulk of the files cover the years 1979 to 1982. They contain correspondence with federal, state, and local leaders. Topics discussed include: construction of a subway system, prison overcrowding, exodus of business and industry from the city, and the development of the Inner Harbor.

A container listing is available at the Baltimore City Archives.

Series 15. Clarence "Du" Burns Administrative Files
1982-1987
8.10 cu. ft. (18 boxes)
Arranged alphabetically by subject

Clarence "Du" Burns became President of the City Council on October 18, 1982 with the resignation of President Walter Orlinsky. In November 1983 Burns was elected to the office in his own right. Burns became Mayor on January 26, 1987, succeeding Mayor William Donald Schaefer who resigned after being elected Governor of Maryland the previous November.

The files contain correspondence with business, civic, and government officials.

There is a container list available at the Baltimore City Archives.

Series 16. Clarence "Du" Burns Hearing Schedules
January, 1984 - July, 1986
~~1.35 cu. ft.~~ (3 boxes)
Arranged chronologically

Schedules of bill hearings before various committees of the city council during the term of City Council President Clarence "Du" Burns. Recorded is: the name of the committee conducting the hearing; the date, time, and room number for the hearing; names of persons to attend; and a short description of the bill.

Series 17. Published Volumes of Ordinances
and Resolutions 1797-1922
15 reels of microfilm (BCA 1223-38)

Published volumes of approved ordinances and resolutions.

RG 17

BURNT DISTRICT COMMISSION
(1904-07)

The "Great Baltimore Fire" of February 7, 1904 destroyed 140 acres, 1,500 buildings, and four large lumber yards and left over thirty-five thousand Baltimoreans jobless. Total damages were estimated between \$125 and \$150 million. On March 12, 1904 (Ordinance 66) the Burnt District Commission was established with broad powers to plan, improve, and rebuild the city with appropriate monies. The commission lasted three and one half years and reduced street grades, widened streets, established public squares and market spaces, established building lines and sidewalks, and planned extensions in the harbor. In its work this commission spent over \$7 million to remove hundreds of buildings, increasing the street areas by about thirty-five thousand square feet with the widening of St. Paul, Pratt, Light, German, Lombard, and Charles Streets and Hopkins Place.

Further information about the fire and commission can be found in Ord. 66 (1904); Harold A. Williams, Baltimore Afire (Baltimore: Schneidereth and Sons, 1954 and 1979 rev. ed.); and James B. Crooks, "The Baltimore Fire and Baltimore Reform, "Maryland Historical Magazine 65 (Spring 1970): 1-17.

Series 1. Semi-annual Commission Reports 1904-1907
1.40 cu. ft. (3 boxes)
Arranged chronologically

Seventeen manuscript volumes of published Burnt District Commission semi-annual reports summarizing its activities.

Series 2. Administrative Records 1904-1907
1.40 cu. ft. (3 boxes)
Arranged by subject

Property assessments; property acquisitions by gift, purchase, lease, and condemnation; rights of interest; franchises; privileges of easement; expenditures list; settlements; general correspondence; and protests and agreements.

One folder containing easements for dock improvements and the widening of Pratt Street has been placed at the end of the series. These records were not indexed by the HRS.

See Series 4 for index.

Series 3. Street Progress Reports 1904-1907
1.70 cu. ft. (4 boxes)
Arranged alphabetically by street name

Reports recording progress of reducing grades, establishing public squares and market spaces, fixing building lines and sidewalks, and providing for extensions in the harbor.

Series 4. Alphabetical Index File 1904-1907
 1 reel of microfilm (BCA 163)
 Arranged alphabetically

 An alphabetical index file of correspondence and
property locations of records contained in Series 2.

Series 5. Maps of the Burnt District 1904
 1 reel of microfilm (BCA 220)

 Maps printed by the Sanborn Map Company showing the
extent of destruction and buildings destroyed.

RG 18

BALTIMORE CITY ECONOMIC
DEVELOPMENT COMMISSION
(1963-83)

**BALTIMORE CITY ECONOMIC DEVELOPMENT
CORPORATION 1963-1983**

The Baltimore City Economic Development Corporation was established by the municipal government as a quasi-public agency in 1963 for encouraging industrial and commercial development, advising the mayor and city council on policies affecting potential economic expansion, and to monitor and plan the economic growth of the city. From the beginning the responsibilities of this agency have remained generally the same with a few organizational changes. Originally the agency consisted of ten members, nine appointed by the Mayor for four year terms, including representatives of the association of commerce, Greater Baltimore Committee, Industrial Real Estate Council of Baltimore, Junior Association of Commerce, Steamship Trade Association, the chairman of the Planning Commission, and four members at large; later a representative of the Committee for Downtown, Inc. was added. From 1963 the agency has been headed by a salaried director hired by the above members. In 1968 the members of the corporation were increased to fifteen members with only requirements that their place of business be located in Baltimore.

Starting in the late 1960's the agency began to receive funds for the purchase and lease of properties to businesses. In 1976 the commission was merged with the Baltimore Industrial Development Corporation to become the Baltimore Economic Development Corporation - known as BEDCO - under direction and contract by the Baltimore City Department of Housing and Community Development.

For further information see Ord. 1510 (1963); Ord. 1689 (1963); Ord. 1244 (1967); Ord. 317 (1968); and Ord. 1022 (1975).

Series 1. Administrative Files 1963-1983
 9.90 cu. ft. (22 boxes)
 Arranged by subject

General administrative records including notes on promotional organizations, advertisements, projects, municipal government relationships and work, correspondence, public relations materials, reports, publications, and supporting materials.

A complete list of the file folders is available at the Baltimore City Archives.

RG 19

BALTIMORE CITY HEALTH
DEPARTMENT
(1798-PRESENT)

RG.19 BALTIMORE CITY HEALTH DEPARTMENT 1798-PRESENT

The Baltimore City Health Department dates back to 1793 when the Maryland Legislature authorized the appointment of a quarantine physician for the port. A severe outbreak of yellow fever in nearby Philadelphia and the belief that disease was transmitted through spoiled ship cargoes also led to the formation of a voluntary committee of health at the same time. In 1797 the newly formed city government established a health officer and the Commissioners of Health to take preventive measures against disease.

In an effort to save money the City Commissioners (see RG.3) and Commissioners of Health were merged in 1809. Following a serious outbreak of yellow fever during 1819, a separate health board composed of three commissioners was formed in 1820; in 1844 this board was combined again briefly with the city commissioners. For the remainder of the nineteenth century the health board was concerned primarily with containment of infectious disease, abatement of unsanitary conditions, and other remedial measures.

The new 1898 municipal charter placed a health department in the administrative framework of the department of public safety and gave functional authority within the agency to a single health commissioner. As concern for public welfare expanded, this agency soon acquired many additional responsibilities such as child health care, food inspection, occupational safety, and enforcement of housing hygiene. In recognition of this, the 1946 charter made it a fully independent city agency, a status it currently retains.

For additional information see: Laws of Maryland, 1793, Ch. 56; Ords. 11 and 15 (1797); Ord. 3 (1819); Ord. 6 (1844); Baltimore City Charter of 1898, 71-78; Baltimore City Charter of 1946, Sect. 81; and Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899).

Series 1. **HRS Records 1798-1882**
12.6 cu. ft. (28 boxes)
Arranged sequentially by HRS
assigned numbers

Variety of material associated with the city's efforts to prevent disease, administer public hospitals, and investigate health-related matters. Included are coroner's reports relating to diseased individuals, administrative reports, bills, and correspondence.

See separate item index available at the Baltimore City Archives.

Name index to Coroner's Inquests (BCA 1215).

Name index to Interment Reports, 1834-1840 (BCA 1431-32).

Series 2. **Quarantine Records 1881-1918**
6.0 lin. in. (3 vols.)
Arranged chronologically

Two volumes (1881-1918) of reports of vessels examined at the Baltimore Quarantine Hospital with the name of vessel, commanding captain, number of crew and passengers, tonnage, money received, port of departure, when boarded, period of quarantine, and remarks. The third volume (1881-1918) is a record of people admitted to the Marine Hospital with contagious diseases with name of patient, disease, length of illness, when received and from what department,

race, sex, age, nationality, residence, occupation, habits, convalescence, discharge date, and remarks.

Series 3. Minutes of the Board of Trustees of the Poor for Baltimore City and County and Board Minutes of Subsequent Agencies 1833-1935
2 reels of microfilm (BCA 397-98)
Arranged chronologically.

Minutes of the meetings of the trustees and of the supervisory board of city charities. Subjects include donations, maintenance of facilities, actions regarding individual accounts, admissions and other statistics, almshouse inventories, administrative actions, and accounts of correspondence.

Originals are located at the Maryland Historical Society (MS. 1866).

Series 4. Maps, Charts, and Miscellaneous Items ca. 1930-1950
3.0 lin. in. (1 folder and 1 vol.)
No arrangement

Maps of Baltimore wards, 1933; maps of eastern and western health districts, ca. 1935; Health Department building floor plans; administrative diagrams; television scripts; and photographs.

Series 5. Bureau of Communicable Disease Scrapbooks 1933, 1936-1937
.45 cu. ft. (1 box)
Arranged chronologically

Scrapbooks documenting the diptheria prevention campaigns of 1933 and 1937 and measles campaign of 1936-37. Includes form letters from Huntington Williams, Commissioner of Health; examples of record forms used in the campaigns; advertisements used in the newspapers and other publications; photographs of window displays; press releases; and financial statements.

**Series 6. Commission on Health Weekly Letters
 to the Mayor 1965-1975**
 .90 cu. ft. (2 boxes)
 Arranged chronologically

Weekly reports with highlights of significant departmental activities and statistics of births, deaths, infant deaths, reportable diseases, and mortality by major causes.

**Series 7. WIC Administrative Chronological Files
 1973-1979**
 .67 cu. ft. (1.5 boxes)
 Arranged chronologically

Correspondence and reports relating to operation of the Women, Infants, and Children Health and Food Program (WIC) in Baltimore. Subjects include relations with the Maryland State Department of Health and Mental Hygiene, personnel actions, and policy formulation.

Series 8. WIC Administrative Subject Files 1975-1981

.45 cu. ft.
Arranged by subject

Correspondence, reports, and forms associated with the Baltimore WIC program. The focus of the material is upon internal management of the program.

See separate file folder listing.

Series 9. House of Industry Records 1817-1823
Arranged sequentially by
HRS assigned numbers

Records of the lottery authorized to raise money for the House of Industry, treasurer and committee reports, insurance policies, correspondence, and checks. These materials primarily document the financial transactions involved in the effort to establish the House of Industry. This institution was to have provided employment opportunities for the "able poor" but although money was collected and a suitable site purchased, the House of Industry never became a reality and the property was eventually sold.

For more information see the listings under "House of Industry" in William H. Brune, Index to the Ordinances and Resolutions of the Mayor and City Council of Baltimore, 1797-1906 (Baltimore: Kohn and Pollock, 1907), the Baltimore American for the years 1815-23, and Douglas G. Carroll, Jr. and Blanche D. Coll, "The American Almshouse: An Early

History," Maryland Historical Magazine 66 (Summer 1971):
135-52.

Series 10. Commissioner of Health Correspondence
January 1913 - October 1915
6.0 lin. in. (2 vols.)
Rough chronological arrangement

Copies of correspondence of Commissioner Nathan Gorter relating to Health Department concerns such as personnel, disease control and prevention, health inspections of buildings and food, and operation of municipal health care facilities, most particularly the Quarantine Hospital. Correspondents include the Mayor, Comptroller, and staff. Each volume contains a name and subject index and a chronological listing of all items.

Series 11. Annual Reports 1815-1984
7.0 cu. ft. (7 boxes)
Arranged chronologically

Published volumes include summaries and tables of the work performed by the Health Department. Also included is organizational charts. Missing are the years 1850-1869, 1911, 1982-1983.

Container Listing is available.

RG 20

BALTIMORE CITY FIRE DEPARTMENT
(1862-PRESENT)

RG.20 BALTIMORE CITY FIRE DEPARTMENT 1862-PRESENT

Efforts to prevent and combat fires date back to the earliest days of Baltimore. The first attempt to provide fire protection came in 1747 through the colonial legislature in a law specifying fines for unsafe chimneys and houses not having ladders that reached to the tops of their roofs. The origins of an organized fire department developed with the creation of the earliest volunteer fire companies - the Mechanical (1763), Union (1782), Friendship (1785), and Deptford (1792).

Until the middle of the nineteenth century volunteer fire companies provided the chief form of fire protection. Supporting these companies were occasional state and city laws, such as a 1787 act in the Maryland Legislature requiring every householder to maintain two leather buckets near the front entrance and authorizing the Baltimore Town Commissioners to dig wells and erect pumps and a 1799 municipal ordinance prohibiting the erection of frame dwellings, and occasional municipal appropriations to the companies for equipment and supplies. By 1834 there were fifteen volunteer companies and by 1858 twenty-two.

Although these volunteer companies were the only method of fire protection, they hardly constituted a very effective system. These companies were as much political and social organizations and often engaged in fights with rival companies and, on several occasions, were the ringleaders of municipal riots. Moreover, few of the companies were adequately equipped or trained. In 1834 representatives of each of the companies formed the Baltimore United Fire Department to regulate fire protection but most of the major problems persisted. In 1858 the municipal government established a professional fire department which has remained in existence to the present, governed by a board of commissioners.

More detailed information about the history of this municipal agency can be gleaned from Clarence H. Forrest, Official History of the Fire Department of the City of Baltimore Together With Biographies and Portraits of Eminent Citizens of Baltimore (Baltimore: Williams and Wilkens Press, 1898); J. Albert Cassedy, The Firemen's Record (Baltimore: Published by the author, 1911); William A. Murray, The Rigs of the Unheralded Heroes: One Hundred Years of Baltimore's Fire Engines, 1872-1971 (N.p. Published by the authors, 1971); George W. McCreary, The Ancient and Honorable Mechanical Company of Baltimore (Baltimore: Kohn

and Pollock, 1901); Charles L. Wagandt, "Fighting Fires the Baltimore Way - A British View of 1862," Maryland Historical Magazine 61 (September 1966): 257-61; and Ray Hamilton, "The Baltimore Fire Department Pension System: A Legislative History," unpublished paper, 1979, Baltimore City Department of Legislative Reference.

Series 1. Service Records 1862-1967
 2.7 cu. ft. (6 boxes)
 Arranged alphabetically by surname

Service records of approximately six thousand firefighters including name, residence, date of birth; former occupation, date of appointment, branch of the service, position, promotions, assignments, sick leave, injuries, charges, commendations, date left service and cause, and occasionally date of death. A number of the service records also have photographs of the individual.

A separate name index to these records is available and should be used by the researcher. The use of these records is restricted those of the firefighters who are deceased and/or who entered service seventy-five years ago or before.

Restricted to microfilm only (BCA 189-191).

**Series 2. Fire Incendiary Bureau Preliminary and
 Suspicious Investigation Reports
 1938-present**

Reports compiled for fires causing a fatality or injury that are of a suspicious or incendiary origin and on multiple alarms. Includes date, case number, name of owner and occupant, time of alarms, and statements from persons connected with the fire.

Available on microfilm at the Fire Department. The agency also maintains owner, occupant, and investigative information indexes.

Series 3. Insurance Records 1874-1878
1.25 lin. in. (1 vol.)

Records of the Maryland Beneficial Association, an insurance company contracted by the municipal government in 1875 (see Ord. 140) to provide insurance for the firefighters. Includes minutes of its directors regarding the organization of the company in 1874, its by-laws, correspondence about the contract with the city, a copy of the policy agreement with the Fire Department, financial records, and notes on the leaves and injuries of individual firefighters.

Series 4. Board of Fire Commissioners
Meeting Minutes 1972-Present
.90 cu. in.
Arranged chronologically

Meeting minutes of the Board of Fire Commissioners, the policy-making body of the Baltimore City Fire Department. The minutes include budget matters; the promotion, demotion, and commendation of firefighters; rules and regulations; disciplinary hearings; actions of the board; and internal investigations.

RG 21

MUNICIPAL MUSEUM
(1931-PRESENT)

The Municipal Museum (commonly referred to as the Peale Museum) was created in 1931 following a public protest against the sale and possible demolition of the old museum building. The building was constructed in 1814, the first museum building in the United States, when Rembrandt Peale established "The Baltimore Museum and Gallery of Paintings;" this museum flourished until 1833 when its contents were finally sold and dispersed. This building was used as the City Hall (1830-75), a public school (1876-87), offices of the water board (1887-1915), and for private businesses (1915-28). The building was declared a National Historic Landmark in 1966.

Since 1931 the Municipal Museum has collected paintings, prints, photographs, furniture, and decorative arts related to Baltimore as well as sponsored lectures, publications, exhibitions, and other educational programs on the city's history. In the mid 1950's and through the 1960's the museum was a driving force in the beginning of a historic preservation movement in Baltimore. The museum also operates the Carroll Mansion (1966), the Washington Monument (1967), and the Old Town Meeting House (1968).

For further information on the Municipal Museum see the following articles by Wilbur Harvey Hunter: The Story of America's Oldest Museum Building, Peale Museum Historical Series, no. 8 (Baltimore: Peale Museum, 1964); The Peale Family and Peale's Baltimore Museum, 1814-1830 (Baltimore: Peale Museum, 1965); "The Tribulations of a Museum Director in the 1820s," Maryland Historical Magazine 49 (September 1954): 214-22; and "Peale's Baltimore Museum," College Art Journal 12 (Autumn 1952): 31-36. Other related studies include Thomas S. Eader, "The Carroll Mansion in Baltimore," Antiques 109 (February 1976): 336-44; John C. Schmidt, "Cheek by Jowl with the Real World," Baltimore 60 (February 1967): 24 ff., an interview with Hunter, the Director of the museum from 1946 to 1978; and Helen Straw Whitmore, "The Carroll Mansion, 800 East Lombard Street, Baltimore, Maryland: An Historical and Architectural Study," M.S., University of Maryland, 1969.

**Series 1. Board of Trustees Meeting Minutes
 1931-present
 .45 cu. ft. (1 box)
 Arranged chronologically**

Correspondence (1940-74) and minutes of the Board of Trustees. Subjects include budgets, exhibitions, gifts, and other concerns.

Minutes are available on microfilm (BCA 173, 178). A subject index for the minutes between 1951 and 1970 is also available.

**Series 2. Gifts to the Municipal Museum 1967-1978
 2 reels of microfilm (BCA 174, 178)
 Arranged by subject**

Administrative records of gifts to the museum.
Restricted except with permission of the Director of the Municipal Museum.

**Series 3. Loans to and from the Municipal Museum
 1969-1979
 1 reel of microfilm (BCA 174)
 Arranged by subject**

Administrative records of artifact loans to and from the museum.

Restricted except with permission from the director of the municipal museum.

**Series 4. Administrative Files 1931-1980
 5.85 cu. ft. (13 boxes)**

Arranged alphabetically by
subject title

Files of the director containing correspondence, reports, grant applications, and contracts. Includes material on the daily operation of the museum as well as on public programs such as exhibits, publications, lectures, and research requests.

There is a list of file folder headings available at the Baltimore City Archives.

Series 5. Financial Records 1933-1980
 9.45 cu. ft. (21 boxes)
 Arranged by record type and
 chronologically thereunder

Includes museum fund records on purchases made by the museum, 1933-79; accounts receivable, 1969-79; budgetary information, 1933-78; federal and state tax returns, 1963-78; receipt books, 1946-79; ledger sheets, 1953-78; and Washington Monument admission and sales accounts, 1968-80.

Series 6. Scrapbooks 1946-1981
 2.25 cu. ft. (5 boxes)
 Arranged Chronologically

Assortment of newspaper and magazine clippings, press releases, press releases, programs, invitations, and photographs relating to the museum.

Series 7. Publicity 1965-1980
 .20 cu. ft. (.50 box)
 Arranged chronologically

Primarily news releases of museum activities and upcoming events such as exhibits, dinners, lectures, and receptions. On file of correspondence relating to coverage of the museum by the local media and other outreach efforts. Sveral newspaper articles about the museum are also included.

Series 8. Personnel 1937-1981
 .65 cu. ft. (1.50 boxes)
 Arranged by subject

Corresondence, memos, brochures, minutes of staff meetings, receipts, and miscellaneous supporting documentation relating to museum employees and positions. Subjects include group insurance plans, museum hiring and salaries, retirement and othe benefits, public service employment programs, legal cases involving employees, policies and procedures, and annual charitable contributions.

Series 9. Women's Committee 1964-1978
 .65 cu. ft. (1.5 boxes)
 Arranged by subject

Material relating to the fund raising and social activities of the museum's women's committee including guest lists, invitations, programs, and correspondence.

Series 10. Individual Personnel Files 1950-1981
 .65 cu. ft. (1.5 boxes)
 Arranged alphabetically by
 employee's surname

Records documenting the employment history of museum staff members. Public service, work study, special projects, and full and part-time employees are represented. Types of material found in the files include entry, change, and cut-off tickets; correspondence, memos; curricula vitae; attendance records; salary calculations; accident reports; and employment-related medical records, withholding certificates, and progress reports.

Use of these records is restricted except with the permission of the director of the Municipal Museum.

The file of photographs of former director Wilbur H. Hunter and of the museum building found in this series has been transferred back to the Peale Museum.

Series 11. HRS Records 1830
 .50 lin. in.
 Arranged sequentially by HRS
 assigned numbers

Collection of itemized bills relating primarily to construction of the museum building. Items listed include

glass, masonry, lumber, paint, hauling fees, and labor charges.

**Series 12. Visitor Registers and Tour Group
Appointment Books 1967-1978**

Bound volumes containing the names and addresses of visitors to the Carroll Mansion and guests at the opening of the "Black Presence" Exhibit (1975) as well as appointment books listing tour groups scheduled to be guided through the mansion. Some descriptions of events held at the Carroll Mansion and maintenance work performed may also be found in the register covering 1971-77.

RG 22

WAR OF 1812 RECORDS
(1813-14)

Baltimore's preparations for defense in this war centered around efforts to repair, strengthen, and renovate Fort McHenry on Whetstone Point. Smaller redoubts such as Fort Covington and Babcock were built further up the Middle Branch of the Patapsco River to support Fort McHenry. Hampstead Hill (now Patterson Park) also was fortified. The Committee of Vigilance and Safety, headed by Mayor Edward Johnson, was the coordinating and planning unit for the defense of Baltimore, including the equipping and supporting of the militia. Major General Samuel Smith, the commanding officer of the Maryland Militia, worked closely with this committee in coordinating and planning the defence of the city.

In August 1814 Washington, D.C. was invaded and burned by British troops and on September 12th the British landed at North Point at the mouth of the Patapsco River. An American force, made up of Maryland and Pennsylvania militia, sailed from Baltimore and under General John Stricker engaged the British force in a two hour stalemate and retreated to Baltimore. On September 13th the British advanced on Baltimore and shelled Fort McHenry with cannon fire, bombs, and rockets in an attempt to weaken the city's defences for a land attack. A night landing was attempted below Fort McHenry but was repelled by heavy fire. The harbor was shallow (ships were also deliberately sunk in the harbor of the city) and the larger British ships were unable to maneuver close to the city to cover a land assault. After the attack Baltimore continued strengthening its defences, repairing damage to Fort McHenry and other fortifications.

There has been much written about Baltimore during the War of 1812. The most helpful study concerning the municipal government's involvement is Frank A. Cassel's "Response to Crisis: Baltimore in 1814," Maryland Historical Magazine 66 (Fall, 1971): 261-87.

Series 1. HRS War of 1812 Records 1813-1815
4.50 cu. ft. (10 boxes)
Arranged sequentially by HRS
assigned numbers

A wide variety of records relating to Baltimore's involvement in the war originally indexed by the Historical Records Survey. The 1813 documents (nos. 549-940) include correspondence relating to the defence of Baltimore; miscellaneous bills, receipts, and vouchers for arms, repairs, construction, and labor; muster rolls for the months of April and May for the Baltimore Mechanical Volunteers, Fifth Regiment Maryland Cavalry and Maryland Militia, First Baltimore Maryland Riflemen, First Regiment Artillery, Sixth Regiment Maryland Militia, payrolls for the months of April and May for the Fifth Regiment Maryland Cavalry and Maryland Militia; First Regiment Artillery, Fifty-first Regiment Maryland Militia, First Baltimore Maryland Riflemen, and Sixth Regiment Maryland Militia; and subsistence accounts for the months of April and May for the Baltimore Mechanical Volunteers, Fifth Regiment Maryland Cavalry and Maryland Militia, First Baltimore Maryland Riflemen, First Regiment Artillery, Sixth Regiment Maryland Militia, and Thirty-ninth Regiment Maryland Regiment.

The 1814 documents (nos. 462-1732) are of a different nature and substance. Correspondence to the Committee of Vigilance and Safety for the defence of the city for the period February to December concern construction, military

equipment, laborers, and pay, as well as some letters from Major General Samuel Smith. Correspondence from the committee for the period April to December concern construction and loans. Further miscellaneous papers concerning the committee include a list of the members of the committee, receipts, and bills of sale and licences for some ships; vouchers relating to music, labor, arms, construction, repair work, iron work, and coffins; daily morning reports for the Twenty-seventh Regiment, Maryland Militia cover its individual companies; daily and weekly reports of the regiment; and correspondence with abstracts of disbursements to officers and men of the militia.

Series 2. Pensions 1820
 .25 lin. in.
 Arranged sequentially by HRS
 assigned numbers

Two letters from Louis Gassaway to Thomas Rogers, notary public, regarding pension monies due Gassaway's sister. One document transmits the sister's affidavit required in the investigation of her claim; the affidavit is not present. Gassaway explains the circumstances surrounding the claim in the other document and questions Rogers as to how to have this pension continued.

Series 3. War Loan Interest Correspondence 1826
 .50 lin. in.
 Arranged sequentially by HRS

assigned numbers

Correspondence relative to the settling of Baltimore's claim for interest due the city on monies loaned to the federal government for purposes of defence during the War of 1812. The majority of the letters are addressed to Mayor John Montgomery and concern a memorial passed in Congress to authorize payment of the funds owed.

RG 23

BALTIMORE EMERGENCY
RELIEF COMMISSION/
CITIZENS EMERGENCY
RELIEF COMMITTEE RECORDS
(1930-36)

**RG.23 BALTIMORE EMERGENCY RELIEF COMMISSION/CITIZENS
EMERGENCY RELIEF COMMITTEE RECORDS 1930-1936**

In early 1931 W. Frank Roberts, President of the Baltimore Chamber of Commerce, called a meeting to discuss the growing unemployment crisis in the city and the unavailability of funds to relieve this problem. The meeting was attended by the mayor, police commissioner, and representatives of the state government, the Community Fund of Baltimore, the Red Cross, the Associated Jewish Charities, and the Bureau of Catholic Charities. An executive committee was established for raising funds, to coordinate the activities of the various charity agencies, and to be responsible for the disbursement of funds. Under the title of the Citizens Emergency Relief Committee, this body functioned in an advisory and coordinating manner with the traditional charity organizations.

By September 1933 it was evident that the private agencies were no longer equipped to deal with the deteriorating unemployment situation, and the Baltimore Emergency Relief Commission was formed, although the Citizens Emergency Relief Commission remained in existence. BERC administered the distribution of federal funds under the Federal Emergency Relief Administration and was a subsidy of the Maryland Emergency Relief Administration.

The Baltimore Emergency Relief Commission was ended in October 1936 because of the discontinuance of federal funds and the failure of the state to meet the financial deficiency. Much of its work was taken over by the new Works Progress Administration. The Citizens Emergency Relief Commission remained in existence until at least 1941, coordinating the activities of the various charity organizations.

Series 1. Financial Report
September 1933 - June 1936
.50 Lin. in. (1 vol.)
Arranged chronologically by
term of report

Final report of BERC covering the entire period of its operation. Included are balance sheets for 1934-36; a breakdown of relief cases in terms of the number of individuals affected and the types of aid received; description of disbursements for each year; a list of monthly obligations and liquidations for each year; charts of administrative costs; and charts of case openings and closings. Also included is a description of the number and volume of surplus food tickets for the period February 13, 1936 through May 31, 1936.

Series 2. Preliminary Reports
September 1933 - June 1934
3.0 lin. in.
Arranged chronologically by
term of report

This series covers much of the same material as the financial reports except for greater detail, especially about underlying social and economic causes. Also included its material concerning the Citizens Emergency Relief Committee; receipts and disbursements from January 2, 1932 through August 31, 1933; and statements to and from the treasurer and information on contributions.

Series 3. Correspondence and Committee Meeting Records
November 1930 - July 1932
2.0 lin. in.
No arrangement

This series consists exclusively of material relating to the Citizens Emergency Relief Committee. Included is correspondence between committee members and between the committee and members of the Baltimore business community about the interaction between municipal authorities and the committee. Detailed accounts of committee meetings are also included and are of particular value in tracing the history of the organization.

RG 24

1964 CHARTER

REVISION COMMISSION

(1963-65)

In September 1963 Mayor Theodore R. McKeldin appointed a charter revision commission to update the municipal charter of 1946, necessary because of concern for the city's increased dependence on outside sources of income, personal and bureau reorganization, and the need for modern budgetary procedures. Francis D. Murnaghan, Jr. was appointed chairman of the twenty-four member commission, and Enus S. Stockbridge, chairman of a fifty member advisory committee. The reporter, executive secretary, and technical director for the commission was Paul S. Sarbanes.

The commission first met in late September 1963 and four committees or task forces were formed: structure and organization of principal officers (chairman, Dr. Harry Bard); structure and organization of executive departments (chairman, Norman P. Ramsey); budget, financial and purchasing procedures (chairman, Samuel Hopkins); and personnel (chairman, Dr. M. Gordon Wolman). An executive committee was established to coordinate these four committees which consisted of Murnaghan, Sarbanes, the four committee chairmen, Judge Joseph Allen, and M. William Adelson (the last two both members of the commission).

Proposals of the commission included that the mayor be allowed to appoint an assistant mayor; the mayor be allowed to designate or redesignate the heads of the various boards and commissions; creation of a Department of Personnel under the mayor; reorganize the Department of Public Works; place all fiscal functions under the mayor in a Department of Finance; place all the audit functions under the comptroller; alteration of budgeting procedures; charter status for the urban renewal and a housing agency, and a Department of Transit and Traffic; and change of election dates from May to November, extension of terms, and a new time for taking office from May to December.

The commission's final report and the proposed amended charter were submitted to the mayor on April 6, 1964. Mayor McKeldin endorsed the proposed charter and submitted it to the city council in late April and it was referred to the budget and finance committee chaired by George W. Arthur. Public hearings were held in May and early June. The Arthur committee's suggested amendments generally represented improvements of a technical nature while others indicated a substantial difference in policy. Along with the numerous amendments by the Arthur Committee there were a few by the council, the major one denying charter status to the urban

renewal and housing agency. The committee's report as amended was adopted and ultimately approved by the voters. The commission was formally terminated in July 1964.

Series 1. Administrative Files
September 1963 - June 1964
.50 lin. in.
Arranged by subject

An index to the records, preliminary letters and memos, lists of members of the commission and the advisory committee, and payroll computer readouts.

Series 2. Newspaper Articles
September 1963 - July 1964
.50 lin. in.
Arranged chronologically

Information and editorial comments relating to the commission's work.

Series 3. General responses to Mayor McKeldin's letter
requesting suggestions for revision
September - December 1965
.50 lin. in.
Arranged chronologically

Addressed to major municipal officials, leaders of civic organizations, and concerned citizens.

Series 4. Committee I - Structure and Organization,
Principal Officers
September 1963 - March 1964
1.50 lin. in.
Arranged by subject

Minutes, memos and letters, research materials, and handwritten notes concerning the mayor's appointive powers,

an executive officer, city council redistricting, the Board of Estimates, and salaries.

**Series 5. Committee II - Structure and Organization,
Executive Departments
September 1963 - March 1964
7.0 lin. in.
Arranged by subject**

Minutes, memos and letters, research materials, and handwritten notes concerning boards and commissions, health and welfare, miscellaneous agencies, planning, Department of Public Works, Recreation and Parks, stadium, zoning, and housing.

**Series 6. Committee III - Budget, Financial and
Purchasing Procedures
September 1963 - March 1964
3.0 lin. in.
Arranged by subject**

Minutes, memos and letters, research materials, and handwritten notes concerning financial and purchasing procedures, and the uniform state/city fiscal year.

**Series 7. Committee IV - Personnel
September 1963 - March 1964
.50 Lin. in.
Arranged by subject**

Minutes, memos, reference materials, handwritten notes, related correspondence received by the commission, and committee research.

Series 8. Full Commission/Executive Committee
September 1963 - May 1964
 .50 lin. in.
 Arranged by subject

Minutes and memos of the commission as a whole and the smaller executive committee.

Series 9. General Reorganization of the Charter
August 1962 - April 1964
 1.0 lin. in.
 Arranged chronologically

Letters, memos, and drafts of proposed amendments of the charter.

Series 10. Final Report of the Commission and Proposed
Amended Charter submitted to the Mayor
April 6, 1964
 1.0 lin. in.
 Arranged chronologically

Includes a draft and bound copy of the final report and a bound copy of the proposed amended charter.

Series 11. Arthur Committee/Council
May - June 1964
 2.0 lin. in.
 Arranged by subject

Letters and responses about the proposed charter as well as data about subsequent hearings and amendments.

Series 12. **Resolution 502 as amended and passed by
the City Council
June - July 1964
1.0 lin. in.
Arranged chronologically**

Report of Arthur Committee to the city council about the charter, draft of amendments, and a bound copy of the charter as amended and passed by the city council and endorsed by the mayor.

Series 13. **Successive Drafts of the Charter
March - June 1964
5.0 lin. in.
Arranged chronologically**

Drafts of the charter as well as the commission's report to the mayor.

Series 14. **Comprehensive Chronological File
January 1963 - July 1964
7.0 lin. in.
Arranged chronologically**

General letters and memos concerning the commission.

RG 25

BALTIMORE WATER WORKS
(1852-1922)

Beginning in the 1870's Baltimore municipal authorities attempted to supply fresh water to city residents. In 1804 a privately-owned water company began operation. From its founding this company generated public disapproval with high rates and insufficient service ultimately leading to municipal take-over in 1854. The following year a water board was created in its place.

Special loans funded an assortment of projects designed to extend water service facilities. In the mid-1870's work was begun on the conveyance of water from the Gunpowder River in Baltimore County, a project completed in 1881 with reservoirs at Loch Raven and Montebello. Additional facilities were constructed in the 1890's to meet growth in the north and northwest sections of the city and improvements for the southwest section followed a few years later.

By the early twentieth century it was apparent Baltimore required substantially more water than it was receiving. In 1912 work began on a larger dam at the Loch Raven Reservoir and construction of a city-wide conduit and filtration system also was undertaken. Additional sources of water were directed into Baltimore from Prettyboy Reservoir in 1933, a network still supplying most of Baltimore's water.

The Water Board was an independent agency from its establishment until its placement under the Department of Public Improvements in 1898. With the government reorganization of the 1920's, the function was put under a Bureau of Water Supply which was in turn accountable to the Department of Public Works. This arrangement continues today.

For more information, see the Baltimore Bureau of Water Supply, History of Baltimore Water Supply (RG.29, S.1 - Water Supply); Department of Public Works, Bureau of Consumer Services, The Story of Baltimore's Water Supply (Subject Files, Baltimore City Archives); and Clayton C. Hall, Baltimore: Its History and Its People, (New York: Lewis Historical Publishing Co., 1912), 1: 413-23.

Series 1. Administrative Files 1852-1922
 4.50 cu. ft. (10 boxes)
 Arranged sequentially by
 HRS assigned numbers

Resolutions and memorandum relating to the sale of property and rights to the water board from the Baltimore Water Commission; documents demonstrating the desire of the population for a city controlled water supply; correspondence between the municipal government and the Baltimore Water Commission relating to possible sales and information regarding water flow and quality.

There is also material relating to the formation of a water board and resolutions stating its responsibilities. After the city secured the purchase of the property and rights of the Baltimore Water Commission most material concerns to the creation of a quality supply of water with information on the creation of reservoirs, the maintenance and extension of water mains, repairs to previously existing pumps and wells, and the more efficient conveyance of water from the Jones Falls and the Gunpowder River. There is also material relating to the purchasing of land and water rights from individual and corporate owners.

Information leading to the administrative practices include cost estimates, payroll records, and vouchers; list of officers of the board; lists of guards for various reservoirs; disbursements and receipts; inventories of

materials; and requisitions for materials and statements of water rents due the water board.

Correspondence includes engineers reports; communication relating to sales of materialsto the water board; descriptions by owners of water areas; circulars sent to property owners relating to possible sale of their property and their responses; correspondence between the Mayor and City Council appointing water commissioners; correspondence between various groups and the city regarding the question of using the Gunpowder River rather than the Jones Falls as a supply source; letters of application and reference for positions with the board; communication between the board and other city agencies; and correspondence between the board and the water departments of other cities. Some of this correspondence concerns the construction, maintenance, and extension of reservoirs and water mains; material relating to failures of property owners to pay water bills; and questions by owners regarding the supply and cost of water.

There are bills of sale and contracts relative to material purchased by the board from local and out of state maunufacturers and several maps relating to the conveyance of a water supply to the city.

Several related documents, dating from 1909 to 1922, which were not indexed by the HRS have been placed at the end of this series. These include a listing of the salaries

and duties of water department employees, claims for contract payments for sewer construction, records relating to work done on the Loch Raven Dam, and estimates of completion of alterations to the Eastern Pumping Station.

A separate item index is available at the Baltimore City Archives.

**Series 2. Reports of the Eastern Extension of Municipal
Water Supply to the 1918 Annex 1921-1923
2.0 lin. in.**

Series of nine reports concerning the takeover of private water companies, laying of mains, drilling of wells, installation of meters, and general construction expenses.

**Series 3. Water Engineer Journal 1903
2.0 lin. in. (1 vol.)**

Financial accounts of water department equipment and supply purchases.

RG. 26

MUNICIPAL PUBLICATIONS
(1913-1989)

A collection of newspapers and newsletters published by the municipal government and its various departments, agencies, and commissions.

Series 1. **Baltimore Municipal Journal 1913-1931**
7 reels of microfilm (BCA 179-185)
Originals 1916-1919; 1925-1931
(4 oversize boxes)
Arranged Chronologically

The Baltimore Municipal Journal was started during the administration of Mayor James H. Preston. Mayor Preston, in his annual report for 1914-15, summarized the journal's purpose as being an "excellent medium for the city's advertising" and a way to supply "to the people information as to what is being done by their city government in greater detail than they could obtain from the daily papers." The journal is rich in administrative (especially financial) detail and also contains information on notable personalities, public improvements, commercial enterprises, communities, festivals, and historic preservation efforts. There is no clear reason why the journal was discontinued. Mayor William F. Broening stated in 1930 that its publication "had been turned over to private interests"; it is possible that the increasing cost of the journal proved to be too great for both the municipal government and private publishers.

Series 2. **Baltimore Municipal Journal Photographs**
1912-1918
67 items
Arranged by subject

Photographs, probably taken for use in the journal, of street scenes and buildings. These photographs were mostly done by Alfred Waldeck during the years 1912-18; two photographs are by the Hughes Company, 1917. The views are of St. Paul Street, Harrison Street, Frederick Street, Gay Street, the Fallsway, Lexington Street, Hamilton Street, Howard Street, the Holliday Street Theatre just prior to and during razing in 1915, the Wallis Building on 215 St. Paul Street, the site of the Fourth Maryland Infantry Regiment Armory in 1915, the Latrobe Building on 207 St. Paul Street, the Zion Church on Holliday Street, Lehman's Hall, the old Brooklyn Bridge during razing, the Ferry Bar, and the Light Street Bridge.

Transferred to the Peale Museum.

Series 3. Baltimore Journal 1978-1982
 .45 cu. ft. (2 boxes)
 Arranged chronologically

In late 1978 the Baltimore Journal was started with the purpose of providing an official outlet for the news of city business and advertisements; this revival was ended in June 1982. Copies of the journal including the December 5, 1978 prototype and a continuous run of the bi-weekly publication from January 5, 1979 through June 1982. Includes information on procurement bids, city sales and auctions, Board of Estimates business, City Council ordinances and

hearings, executive orders of the Mayor, municipal commissions meetings, zoning changes and traffic regulations, and articles about various municipal agencies.

Series 4. The City's Pride September 1982 -
 (1 oversize box)
 Arranged chronologically

The City's Pride is a monthly newspaper published for the municipal employees of Baltimore. The emphasis is on city issues, problems, programs, events, history, landmarks, etc.

Series 5. Agency Newsletters 1960-
 13.5 cu. in. (3 boxes)
 Arranged alphabetically

A collection of newsletters published by various departments, agencies, bureaus, commissions, etc. of the municipal government.

RG 27

1969 COMMISSION ON AMENDMENTS
TO THE BALTIMORE CITY CHARTER
(1969-71)

**1969 COMMISSION ON AMENDMENTS TO THE BALTIMORE
CITY CHARTER 1969-1971**

In late March 1969 Mayor Thomas J. D'Alesandro, III appointed a commission to consider revision of an amendments to the 1964 charter. Several amendments had been added in 1967 and 1968 and the ten member commission, chaired by Reuben Oppenheimer (secretary was Leonard E. Cohen), also considered the relationship of the mayor and policy-making personnel in the executive department, municipal labor relations, and modernization of civil service. The commission also was charged to consider amendments pending in the city council, specifically an amendment to change the municipal elections to an even year starting in 1972 and every four years thereafter. The commission decided to issue separate reports on proposed amendments and submit them separately to the voters.

The commission met beginning April 1, 1969, considering municipal elections (res. 738). Hearings were held on May 2 and on July 28, 1969. The first report was issued recommending the city council not adopt this resolution.

The commission next considered the civil service and personnel with hearings in June, July, and September 1969 with major city officials and civic and labor organizations. On March 30, 1970 a tentative report was issued proposing a major reorganization of civil service and the creation of a Department of Personnel. The Director of Personnel would be a mayoral appointee and civil service would be restricted to protective duties. Provisions were also proposed to recognize negotiating with public employees. A second report, concerning civil service personnel, was issued April 29, 1970 further suggesting that civil service retain more power as a separate and autonomous unit with investigatory powers, the right to administer and grade certain civil service examinations, and the right to handle municipal employee appeals and grievances. This recommendation was approved by the city council (res. 1416, 1970) although it was referred to the judiciary committee preventing its inclusion on the November 1970 ballot.

The commission also considered labor relations and collective bargaining, especially to achieve a balanced interaction between the executive and legislative branches in such negotiations. In March 1971 city council resolution 1695 (amending the charter to provide for a Department of Labor Relations with a commissioner to be appointed by the mayor and approved by the city council without regard to a

civil service commission) was referred to the commission. On April 2, 1971 the commission issued its third report and recommended that this resolution not be approved, suggesting labor relations remain under a Department of Personnel as proposed in resolution 1416 still tabled in the council. After April 1971 there was little activity by the commission.

These records reflect the operations and filing system of the commission.

Series 1. Administrative Files April 1969 - April 1971
 .25 lin. in.
 Arranged chronologically

Includes an index to the records, a list of the commission members, and related correspondence and memoranda.

Series 2. Press Releases/Coverage
 April 1969 - November 1970
 .25 lin. in.
 Arranged chronologically

Press releases by the commission and newspaper articles and editorials relating to its work.

Series 3. Miscellaneous Correspondence
 March 1969 - January 1971
 .25 lin. in.
 Arranged chronologically

Memos and letters concerning the commission's work.

Series 4. First Report February - July 1969
 .50 lin. in.
 Arranged chronologically

An annotated draft and a bound copy of the commission's first report (July 28, 1969) concerning changing the municipal election dates (res. 738) and correspondence concerning the report.

Series 5. Civil Service Commission/Personnel
May 1969 - May 1970
4.0 lin. in.
Arranged by subject

Hearings notification correspondence to major city officials, union officials, and civic organizations (May, June, July, and September 1969); the tentative report of March 30, 1970 concerning civil service and personnel (res. 1416) including two preliminary drafts, an annotated copy, and a bound copy (January - April 1970); comments received during March - May 1970 concerning the tentative report; second report of April 29, 1970 about the civil service and personnel including annotated and bound copies; commission local research (April 1969 - May 1970) including reference materials and reports and articles (1955-71) related to the same subject.

Series 6. Third Report, Labor Relations/Collective
Bargaining March 1969 - April 1971
.50 lin. in.
Arranged chronologically

Third Report dated April 2, 1971 about labor relations (res. 1695), and related research material, correspondence, and memos.

Series 7. Minutes of the Commission
April - December 1969
.50 lin. in.
Arranged chronologically

Minutes of the commission's fifteen meetings in 1929
about municipal elections, civil service and personnel,
labor relations, and other concerns.

RG 28

1973 CHARTER REVISION
COMMISSION
(1973-76)

On July 6, 1973 a charter revision commission was formally appointed by Mayor William Donald Schaefer. This commission established study groups to examine and report on personnel, the Board of Estimates, and the interrelationship between municipal agencies. The personnel study group held public hearings December 12 and 13, 1973 and January 24 and March 19, 1974. On April 30, 1974 a final report was submitted to the mayor and city council, recommending the elimination of the civil service commission, the creation of a department of personnel, and other changes in the charter's personnel sections. The report was introduced in the city council and was referred to its judiciary committee. A year later (March 7, 1975) the Board of Estimates study group submitted their final report on article six, recommending enhancing the visible functioning of the Board of Estimates, requiring the Board of Estimates to be more orderly in its operation, and increased power for the city council. The report was introduced in the city council and was referred to its budget and finance committee. Later in the year (September 23, 1975) the city departments study group submitted their final report on article seven and recommended changes in some of its outdated and inflexible provisions.

The three major proposals laid dormant throughout 1975 in the city council because of the political implications of an election year. On February 17, 1976 City Council President Walter Orlinsky introduced the three major proposals of the commission and it was terminated.

During the commission's tenure it was concerned with three lesser issues. On May 4, 1974 the commission submitted a report recommending a thorough revamping of the municipal method for appointment to, confirmation, and tenure of top-level bureaucrats on boards and commissions. Council hearings were held June 15, 1974, and the measure was approved by the voters on November 5, 1974. The Board of Estimates special subcommittee on procurement released their final report on June 10, 1975 recommending revisions to the charter's procurement provisions, but it was not introduced into the city council. Another bill about unanticipated budget surplus was referred to the commission on August 11, 1975, although there is no evidence of what the commission recommended or decided.

Series 1. Administrative Files July 1973 - June 1975
2.70 cu. ft. (6 boxes)
Arranged alphabetically by subject

The commission's files were originally in alphabetical, chronological, and subject orders. A detailed index of the files is included in the correspondence file dated August 13, 1976. The commission members' files contain personal resumes, memos, and correspondence to and from members for the period July 1973 - June 1975. The files of the Board of Estimates special subcommittee on procurement include correspondence and related research materials as well as their final report on June 10, 1975. The Board of Estimates study group's files include their November 19, 1974 proposal for comment, two preliminary drafts dated February 10 and November 13, 1974, and its final report. Also included are comments received on their reports, reference materials, and memos.

The commission's chronological data file contains a list of the commission's activities between July 6, 1973 and April 9, 1975. The charter research and information file includes memos, reports, letters, and notes as well as various materials on all aspects of charter revision, dated June 1966 - April 1976. The city departments study group's files include general information and data, correspondence, related drafts, and reference materials. Also included are the Henderson planning proposal dated May 22, 1975, and the group's final report on executive departments and selected functions of city departments, boards, and commissions dated September 23, 1975. The commission's contract files concern

financial contracts providing for the funding of the commission, October 1973 - September 1975. The correspondence files contain correspondence and memos, July 1973 - August 1976, on all aspects of the commission's work.

The personnel public hearings files include witness lists, statements, and testimony for the hearings held by the personnel study group on December 12-13, 1973 and January 14 and March 19, 1974 and related correspondence and memos, November 1973 - June 1974. The personnel study group's files also contain reference materials, related articles and reports, and memos, 1970-73; the tentative proposal for comment, March 1974, including two preliminary drafts and three tentative drafts dated January 23, January 29, and February 1974; and the group's final report, April 30, 1974 on revised provisions concerning civil service, personnel, and labor relations. The press releases and radio transcripts files contain the commission's press releases for July 1973 - March 1975 and the League of Women Voters radio transcripts. The summaries of all proposals contain drafts, comparisons, and summaries of the three major proposals submitted by the commission of personnel, the Board of Estimates, and city departments.

RG 29

DEPARTMENT OF LEGISLATIVE
REFERENCE
(1906-PRESENT)

The first municipal agency to provide administrative and legislative reference services in Baltimore was the City Library. Created in 1879, this library was charged with maintaining the city's archives and a collection of printed reference materials. Commencing in the 1890's, a reform movement caused the Maryland and Baltimore governments to undertake far-reaching legislative actions. To assist the increased law-making activity, the Maryland General Assembly in 1906 established "a Department of Legislative Reference of the Mayor and City Council of Baltimore." Responsibilities of the new body included legal research as needed by city officials; technical preparation of legislation; acquisition of all available information relative to proposed legislation in the general assembly or the city council; and the preservation and indexing of all information obtained for official as well as public use.

In 1932 the City Library was abolished and its functions transferred to a Department of Legislative Reference. The separate Bureau of Archives, created in 1927, was also placed under the administrative control of the department. From this point, the Legislative Reference library focused its attention on collecting published material relating to Baltimore government, such as newspaper clippings, annual reports, proceedings, and secondary sources. The Bureau of Archives, later renamed the City Archives and Records Management Division, assumed statutory responsibility for the city's official records.

For additional information, see: Richard J. Cox, "The Plight of American Municipal Archives: Baltimore, 1729-1979," "American Archivist" 42 (July 1979): 281-92; ord. 129 (1874); Laws of Maryland, 1906, ch. 565; and the Baltimore City Charter of 1964, art. 7, sects. 104-05.

Series 1. Subject Files I 1840-1980
Bulk dates 1910-1950
23.40 cu. ft. (52 boxes)
Arranged alphabetically by subject

Files relate to all aspects of Baltimore history and government. The material was collected and maintained by the Department of Legislative Reference library from about 1906 to February 1980. Items include various printed materials, newspaper clippings, and assorted manuscript and typescript records. Varying amounts and types of material are available for each subject covered.

A complete listing of files is available at the Baltimore City Archives (BCA 1090). There are several maps in oversize materials.

Series 1A. Subject Files II 1830-1980
5.40 cu. ft. (12 boxes)
Arranged alphabetically by subject

(Same description as Series 1A). There are several oversize materials.

A complete listing is available at the Baltimore City Archives.

Series 2. City Archives Administrative Files 1947-1985
1.90 cu. ft. (4.25 boxes)
Arranged by subject.

Material includes incoming and outgoing correspondence, reports, records schedules, and specialized documentation relating to administrative and operational functions of the archives. Subjects include microfilming, all phases of

records disposition (both historical and current), personnel matters, interaction with other city agencies, records surveys, research requests, technical equipment standards, improvement and expansion of archives facilities, and professional organization activities.

Also included is a reel of microfilm (BCA 232) containing correspondence relating to the committee for safeguarding city records, records survey reports, and an assortment of general administrative items, 1914-1954.

Photographs of records storage in City Hall, 1956-64, are available at the Peale Museum.

A container list is available.

Series 2A. City Archives Administrative Files 1985-1990
 9.90 cu. ft. (22 boxes)
 Arranged by subject

(Same description as series 2). A container list is available.

Series 3. Records Engineering, Inc. Survey Reports
 1953-54
 7.25 lin. in.

Unpublished reports done by this private consulting firm on the records of twenty-nine municipal agencies between June 1953 and March 1954. It was on the basis of these reports that a records management division was created in 1954. These reports provide an excellent summary of the management of current records in the municipal government.

These volumes are available in the archivist's office.

Series 4. City Library Files 1891-1910
 .90 cu. ft. (2 boxes)
 Arranged chronologically

Primarily incoming letters on purchases of stationary and office supplies for city departments, requests for publications or information, and management of the library. There are also small groupings of receipts and orders and ordinances and resolutions associated with the library.

Series 5. Newsletters (miscellaneous) 1965-present
 .90 cu. ft. (2 boxes)
 Arranged alphabetically by title

Newsletters published by various organizations and government offices (federal, state, and county) that relate to the City of Baltimore.

Series 6. Floorplans of Records Center 1974
 2 oversize items
 No arrangement

Drawings generated at the time of the relocation of archival records storage operations from City Hall to the Terminal Warehouse. These floorplans outline the arrangement of records storage areas and office space and show locations of shelving, cabinets, and office and microfilming equipment.

**Series 7. Minutes, Agenda, and Notices of Meetings,
 Municipal Boards and Commissions
 1962-1985**
 5.85 cu. ft. (15 boxes)
 Arranged alphabetically

Each appointed board and commission established by the Baltimore Charter or Baltimore City Code is required to hold a minimum of one regular public meeting each year. Notices of meetings are posted in the Department of Legislative Reference and the department is also required to maintain permanently copies of minutes of all such meetings.

This series is comprised of the record set of these minutes as well as corresponding agenda and meeting notices. In addition it contains administrative orders and regulations and press releases from the Department of Transit and Traffic.

A file folder listing is available at the Baltimore City Archives.

Series 8. Log, City Council Bills 1972-75
 .50 cu. ft.
 Arranged by Bill/Resolution Number

This log, maintained by the staff of the Legislative Reference library, charts the progress of all legislation introduced into the city council, whether adopted or withdrawn. Information provided includes bill or resolution number; date of introduction; journal page number; committee and agency or agencies to which the legislation was referred; dates referrals were sent and returned; report recommendations of the agencies and council committees, journal date and page number for reports; date and time of committee hearing; date, journal page number, and outcome of vote for second and third readers; date of signature by the President of the City Council and approval or veto by the

mayor; final ordinance or resolution number; and nature of final action on the legislation.

Series 9. Biography Files 1929-present
6.75 cu. ft. (15 boxes)
Arranged alphabetically

Files of newspaper clippings, information sheets, photographs, obituaries, speeches, brochures, magazine articles, and other publications providing biographical information. Persons covered in these files include mayors, city council members, elected and appointed officials and administrators, prominent city and state residents, and private citizens active in politics.

RG 30

ELECTRICAL COMMISSION
(1894-1938)

Starting in the 1880's increased public demand for electrical and telephone services led to a proliferation of above-ground wires and support poles in Baltimore. This system, although regarded as a safety hazard and visually unattractive from its inception, was not improved until 1890. At this point, the Chesapeake and Potomac Telephone Company constructed a few underground electrical conduits in the downtown section of the city. The success of this effort, coupled with the overburdening of the above-ground system, encouraged the city council to appoint a commission in May 1894 "to study the problems which presented themselves in the execution of an efficient system of subways [electrical conduits]." The efforts of this commission concerned planning, but some conduit construction was begun.

Based upon the recommendations of the commission, the municipal government decided to construct and maintain an extensive network of subsurface electrical and gas conduits. The city successfully petitioned the Maryland House of Delegates in 1896 for permission to issue \$1 million in stock to finance the project and a city-wide referendum approved the stock issue in November 1897.

In August of the following year, the city council enacted a series of ordinances relative to conduits creating an Electrical Commission to supervise the placement of all wires in underground conduits and to gather information concerning the type, length, and distribution of wires. On October 1, 1898 Charles S. Phelps, Jr. was appointed Chief Engineer of this commission and work officially began on the conduit system.

After some preliminary planning, the commission commenced a massive conduit construction program. Progress increased each year up to 1913 when a record 1,658,204 feet of conduits were laid. By 1918 much of the work was complete, with about forty-five thousand feet laid that year. During the 1920's and 1930's, Baltimore gained national attention for its conduit program. Most cities allowed private companies to build and maintain their own conduits; Baltimore, Erie, and Quebec City were the only North American cities at that time to own extensive conduits and rent space out to corporate users.

The commission was initially under the bureaucratic administration of the Department of Public Improvements. In 1927 it was reorganized as the Bureau of Mechanical-Electrical services and placed under the Department of Public Works. In 1967 the responsibility for the electrical conduits was transferred to the Bureau of Engineering, another subdivision of the Department of Public Works.

For additional information, see Charles F. Goob, Survey of the Municipal Conduit System, 1922; Clayton W. Pike, Report to the Public Improvement Commission of Baltimore Upon the Municipal Electrical Conduit System, 1925; Report of the Chief Engineer to the Electrical Commission of Baltimore for the Years 1898-1905, 1906; and the subject file of the Enoch Pratt Free Library, Maryland Department.

Series 1. HRS Records 1900-38
7.20 cu. ft. (16 boxes)
Arranged sequentially by
HRS assigned numbers

Mostly applications for duct space submitted by corporations, especially the Consolidated Gas, Electric Light and Power Company, Western Union, and Maryland Telephone and Telegraph Company. Applications specify streets, lot numbers, and requested duct feet. Also included are duct space leases, bonds, and statements of receipts.

See separate item index.

Series 2. Electrical Commission Letterbooks
June 1899 - September 1914
4.30 lin. ft. (25 vols.)
Arranged chronologically

One volume of the commission chief clerk's letters, June 1899 - March 1906, and one volume of chief engineer's weekly reports to the mayor, June 1907 - October 1913. Twenty-three volumes of copies of the chief engineer's official correspondence on itemized charges for repair work by assorted city agencies and private companies; claims against the city for commission work done by individuals and private companies; communications with other city departments concerning conduit construction and maintenance; inquiries from individuals and other municipalities concerning commission work; permit requests; equipment and service tests; personnel matters; and duct space rental charges.

Series 3. Chief Engineer Administrative Files
January - December 1920
.90 cu. ft. (2 boxes)
Arranged alphabetically by subject

Primarily correspondence and memos with city agencies, corporate users of city conduits, and private contractors. Among subjects covered are accident claims against the commission, personnel matters, permit requests, conduit construction, maintenance and repair work, paving improvement, financial matters, and duct space rental charges.

Series 4. Miscellaneous Electrical Commission Records
1900-1914
3 lin. in.
No arrangement

Varied grouping of material including proposed construction specifications, information supplied by other cities, official reports, conduit construction accounts, construction change notifications, and pole applications.

Series 5. Personnel Records 1900-1906
1.30 lin. ft. (200 items and 15 vols.)
Arranged by records type

Correspondence, reports, and transcripts relative to 1906 investigation of Italian employees of the commission; lists of employees and rates of pay; and applications and recommendations for employment. A series of volumes, 1899-1905, with the names, residence, ward, class of labor, date starting and ending work, and supervisor comments for

employees of the commission. Entries are arranged roughly by year; an incomplete set of index volumes are also available.

Weekly payroll charges from January 1907 - December 1912 for various commission functions are available on microfilm (BCA 188).

Series 6. Financial Records October 1898 - October 1914
1.50 Lin. ft. (8 vols.)
Arranged by record type

General account of construction and expense journal accounts, October 1898 - December 1909, for conduit loans payable 1922, 1928, and 1958, with information on suppliers, date of bill, invoice number, charges for general expenses and monthly payrolls, construction materials and weekly payrolls, and services and distribution; this material is available only on microfilm (BCA 188). General account ledgers, November 1903 - November 1911, with accounts of suppliers on various goods and services used by the commission. Duct rental bills, September 1901 - October 1914, with a chronological listing of rental charges against various users of city conduits.

Series 7. Supply Orders November 1898 - October 1914
2.50 Lin. ft. (15 vols.)
Arranged chronologically

Orders for a variety of supplies, materials, and services used by the commission for the full range of its activities. Most orders are directed to Baltimore firms,

although numerous out of state companies are represented as well.

Series 8. Paving Orders January 1906 - October 1914
 4.0 Lin. in. (2 vols.)
 Arranged chronologically

Requests from chief engineer to the city engineer for paving of specific streets probably requested after completion of conduit construction or repair work.

Series 9. Permits January - May 1904; August - November 1910
 4.0 lin. in. (2 vols.)
 Arranged chronologically

Permits issued by the commission to private companies allowing entry into conduit system for maintenance and repair work. Information includes name of company, specific location of work, reason for work, names of employees performing work, and commission inspector's report.

Series 10. Specifications ca. 1899-1902
 2.0 lin. in. (1 vol.)
 No arrangement

Copies of required specifications for commission work and materials with copies of bid forms presumably used by contractors and procedures to be followed when submitting bids to the Board of Awards.

Series 11. Conduit Sketches, Blueprints and Plats
 ca. 1899-1915
 6.0 lin. in.
 Arranged by record type

An artificial grouping of all graphic material available in the commission records. Sketches of distributing conduits located at or near specific addresses; conduit blueprints on main and distributing conduits at or near street and block addresses with correspondence attached; sewer tap blueprints of proposed sewer drains and adjacent conduits with correspondence and memos attached; conduit plats on main and distributing conduits at the street block level and information concerning adjacent buildings.

Conduit plats are available on microfilm (BCA 188). An item index is available at the Baltimore City Archives.

Series 12. Electrical Subway Commission Records
1894-1897
6.0 lin. in. (4 vols.)
Arranged by record type

A forerunner of the Electrical Commission, the ESC was established by the city council in May 1894. Instrumental in the planning of the conduit system, it ceased to function when its responsibilities were transferred to the Electrical Commission in August 1898.

Record types include letterbooks, May 1894 - August 1897 (3 vols.); agreements and specifications, 1894-97 (2 lin. in.); and a published annual report for 1894.

Series 13. Municipal Lighting Commission Records
1900-1905
5.0 lin. in.
Arranged by record type and by subject

This commission was established by the city council (res. 11, 1900) "to investigate the feasibility of establishing a municipal lighting plant for Baltimore." The commission consisted of Jacob H. Hollander, Edward S. Baetjer, and Electrical Commission Chief Engineer Charles E. Phelps, Jr. Phelps apparently maintained the commission records with the electrical commission records.

Records include a letterbook, January 1900 - January 1905; minutes of the commission, 1900; questionnaire responses from numerous American cities regarding municipal lighting; and miscellaneous items.

Series 14. Sewerage Commission Records 1902-1908
 1.50 lin. in.
 Arranged by record type

Material reflects the electrical commission chief engineer's duties as a member of the sewerage commission. Ledgers of daily payroll expenses for employees and miscellaneous items such as a newspaper article concerning the sewerage commission and a sewerage disposal report.

Series 15. Photographs ca. 1909
 45 items
 No arrangement

Photographs of an assortment of subjects relating to activities of the electrical commission such as poles and wires, electrical equipment, conduit interiors, and conduit construction. Most items are credited to photographer Alfred Waldeck.

Series 16. Published Reports 1895-1905, 1924
2 volumes
Arranged chronologically

Published reports of the commission's chief engineer covering the period from the organization of the commission on October 1, 1898 through December 31, 1905. Information is provided concerning conduit construction and rental, explosions and other accidents, conduit condition after the Baltimore Fire (1904), and the formation of the Electrical Commission and its powers and responsibilities. The volume also includes reprints of legislation pertinent to the commission, court opinions, and numerous tables and maps. In 1923 the Electrical Commission published its last detailed report. In 1924 the commission issued only a typescript summary of conduit construction and related activities, i.e. employees, salaries, materials, and expenses.

**RG. 31 DEPARTMENT OF EDUCATION
1828-PRESENT**

The Baltimore City Department of Education is headed by a Board of School Commissioners, a group which predates the department and has run the public schools since their beginning in 1828. In 1898 the department was created to assist the board in running the schools, but the records described below are largely those of the board.

In 1825 the state government approved a public school system to be organized by county and the next year authorized Baltimore to create its own separate public school system. The mayor and city council accepted the state's authorization (ord. 3, 1828), but it was not until March 1828 that a school system was started with the creation of a Board of School Commissioners (ord. 19, 1828). The board met and established four schools, the first of which opened in September 1829. The earliest extant records of the board's proceedings are their minutes which begin in 1836 (series 1A), but there are copies of deeds for school property dating from 1830 (series 5A).

Since its inception the duties of the Board of School Commissioners have remained the same while a bureaucracy has developed to carry out these duties. The board has always been empowered to provide for the government and discipline of the schools including the establishment of a curricula and the schools to teach it, as well as the provision of personnel, buildings, and supplies to aid in educating the students.

While the school system was small, the board administered the schools itself, creating various committees of its members for specific duties. The board decided what subjects would be taught, by what methods, and with what textbooks. It examined candidates for teaching positions, annually elected teachers and principals, and disciplined personnel. The board chose school sites, erected or rented school buildings, and approved each expenditure for maintenance of the buildings. The results of the board's actions are contained in their minutes (1836-1979), and published annual reports (1849-1981), and rules (1878-1963). None of the board's correspondence appears to have survived except that which was read into the minutes.

As the number of schools increased, the board had difficulty supervising the daily operations as well as a general school system. In 1866 they hired a superintendent of public instruction whose duties had been performed by the board's treasurer since 1828. Records pertaining to school superintendence before 1866 are included in the board's records, and after 1866 the extant records of school superintendence appear as reports to the board. There are a few records from individual superintendents (series 2), but

few such records are in the Baltimore City Archives at present.

One of the most important duties of the Department of Education has been the hiring of personnel. In the early years, the board examined and hired personnel. Later the superintendent administered the examinations and recommended qualified persons for the board to elect. Finally these duties evolved into a division of personnel. The personnel records in the archives are those created by the board and the superintendent. None of the current division of personnel records are included.

A major concern of the Board of School Commissioners was the provision and maintenance of school buildings. In the early years records pertaining to school buildings are in the board's minutes and annual reports. Although the board's minutes and reports continued to contain building data, a division of physical plant also kept building records.

Few of the individual school's records have come to the Baltimore City Archives. It is assumed that these records are either still in the schools or were destroyed when the schools closed or moved. Records of the Baltimore City College and samples of student work in all city schools in 1876 and 1893 are at the Maryland Historical Society in collection MS 1820.

The Department of Education is currently a much more complex agency than these records suggest. The main functions of the department, however, remain the same as those of the first Board of School Commissioners and the department's records currently in the Baltimore City Archives reveal how such functions were carried out in the nineteenth century.

For more information on the Baltimore public school system in the nineteenth century see volume one of Clayton Colman Hall, Baltimore: Its History and Its People (New York: Lewis Historical Publishing Company, 1912) and Thaddeus P. Thomas, The City Government of Baltimore, Johns Hopkins University Studies in Historical and Political Science, series 14 (Baltimore: Johns Hopkins Press, 1896). There is also a brief outline entitled "The History of Public Education in the City of Baltimore, 1829-1959" in series 1M. For other material on education in Baltimore see the bibliographic essay in this volume.

Series 1.

Board of School Commissioners Records

A. Minutes 1836-1972

4.50 lin. ft. (30 vols.)

4.0 cu. ft. (73 vols.)

Arranged chronologically

1972-78

1979-83

1984-85

BCA 5456

" 5457

" 5458

MAR 82 - Dec 84 1990-91 '94-2001

A nearly complete set of the board's minutes with only the minutes from 1922, 1923, and 1971 missing. The minutes from 1836 to 1897 (19 vols.) are manuscripts. In 1897 the board began publishing the minutes (73 vols.) and discarding the manuscripts. It did not, however, publish the minutes when it went into private and executive sessions. The manuscript minutes (11 vols.) for these sessions are complete except for the years 1897-1907, 1930-32, and 1963-72. The minutes discuss all facets of the school system especially curricula, personnel, and school buildings.

B. Annual Reports 1846-1968

3.0 cu. ft. (40 vols.)

Arranged chronologically

The annual reports to the mayor and city council summarize the board's work for each year, often giving detailed statistical data. Included are annual reports for the years 1846, 1849-1946, 1948, 1950, 1952, 1954, 1956, 1958, 1962-68. Also included are reports of the superintendents and some school principals.

C. Committee Records

1895-96, 1914-18, 1940-46

.50 lin. ft. (5 vols.)

Arranged by record type

Few of the board's committee records survived except their reports and findings which were read into the board's minutes (see Series 1A). An exception is one volume of

reports (1895-96) made to the board by committees of accounts, night schools, health, textbooks, discipline, examinations, grammar schools, and special committees on colored high schools and adoption of physical culture. There are also the committee on accounts daybook (1914-18), the minutes (1940-46) of the committee on health and physical education, and the minutes (1940-46) of the committee on rules.

D. Circulars 1897-1900

1.50 lin. in. (1 vol.)
Arranged chronologically

Circulars sent to school principals directing them in carrying out the board's policy. This scrapbook contains copies of the circulars with instructions for payroll and pupil promotion as well as forms for statistics such as inventories of textbooks or the names of non-resident students.

E. Rules of Order 1872-1963

.50 lin. ft. (18 vols.)
Arranged chronologically

The complete title of this series is Rules of Order of the Commissions of Public Schools of Baltimore and Regulations for the Government of the Schools. The Rules were revised irregularly in the 19th century and bi-annually in 1929-61 with a supplement published every other year. The years included are 1872, 1881, 1887, 1891, 1929-39, 1942, 1944, and 1963.

F. Public School Directory 1871-1967

.50 cu. ft. (99 vols.)
Arranged chronologically

The Public School Directory, published annually, contained information about the board, excerpts about school management from its Rules, locations of school properties, and names and salaries (until 1907) of teachers. The excerpts from the Rules were discontinued in 1924 and the names of the teachers in 1956 when the directory became a telephone directory for school buildings and offices. The years included are 1871, 1877-99, 1901, 1903-11, 1914-18, and 1920-67.

G. Song Book ca. 1830's
.50 lin. in. (1 vol.)

This is a book of songs apparently used in the public schools compiled "By order of the Commissioners."

H. Petitions 1928
1 item

In June 1928 the residents of Hamilton petitioned the board for a new Garrett Heights school. Their complaints are attached to the list of signatures.

J. President's Papers 1947-53
.45 cu. ft. (20 folders)
Arranged by subject

The board members seemed to have kept their papers when leaving office with the exception of Rozel O. Thomsen, Board President, 1944-54. Mr. Thomsen returned to the department two of his files, one labeled "Correspondence on Communism" (15 folders) and one labeled "Junior College Committee" (5 folders). The communism file concerns the dismissal of two teachers for alleged communist sympathies in 1948; the teachers were Mrs. Regina Frankfeld (Folders 3, 5-8) and Mr.

Harry Spector (folders 3 and 4). There is also material on the loyalty of teachers in 1952 and 1953 (folders 13-15). The board endorsed and lobbied for the Ober Bill on subversive activities which was passed by the Maryland General Assembly in 1949 (folders 2, 3, 9, and 11). In 1947 upon the recommendation of the Maryland Commission on Higher Education, the Department of Education opened the Baltimore Junior College at the Baltimore City College. A copy of the commission's report is available (folder 16). By 1951 the Baltimore Junior College was being criticized and the University of Maryland was considering opening a facility in Baltimore (folders 17-20).

K. Film ca. 1950's
2 reels

A film entitled "Free Schools: The Hope of Democracy." It is not known whether or not this was shown in the schools.

L. New Dimensions in School Leadership 1969
1 volume

One copy of the National School Boards Association seminar reports and workbook entitled New Dimensions in School Board Leadership published in 1969.

M. History (1 item)

An outline entitled "The History of Public Education in the City of Baltimore, 1829-1959."

N. City College Commission Minutes 1896-99
.50 lin. in. (1 vol.)

This commission consisted of the Mayor, the Comptroller and the President of the Board of School Commissioners and was convened to oversee expenditures for the new City College building on Howard street. The minutes were taken by the comptroller acting as secretary, and the records of similar commissions convened to oversee other school buildings might be found with the comptroller's records.

Series 2. Superintendent of Public Instruction

**A. Superintendent Charles J. Koch Papers
1916-20
2 folders
Arranged chronologically**

Koch was superintendent from 1915 to 1920, but few of his papers are in the Baltimore City Archives. There is a letter recommending a teacher (1916), a letter asking for Koch's definition of professional ethics (1919), and material on teacher salary increases to be based on post-graduate study. Two other items pertaining to Koch's tenure are in the personnel series and relate to teacher disciplinary hearings.

**B. Superintendent Henry S. West Papers
1919-25
15 folders
Arranged chronologically**

West was superintendent from 1920 until 1925. A major accomplishment of his administration was a survey of the Baltimore City schools by Columbia University's George D. Strayer. Most of West's records concern the Strayer survey (folders 3, 6-7). There are clippings, abstracts of the

survey, a letter from Marie O. V. H. Bauernschmidt of the Public School Association criticizing West's implementation of Strayer's recommendations, and material West compiled to defend his actions. More material on implementing Strayer's recommendations is in Superintendent Weglein's papers, (series 2C). Also included is another list of Public School Association complaints against the schools, 1924.

**C. Superintendent David E. Weglein's Papers
1929-44
8 folders
Arranged chronologically**

Weglein was superintendent from 1925 through 1946. His papers concern the implementation of George D. Strayer's recommendations for school buildings (folder 1) and improving the school's management (folders 2-7). The following publications were produced under Weglein's tenure: Supplement to the Arithmetic Course of Study for Grades Four, Five and Six (1931), folder 2; The Cost of the Public Schools (1931), folder 2; Curricula of Secondary Schools (1932), folder 2; Some Basic Facts Concerning the Public Schools (1933), folder 3; A survey of the Colored Division (1933), folder 3; The work of the Business Division (1933), folder 4; The Work of the Bureau of Measurements, Statistics, and Research (1933), folder 5; Statement in Brief Covering the Functions and Cost of the Division of Art Education, 1929-1933 (1933), folder 5; The Work of the Division of Music Education (1933), folder 6; The Work of the Division of Health and Physical Fitness (1933), folder 6; The Work of the Division of Special Education (1933),

folder 7; and The Work of the Division of Vocational Education (1933), folder 7.

D. Auditorium Seating Charts 1933-50's
1 folder

Seating charts and lists of dignitaries to receive complimentary tickets to various school graduations.

E. Superintendent Roland N. Patterson Tapes
2-18 July 1975
1 oversize box
Arranged chronologically

The reel to reel tape recordings of the public hearings held from July 2 to 18, 1975 on the Board of School Commissioners recommendation to terminate the employment of Dr. Roland N. Patterson as Superintendent. The series contains both the original masters and an incomplete duplicate set of tapes.

Series 3. Personnel Records

A. Eligibility Lists 1883-98, 1904-08
7.0 lin. in. (5 vols.)
Arranged by record type

The names of persons eligible to be elected to a teaching position (1883-98) and one volume of certificates awarded to graduates of the Teachers' Training School (1904-08).

B. Election/Promotion Records 1875-1923
4.50 Lin. in. (2 vols.)
Arranged by record type

One volume of examination questions used for teacher promotions (1875-99) and one volume of examination results

(1900-23). The second volume also gives date elected and starting salary. Earlier election/promotion records are in the board's minutes, series 1A.

C. Employee Lists 1890-1915
4.50 lin. in. (4 vols.)
Arranged by record type

Three volumes (1890-1915) listing the teachers elected, the position elected to, and the year they were elected and resigned. The fourth volume lists the school visitors, 1900-07.

D. Disciplinary Records
9.50 lin. in. (14 vols., 2 folders)
Arranged by record type

Transcripts of disciplinary hearings against the following teachers held before the school board: Lester W. Boardman, 1912, 1 folder; Belle Needham, 1913, 1 folder; Estelle L. Brown, 1934, 2 vols., John F. Thomas, 1934, 1 vol.; Bessie L. Branch, 1934, 1 vol.; Louis S. Forney, 1936, 1 vol.; Frank W. Dawson, 1937, 2 vols.; Carroll Philips, Jr. 1939, 1 vol.; Mabelle A. Chew, 1941, 1 vol.; Lemuel A. Thomas, 1949, 1 vol.; and Henry Goddard, 1942, 3 vols.

Use of these transcripts is restricted to seventy-five years after the hearing or death of the individual.

E. Teacher Mutual Benefit Association
1896-1936
.50 lin. (1 vol.)

The complete minutes of this group organized to provide retired teachers an annuity based on the amount contributed.

F. Payroll Records 1869-71
1.30 cu. ft. (3 boxes)
Arranged chronologically

Each month the teachers of each school signed a roster authorizing one of them, usually the principal, to pick up the pay for the whole faculty. The records for 1869 and 1870 are these rosters which include the name of the school, list of teachers and janitor, and the amount each was to receive. The 1869 rosters cover February - November, and the 1870 rosters cover May. The records for 1871 are vouchers for each teacher to be presented to the city register for his or her monthly pay. These also include the school name, the teacher, and the amount of pay. They cover March, July, and September.

Series 4. Individual School Records

- A. Woodberry School 1899-1906**
 - 2.0 lin. in. (5 vols.)
 - Arranged by record type

Classroom roll books.

- B. English-German School #6 1888-98**
 - 1.0 lin. in. (1 vol.)
 - Arranged by record type

Record of pupils enrolled in the school including the student's name, address, name of parent or guardian, and dates entered and withdrawn. Filed in the volume are the principal's notes for his annual report, copies of the board's circulars to him, and class schedules. The school was located at Pulaski and Smallwood streets.

- C. Western High School 1944**
 - 1.0. lin. in. (1 vol., 1 folder)
 - Arranged by record type

A draft of the school's centennial report and a copy of its history, Western High School: Past and Present (1944).

D. Unidentified School 1846-73
1.50 lin. in. (1 vol.)
Arranged by record type

List of students enrolled with the student's name, address, name of parent or guardian, and payment of tuition.

E. Male High School 1845-50
.50 lin. in. (1 vol.)

Roll book for drawing classes taught by William Minifie.

F. Baltimore City College 1853-1931
10.50 lin. in. (7 volumes)
Arranged by record type

Record of pupils enrolled in the school including the student's name, parent's name and occupation, address, personal notes about the student, date of leaving, and amount of time in school. Also included is a volume for the period 1890-1893 recording student's scores on various examinations. These records were probably maintained to assist in the creation of periodic school reports.

Series 5. Division of Physical Plant

A. Deeded Lots 1830-76
2.0 lin. in. (1 vol.)

Copies of records to acquire land for school use.

B. Building Specifications
1929-36, 1942, 1966
4.0 cu. ft. (47 vols.)
Arranged chronologically

Copies of specifications for erection of or additions to school buildings. These are the specifications referred to in Superintendent Weglein's correspondence, 1929-32.

C. Photographs 1936, 1956, n.d.
1.0 lin. in. (1 vol.)

Photographs of dignitaries at several school groundbreaking ceremonies.

D. Plats and Drawings of School Buildings pre-1946

26 reels of microfilm (BCA 1348-1373)
Arranged roughly by school number

This series consists of architectural and utility drawings, plats, and cross sections of buildings constructed for or utilized by the Department of Education. The drawings for each building are preceded by a plat and a general information sheet which contains photographs of the structure and lists such data as the date(s) of construction, material, condition rating (as determined in the 1951 school utilities survey), number of facilities such as classrooms, auditoriums, libraries, laboratories, and cafeterias within the building, and the square footage of the total site, the building, the play space, and ornamental and service space.

All of the buildings included were constructed prior to 1946. And the school numbers used to identify them are those listed in the 1952 School Plant Directory (see series 1F). The final reel also includes drawings for the Administration Building on 25th Street.

Researchers should be cautioned when using the microfilm that the buildings do not appear in strict numerical order. Listings for all reels should be examined to be certain that all pertinent materials are viewed.

Series 6. Maps

A. Map of School System 1932 (rev. 1944)
1 item

B. Geographic Distribution of Enrollment of the Boy's Vocational School - March 1934
1 item

Series 7. Instructional Division Records

A. Radio and Television 1940's-73

Histories, annual reports, and outlines of this department's work.

Series 8. Office of Science

A. Elra M. Palmer Memorial Scholarship Fund Agreement 1981
1 item

Series 9. Published Materials 1925-82

3.25 cu. ft.

Arranged topically

(most items date 1950-1980;
only 1 item from 1925)

Reports, brochures, rules and regulations, policy and procedural guidelines, directories, newsletters, curriculum outlines, and examples of other miscellaneous printed materials generated for or by the Department of Education.

Additional printed materials may be found in other series in this record group (e.g. 1B, 1E, 1F, and 1L).

These items have been arranged into subject groupings and listed individually thereunder.

A file folder listing is available at the Baltimore
• City Archives.

Series 10. Arithmetic Book October 20, 1810-?
 1.0 lin. in. (1 vol.)
 Arranged by subject

A question and answer arithmetic book authored and presumed handwritten by Maria Prescott beginning on October 20, 1810. This book contains enumeration, multiplication tables and questions and answer sections on the subjects of addition, subtraction, multiplication, and division. The pattern set in each section first includes questions and answers about the subject, followed by examples and applications through word problems.

This educational tool predates the establishment of the city school system and the Board of School Commissioners. There is no indication as to which school Maria Prescott attended nor is there any additional information available about Maria Prescott herself.

Series 11. Eastern High School

 A. Newspapers 1946-75, 1984
 2.0 cu. ft. (2 boxes)
 Arranged chronologically

This series contains several newspapers produced by the students of Eastern High School, including Eastern's Kickoff, the Banner Bulletin, the Eastern Banshee, and the

Eastern Banner. They describe the activities and concerns of the students and teachers of Eastern High School.

B. Graduation Files 1852-1988
3.0 cu. ft. (2 boxes)
Arranged chronologically

This series contains commencement programs (missing 1902, 1987), alumni lists (1921, 1923-86), and lists of the graduates' grade averages (1924-65). The alumni lists include the student's names, addresses, and notes about their continuing education or work after their high school graduation.

The school's centennial history, Through the Years at the Eastern High School (Baltimore: H. G. Roebuck & Son, 1944) contains information on the graduation exercises (dates, places, number of graduates) as well as complete lists of the school's graduates. The latter are in two lists; the first (1852 to 1890) is arranged by year of graduation, then alphabetically by surname. The second (1891 to 1943), is arranged alphabetically by surname.

Series 12. Baltimore Bulletin of Education 1928-71
.90 cu. in. (2 boxes)
Arranged chronologically

A journal of the public schools of Baltimore City, published monthly under authority of the Board of School Commissioners by the Bureau of Research.

RG.32 CITY REGISTER
1797-1985

The register's office, among the first created by the municipal government after incorporation in 1796, had the responsibilities to maintain records and manage all funds. This office's authority was extended to account audits and settlement and the register in 1818 began to be annually elected by the two branches of the city council instead of joint mayoral and city council appointment.

By the 1820's the establishment of a funded debt through loans and stock emissions made the register's duties more complex. Negotiation and authorization for the expanding funded debt lay with the Commissioners of Finance, but the register was charged with its functional management including record keeping and account audits, collections, and payments.

As the size and intricacy of Baltimore's financial affairs grew, it became necessary to develop additional means of administration. In 1857 the comptroller was established to audit and settle all municipal accounts. The register continued to maintain the city's records and to serve as custodian of city funds although now only on instructions from the comptroller. A further attempt to lighten the load of Baltimore's financial machinery came in 1874. During this year a city librarian's office was created to relieve the register of keeping all municipal records except for those pertaining to the public debt and property titles.

The duties of the register remained stable up to 1946 when the office was abolished by a revised charter. Responsibility for keeping the records of the public debt and for custody of municipal monies and securities was vested in the department of the treasurer, an office merged into the Department of Finance in 1980.

For additional information see Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins University Press, 1899); Frederick P. Stieff, The Government of a Great American City (Baltimore: H. G. Roebuck & Son, 1935); ords. 5 and 8 (1797); ord. 8 (1857); ord. 129 (1874); and the Baltimore City Charter of 1946, sect. 62.

Series 1. HRS Indexed Records 1800-1924
47.0 cu. ft. (104 boxes)
Arranged sequentially by
HRS assigned numbers

Assorted items including correspondence, financial accounts, contracts and bonds, legal documents, contracts for municipal work, bills and receipts, insurance policies, and city stock certificates. Subjects cover numerous aspects of Baltimore financial management. Majority of contracts date from the 1880's to 1907, probably the likely predecessor of that found in RG.35, series 1, Contracts and Bonds, 1907-present.

A separate item index is available for all HRS indexed records at the Baltimore City Archives.

Series 2. Stock and Loan Records 1817-1980
40.0 lin. ft. (244 vols. and 12 reels of
microfilm, BCA 1405-16)
Arranged by subject

Financial records relating to municipal revenue raised for a variety of enterprises. Some of the records are incomplete.

A listing of the types of stock and loans represented is available at the Baltimore City Archives.

Series 3. Ledgers 1797-1914
13.50 lin. ft. (58 vols.)
Arranged chronologically

General financial accounts with transactions listed as debits and credits within account categories such as street repairs, stock redemption, licenses, and taxes. Each volume

represents a record of all transactions made during a specified period of time, usually one year. Cross references for each posting are provided to corresponding entries in the cash books (series 4) and the journals (series 5).

Series 4. Cash Books 1799-1914
 16.0 lin. ft. (65 vols.)
 Arranged chronologically

General financial accounts with transactions listed as debits and credits according to date of receipt or expenditure. Each volume represents a record of all transactions made during a specified period of time, usually one year. Cross references for each posting are provided to corresponding entries in the ledgers (series 3) and the journals (series 5).

Series 5. Journals 1856-76
 2.0 lin. ft. (11 vols.)
 Arranged chronologically

General financial accounts with transactions listed as debits and credits within monthly account categories such as taxes collected in March and police expenses for August. Each volume represents a record of all transactions made during a specified period of time, usually one year. Cross references for each posting are provided to corresponding entries in the ledgers (series 3) and the cash books (series 4).

Series 6. Index to the City Debt 1884-1910
2.50 lin. ft. (8 vols.)
Arranged chronologically and
thereunder alphabetically

Personal name indexes to owners of municipal stocks and
bonds for 1884, 1890, 1904, and 1910. Values and
transactions are indicated.

Series 7. License, Fine, and Fee Accounts
1837-48; 1853-56
6.50 lin. ft. (4 vols.)
Arranged chronologically

Daily listings for monies received from general
licenses, tonnage, market rents, sale of manure, foreign
passengers, municipal seals, fines, storage of gunpowder,
and theatrical performances.

Series 8. Annual Summaries of Municipal Revenue and
Expenditures 1797-1839
2.50 lin. (3 vols.)
Arranged chronologically

Annual statements of city's financial accounts by
category such as taxes and street repairs. Debits and
credits are displayed separately.

Also available on microfilm (BCA 1190).

Series 9. Daily Cash Record Sheets 1926-51
2.50 lin. ft. (15 vols.)
Arranged chronologically

Listings of daily balances of municipal accounts in
local banks. Deposits and withdrawals are also indicated.

Series 10. Petty Cash Books 1918-22; 1946-55
 3.0 lin. in. (2 vols.)
 Arranged chronologically

Monthly record of city receipt of tax returns and deposits in local banks. Transactions are listed as debits and credits according to date of receipt or deposit.

Series 11. Civil War Bounty and Relief Records 1862-67
 6.20 lin. ft. (57 vols.)
 Arranged by record type

Assortment of records relating to city and state efforts to acquire military recruits and provide relief for soldier's families. Enlistment bounty applications and receipts indicate soldier's name, company, and the sum entitled. Relief returns provide information regarding military dependents, primarily cash received. There is no orderly internal arrangement or index for this material. Several undated alphabetical lists of draftees and substitutes along with minutes of the bounty board (August 1864 - January 1865) are also available.

Series 12. Newspaper Clippings 1824-45
 1.0 lin. in. (1 vol.)
 Arranged chronologically

Clippings from local papers concerning city elections, appointments, ordinances and resolutions, financial announcements, and advertisements for contract bids. Material probably was collected by the register in his capacity as custodian of municipal records.

Series 13. Register Correspondence with City Solicitor
1877-1904
17 items

Letters concerning legal questions such as transfer of city stock ownership, redemption of stock, and methods of bond deposit.

Located in Box 106 of series 1.

Series 14. Assorted Financial Records 1837-1909
10.0 lin. in. (12 vols.)
Arranged by record type

Included are renewals of lost city stock certificates, 1837-82 (2 vols.); street paving and opening ledgers, 1905-14 (2 vols.); city debt interest accounts, 1869-80 (1 vol.); attorney judgement collections, 1852-58 (1 vol.); city rents ledger, 1897-1907 (1 vol.); short term bank notes ledger, 1861 (1 vol.); interest collected on the city debt ledger, 1877-84 (1 vol.); interest paid on the funded debt journal, 1927-39 (1 vol.); and plats of public parks and squares - property book no. 3, 1879-1909 (1 vol.); unidentified ledger, ca. 1850 - ca. 1880; accounts of deposits and withdrawals of city bank funds, 1934-38.

Series 15. Commissioners of Finance Records 1828-1985
9.30 lin. ft. (48 vols.)
Arranged by record type

Variety of material relating to financial transactions associated with the city debt including cash books, 1905-63 (8 vols.); ledgers, 1828, 1909-23 (3 vols.); sinking fund accounts, 1835-61 (19 vols.); defense loans 1 and 2, (1863-

73) (1 vol.); financial reports, 1874, 1880-81 (6 vols.); and minutes, 1839-71 (1 vol.). The minutes for 1972-1985 are on microfilm. (BCA 5550 - 52)

RG 33

BALTIMORE REDEVELOPMENT
COMMISSION
(1945-56)

The Baltimore Redevelopment Commission was authorized by the Maryland legislature in 1945 and established by the municipality the same year. Its functions were to assist private builders in acquiring sites at low cost, identifying slum areas, negotiating with the federal government for matching funds, selecting private builders, relocating of displaced tenants, demolition of existing structures, and restructuring of streets and utilities. As originally constituted, the commission consisted of five members appointed by the mayor and confirmed by the city council; this was increased to seven members in 1955. The following year the commission was abolished and its duties assumed by the Baltimore Urban Renewal and Housing Agency.

See: Laws of Maryland, 1945, ch. 1012; res. 10 (1945); res. 14 (1946); ord. 718 (1949); ord. 2 (1955).

Series 1. Administrative Files 1945-56
 1.45 cu. ft. (2 boxes)
 Arranged chronologically

Administrative records relating to the work of the commission: complete set of minutes (1945-56); notes; published and unpublished reports; correspondence; agreements for various projects; financial reports; and monthly work progress reports.

There are additional records concerning the commission in the papers of Mayor Thomas J. D'Alesandro, Jr., RG.9, series 23, covering 1947-57, and in the records of the Baltimore City Department of Housing and Community Development, RG.48, series 2.

RG 34

PUBLIC BATH COMMISSION
(1949-59)

Baltimore was one of the first American cities to provide public baths. In 1893 Reverend J. M. Beadenhopf, concerned with the welfare of his congregation, established a temporary bathing shore. The following year a bath commission was created by the municipal government with the Reverend Beadenhopf as secretary and given a five hundred dollar appropriation to maintain three bathing shores. The commission was able to enlist the support of Henry Walters who, in 1899, donated fifty thousand dollars for the building of two permanent bathing houses. The first of these opened in 1900. Walters continued to support the public bathers by building three more houses, the last in 1922.

In 1900 the mayor appointed a seven member commission to oversee the operation of the bath houses and the city's public comfort stations. In 1916 the commission built the first school bath at Public School No. 6, leading to the inclusion of bathing facilities in all new schools after 1924.

By 1939 the commission maintained free bathing in six houses and twenty-seven public schools. They also operated fourteen portable showers during the summer months. For a nominal fee of five cents, a bather was entitled to a bar of soap, a towel, and a hot bath or shower. Laundry rooms outfitted with tubs and drying racks were located at several bathhouses allowing the patrons the convenience of being able to wash their clothes as well as themselves. By 1953 the commission also supervised several outdoor swimming pools.

Attendance at the baths began to decline in the early 1950's. The need for public baths was diminished by slum removal projects and new housing regulations of the health department which required a bathtub or shower in every dwelling unit by January 1, 1956. The commission was attacked by the Commission on Government Efficiency and Economy, headed by Councilman Richard D. Byrd in 1957. Councilman Byrd maintained that the public bath system was wasteful. Two years later it was abolished and the school bath program continued under the Department of Education.

For background information see: Anne Beadenkopf, "The Baltimore Public Baths and Their Founder, Th Reverend Thomas M. Beadenkopf," Maryland Historical Magazine 45 (September 1950): 201-14.

Series 1. Attendance Records 1949-59
 3.0 lin. in. (3 vols.)
 Arranged chronologically

General statistics information showing usage of baths including attendance totals for days, months, and years and notes on holidays, closures, and repairs.

Series 2. Cash Book January 1956 - December 1959
 2.0 lin. in. (1 vol.)
 Arranged chronologically

General statistical information and revenue distribution noting bank deposit receipts, expenditures, and thefts.

RG 35

CONTRACTS AND BONDS
(1907-PRESENT.)

Since its inception the municipal government has contracted out various types of work. In the early years the major contract work was for street paving and cleaning, and the erection of city buildings. Up until 1858 contracts were awarded by the city officer in charge of the work, usually specially-appointed commissioners. In 1858 a more formal process was instituted whereby city officers advertised for sealed proposals for public work; these proposals were opened at a public meeting and the contracts awarded to the lowest, responsible bidder. This system has remained essentially the same. From 1900 until 1947 proposals were opened and contracts awarded by a Board of Awards (RG.37) and since its abolition by the Board of Estimates (RG.36).

Records relating to contracts prior to 1907 are scattered. They will be found in the extant records of the officer requiring the work, especially the various commissioners and the City Register (RG.32) who after 1858 was involved in awarding all contracts. For information on buildings erected or repaired by the city after 1871 see the records of the Inspector of Buildings who was empowered to make all contracts for the construction and repair of all city buildings except those which pertained to the water and harbor boards.

Records for contracts awarded from 1907 to the present are more complete and are contained in this record group. In this series is one of three copies of successful contracts, and the contractors bond, for work performed or materials acquired by the city. The other copies went to the agency requiring the work and the successful bidder.

The contracts have been maintained in two forms of arrangement. Contracts and Bonds, 1907-24, were arranged by the Historical Records Survey in the 1930s. The archivists re-arranged the contracts by the agency for which the work was performed, and the index reflects this arrangement. The material was also divided into two groups by date, 1907-17 and 1917-24. The majority of these contracts concern street paving and sewer construction although there are also materials relating to the building and maintenance of city structures such as public schools, markets, parks, baths, bridges, City Hall, the jail, and the courthouse. There are also contracts for expenditures by the fire department, the street lighting superintendent, the harbor board, and the water board. The largest group of records from this period is plumbers' bonds, forms filled out by individuals doing street paving work for the city. One type of contract that does not appear after 1924 is that between the municipal government and charitable institutions.

The contracts and bonds from 1925 to the present are arranged by contract number which was assigned the year the contract was completed rather than by the agency requiring the work as with the earlier contracts. The index is by contract number. The material has been screened to retain contracts and bonds mainly for the construction or alteration of structures such as buildings and bridges. Materials discarded includes street paving contracts and, after 1959, sewer, electrical conduit, and manhole contracts; contracts for the maintenance of school buildings such as paving, landscaping, converting electrical or heating systems, and the installation of new windows or flooring; and elevator maintenance contracts and architects agreements. Samples of discarded material have been retained.

Between 1960 and 1966 contracts for some supplies and equipment were retained, especially contracts for school instructional and athletic equipment and magazine subscriptions. Before 1960 and after 1966 supply contracts did not list individual items and were not retained. Another type of contract was that for razing or rehabilitating buildings in urban renewal areas in the 1960s and 1970s. Areas in which there was large scale razing or rehabilitation include Shot Tower and Camden Industrial Parks, the University of Maryland, Harlem Park, Madison-Park South, the Upton Area, the Washington Hill-Chapel Area, and the Inner Harbor.

Series 1. Contracts and Bonds 1907-Present
 191.0 cu. ft. (191 boxes)
 Arranged chronologically

A numerical listing of individual contracts is available at the Baltimore City Archives, containing only those contracts which will be retained permanently, although all contracts must be held for fifteen years.

For material prior to 1907, see RG.32, series 1.

Series 2. Contract Ledger Cards 1922-75
 14 reels of microfilm
 (BCA 233-41, 1054-56)
 Arranged alphabetically

One card for each contractor who did work for the municipal government between 1922 and 1975 with the amount paid for each contract. The cards are filed alphabetically for 1922-24 (BCA 233), 1925-45 (BCA 233-37), 1945-55 (BCA 237-40), 1956-65 (BCA 1054-55), and 1965-75 (BCA 1055-56).

There is also a supplement for 1925-55 (BCA 241).

RG 36

BOARD OF ESTIMATES
(1900-PRESENT)

The Board of Estimates was created by the new 1898 municipal charter, and its first meeting was held on March 20, 1900. The composition of the board and its duties have changed over the years, but its three main functions - to prepare the annual budget, oversee the city's income and expenditures, and regulate the use of city property - have remained the same.

The major function of the Board of Estimates each year is to prepare the city's budget, known as the ordinance of estimates. To do this the board receives information on each department's anticipated expenses (these official records of appropriations are in series 5). The board also estimates the amounts needed for capital improvements and previously committed by law or by contract and also gathers information on the city's anticipated income from licenses, fees, rents, and taxes.

Once the budget is prepared the board's main activity is to oversee spending; the record of this activity is its minutes (series 1) and administrative files (series 3). Large expenditures must be bid and currently the Board of Estimates awards bids, although until 1946 expenditures over \$500 were bid and contracts awarded by the Board of Awards (see RG 37). Then workcosting over \$2000 (after 1964 over \$5000) was formally bid and awarded by the Board of Estimates. Copies of these formal bids are retained five years and then discarded with copies of the contracts awarded in RG 35. Work costing under \$2000 is usually bid informally through the Department of Finance; these bids are microfilmed and retained for five years.

Other controls on spending by the board include the power to increase and decrease salaries and to control the contingent fund, a fund used to cover unexpected expenses. Requests for use of this fund are passed on by the board. Information on these requests is in the minutes (series 1) and the administrative files (series 3).

The last major responsibility of the Board of Estimates is control over the use of city-owned property. The board grants franchises or the right to use streets, highways, sidewalks, wharves, or any city property. "Minor privileges" to use city property are recorded in the minutes (series 1).

For more information see the city charters for 1898, 1918, 1946, and 1964. See also Frederick P. Stieff's, The Government of a Great American City (Baltimore: H. G. Roebuck and Son, 1935), pp. 84-90 and Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins University Press, 1899), pp. 360-61, 363-64.

Series 1. Minutes 20 March 1900 - 29 December 1989
92 reels of microfilm
(BCA 247-326; 1825-31; 4630-31; 4547;
4958; 5233-34; 5415-16)
Arranged chronologically

1991 BCA 5462
5463

A complete microfilm set of the minutes from the first meeting of March 20, 1900. There is an index to the minutes filmed at the beginning of each year starting with 1911. However, there is an exception for years 1978-1986 which appear on a separate reel of microfilm (BCA 5175). Information in the minutes is amplified in the attachments, the Board of Estimates files (series 3), and the cassette tapes of meetings (series 2). For some years the attachments have been filmed with the minutes; when they are not included with the film the attachments can be seen with the manuscript minutes in the comptroller's office. Agendas summarizing the items to be covered are in series 4.

Series 2. Meetings, tapes May 1970 - December 1989
Arranged chronologically

Beginning in 1970 the Board of Estimates recorded its meetings.

Series 3. Administrative Files 1940-73
46.60 cu. ft. (108 boxes)
Arranged alphabetically within each year

Files relating to requests made to the Board of Estimates, arranged alphabetically by the agency making the request. Before 1966, except for scattered items, the files were all discarded after twelve years (see also series 6).

Beginning with 1966 the files are screened, retaining only historically significant items. In the majority of the files the request was read verbatim into the board's minutes and is therefore discarded after the twelve year retention period. The files retained are those requests which were accompanied by supporting documents such as reports or contracts that were not included in the minutes or the amendments to the minutes. Also included in these files are the requests which were deferred (and presumably not acted on) and general reports to the board. These are filed at the end of each year.

A complete listing of original file folder headings is available at the Baltimore City Archives.

Series 4. Agendas 1971-current
 4.0 cu. ft. (4 boxes)
 Arranged chronologically

The agendas summarize the requests placed before the Board of Estimates at each meeting. In most cases the requests are approved as they appear on the agenda.

Series 5. Official Record of Appropriations 1915-17,
 1922-23, 1928-29, 1933, 1944-57, 1961
 6.75 lin. ft. (25 vols.)
 Arranged chronologically

Each year city agencies submit to the Board of Estimates a budget for the next fiscal year listing the amount requested and the actual amounts requested and appropriated the previous year. The amount of information

in the budgets varies from year to year, but there is always a break-down between salaries and expenses.

See also series 6. The only extant copy of the 1913 estimates is in RG 9, series 35, box 60.

Series 6. HRS Indexed Records 1900-23
1.40 cu. ft. (3 boxes)
Arranged sequentially by HRS
assigned numbers

This series contains the type of material found in series 3, administrative files, and series 5, record of appropriations, but because the material was separately indexed by the HRS project, it has been maintained as a series. The bulk of the material is departmental estimates of expenses and the same as those found in series 5. The remaining material is requests made to the board such as those found in series 3. These requests concern leasing space on the rebuilt harbor piers (1904-08) and street openings (1922-23).

RG 37

BOARD OF AWARDS
(1900-46)

This board was established by the 1898 charter in order to bring uniformity to awarding of contracts. It met for the first time on March 29, 1900 and existed until May 19, 1947 when its duties were taken over by the Board of Estimates.

The Board of Awards consisted of the mayor, the comptroller, city register, city solicitor, and the president of the city council's second branch. All city work or the purchase of supplies and materials that exceeded \$500 had to be bid. After the work was advertised for ten to twenty days the bids were opened by the Board of Estimates and awarded to the lowest responsible bidder.

For more information about the Board of Awards see the city charters for 1898, 1918, and 1946.

Series 1. Minutes 1900-46
 18 reels of microfilm (BCA 327-344)
 Arranged chronologically

The minutes are complete beginning with March 29, 1900 and continuing through May 19, 1947. The minutes are brief, listing the department, the item bid for, the bids, and the successful bidder. Occasionally there are letters from the department concerning the bids or bonds and letters of support for the bidders.

Series 2. Minutes 1869-70
 1 volume
 Arranged chronologically

The predecessor to the Board of Awards was a three man panel of the mayor, comptroller, and city register. This board awarded contracts after reviewing the submitted bids. These minutes are only part of the volume for 1869-70.

RG 38

CIVIL DEFENSE
(1941-78)

Organized Civil Defense activities began in Baltimore during December 1941 with the creation of the Baltimore Committee on Civilian Defense. The purpose of the committee was to plan for the safety of Baltimore residents in case of enemy attack. To carry out this plan the committee had four divisions: planning, public relations, enrollment, and training. Its projects included running test blackouts and enrolling and training air wardens, auxiliary police and firemen, fire watchers, medical corps, messengers, and decontamination squads. The committee also maintained a warning center to receive from the U.S. Army filter centers information about possible enemy attacks. Surviving records relate only to the public relations functions of the committee.

Four years later, the state government enacted the Maryland Civil Defense Act, which called for the establishment of state and local civil defense agencies. The prime responsibility of these agencies was to prepare continuing plans to cope with emergency situations resulting from man-made or natural disasters. Maryland state and local governments originally coordinated their renewed civil defense activities with comparable functions of the federal government and private organizations.

The municipality created the Baltimore Civil Defense Organization in 1951 under the provisions of the state civil defense act. Initial activities of the organization centered around preparations for atomic attack. Planning areas included fire control, rescue and medical services, transportation, communication, shelters, and the provision of emergency food and water supplies. The organization also devised an elaborate system to train volunteers for use in the event of an emergency. To educate the public about civil defense concepts, the organization conducted an extensive public campaign.

In 1963 the municipal government sharply reduced the budget and operational scope of civil defense organizations in Baltimore. The Civil Defense Organization was abolished and its functions transferred to the fire department.

Municipal authorities relieved the fire department of this responsibility in 1968 by establishing the Office of Disaster Control and Civil Defense. The primary responsibility of the new agency was to develop an operational survival plan to provide for a continuation of municipal services in the event of a nuclear attack or natural disaster.

For additional information, see ords. 658 (1941), 42 (1963), and 128 (1968).

Series 1. **Baltimore Committee on Civilian Defense,
Public Relations Division Files 1941-45**
 4.50 cu. ft. (10 boxes)
 Arranged by subject

The files of Raymond S. Tompkins, Director of Public Relations. They include correspondence, press releases, official publications, publication requests, lectures, monthly reports, and subject files on all aspects of the division's and committee's work.

A file folder listing is available at the Baltimore City Archives.

Series 2. **Office of Disaster Control and Civil Defense,
Administrative Files 1950-78**
 3.65 cu. ft. (9 boxes)
 Arranged by subject

Correspondence, reports, minutes, press releases, and printed material relating to all areas of civil defense activities in Baltimore. Included are records produced by the Baltimore Civil Defense Organization (1951-63); Civil Defense Division of the Baltimore City Fire Department (1964-68); and the Office of Disaster Control and Civil Defense (1968-78).

A file folder listing is available at the Baltimore City Archives.

Series 3. **Civil Defense Inventory Records 1951-61**
 1 reel of microfilm (BCA 1417)
 Arranged under functional categories,
 then roughly alphabetical by type
 of equipment

This listing outlines the supplies and equipment maintained by Civil Defense personnel during the period January 1, 1951 to June 30, 1961. The card for each type of material provides the requisition number and date, its cost, a brief description of the item, and an indication of its storage location. Examples of the fire hose, chlorinators, sirens, horns, clocks, radios, receivers, transmitters, crystals, and mobile communication centers. The inventory also lists supplies maintained in the various shelters located throughout the city.

Available on microfilm only.

**Series 4. Civil Defense, Basic Course
 Instructor's Guide 1955
 .50 lin. in. (1 vol.)**

This guide was published by the Federal Civil Defense Administration to assist instructors teaching the basic civil defense course. Information includes the function, organization, and operations of the civil defense system; defense and protection against atomic attack; firefighting and rescue work; defense against biological and chemical attack; and selection and placement in a civil defense job.

**Series 5. Civil Defense Plan for Baltimore City
 Natural Disaster Annex 1956
 .25 lin. in. (1 vol.)**

This plan served as the general over-all plan for organizing the resources of the City of Baltimore for relief in any emergency resulting from natural causes. Topics

include mobilization procedure; detailed plan of operations; communications and control centers; the call-up system; personnel staff rosters; storage of equipment; and maps.

Series 6. Urban Area Civil Defense Analysis
Project Baluran 1956
2.0 lin. in. (2 vols.)

This was a study done to measure the vulnerability of the Baltimore target complex in case of nuclear attack. Topics include population, land use, building density, railroad facilities, utilities, communications, industry, schools, fire stations, water supply, government administration, civil defense installations, topography, weather conditions, military responsibilities, and manpower. Various charts and maps are also included.

Series 7. Officer Service Manual 1956
.50 lin. in. (1 vol.)

This manual was produced to aid the civil defense officer in carrying out his or her duties. Topics included are the organization of a district headquarters; command; staff and personnel; layout and information flow; the duties and functions of command personnel; district, area, and sector coordinators; civil defense officers and their duties; police communication; first aid; rescue; and firefighting. Various maps and charts are also included.

Series 8. Annual Report 1958
.10 lin. in. (1 vol.)

Annual report submitted to Mayor Thomas D'Alesandro, Jr. highlighting the activities of the Civil Defense Organization of Baltimore City for 1958.

Series 9. Staff Procedures and Responsibilities 1960
 .10 lin. in. (1 vol.)

This booklet was published as a guide for use by district coordinators and/or staff members of each civil defense district within the City of Baltimore. Topics include personnel management, intelligence, plans and operations, and logistics.

Series 10. Operations Manual 1960
 .50 lin. in. (1 vol.)

This manual was produced to aid civil defense personnel in case of nuclear attack or natural disaster. Topics include alerting procedure under enemy attack conditions, emergency snow plan, emergency procedure in case of siren malfunctions, transportation of radioactive materials, medical plan for natural disasters, and natural disaster plans.

Series 11. Service Reports on Operation Alert 1961
 1.0 lin. in. (1 vol.)

Reports concerning a simulated nuclear attack on the United States which occurred on April 28, 1961. The federal government, in order to reevaluate its non-military defense capabilities at federal, state, and local levels each year,

provided for an annual test exercise (Operation Alert). The Baltimore City government was responsible for the conduct of the non-military defense activities within the geographical limits of the city.

**Series 12. Commercial Radio Facilities Survey,
 State of Maryland 1962
 1.0 lin. in. (1 vol.)**

Survey of radio communication systems within the State of Maryland to be used in the event of a national emergency. Radio systems in public safety, transportation, industry, common carriers, maritime, and broadcasting are highlighted.

**Series 13. Civil Disorder and Relief Report 1968
 .10 lin. in. (1 vol.)**

Report issued by the Mayor's Advisory Committee on Disaster Control and Civil Defense concerning the April 1968 riots which occurred in the city.

**Series 14. Sign Installation Books n.d.
 .45 cu. ft. (12 vols.)
 Arranged by zone**

Field books showing where in the city civil defense signs were installed.

RG 39

BUREAU OF HARBORS
(1797-1951)

One of the first government bodies in Baltimore was a Board of Port Wardens. Established in 1783 by an act of the Maryland legislature the port wardens had general supervisory authority over the town's harbor and wharves, including maintenance. Soon after Baltimore's incorporation in 1797, the office of harbor master was created. This office was to preserve the navigation of the harbor, supervise the mooring of vessels, collect all wharfages and fees, and maintain the city's wharves and docks. In 1813 the Board of Port Wardens was revived and the harbor masters - one for the east side of Jones Falls and one for the west - were placed under its authority.

Believing the municipal government was becoming both too large and too expensive, the mayor and city council in 1820 combined the port wardens and the city commissioners (see RG.3) into one agency. This arrangement lasted until 1850 when a single port warden was established apart from the city commissioners. Another attempt to streamline the city government in 1861 recombined the city commissioners and port wardens for three years. In 1876 the port warden's office was abolished and its duties, including authority over the harbor master, were transferred to unsalaried harbor board. This action was taken in hopes of improving the agency's services which had declined because of excessive interference from partisan politics.

The 1898 city charter placed the harbor board under the bureaucratic administration of the new Public Improvements Department. Duties of the board were narrowed to the point where it was only to superintend the physical maintenance of the harbor, wharves, and docks. A harbor engineer was assigned administrative responsibility over these activities. The harbor master was placed under the comptroller's office and given responsibility to collect wharfages and fees, designate berths for visiting vessels, and insure the general orderliness of the harbor area.

In 1926 a charter amendment abolished the harbor board, created the Bureau of Harbors under the new Department of Public Works, and retained the harbor engineer as head of the new bureau. With the 1964 charter the Bureau of Harbors ceased to exist. The harbor engineer, however, continued his duties within the Department of Public Works.

For additional information see ord. 22 (1797); ords. 6 and 7 (1813); ord. 14 (1850); ord. 3 (1861); ord. 117 (1876); Baltimore City Charter of 1898, sects. 34 and 88; and Baltimore City Code, 1976 ed., art. 10.

Series 1. Financial Records 1813-76
1.60 lin. ft. (14 vols.)
Arranged by record type

Assorted volumes recording the financial affairs of the port warden and other related agencies. The records are incomplete and include cash books, 1839-61, 4 vols.; ledgers, 1849-61 and 1870-76, 4 vols.; mud machine and dredging accounts, 1813-55, 2 vols.; wharfage and tonnage accounts, 1828-76, 2 vols.; and Patapsco River Commission accounts, 1853-76, 2 vols.

Series 2. HRS Indexed Records 1797-1901
1.80 cu. ft. (4 boxes)
Arranged sequentially by assigned number

Assorted documents generated by the Bureau of Harbors and its predecessors, the harbor board and Board of Port Wardens, including accounts, bills, and receipts; correspondence; reports; and specifications. Most items relate to the dredging of the harbor channel.

A separate item index is available at the Baltimore City Archives.

Series 3. Monthly Reports 1853-65
2.0 lin. in. (3 vols.)
Arranged chronologically

Monthly reports of the port warden about dredging operations. Information includes names of men employed, pay, number of cubic yards excavated, number of scows discharged, tons of fuel consumed by dredge, and a narrative description of activities.

Series 4. Printed Material 1916-51
 4.0 lin. in. (8 vols.)
 Arranged chronologically

Variety of items including the U.S. Army Corps of Engineers "Report Upon the Improvement of Rivers and Harbors in the Baltimore, Maryland District (1916, 1920); Port Development Commission, "The Port Development Plan of Baltimore, Maryland" (2 copies), 1920; Baltimore Harbor, Foundation Conditions," vol. 3, 1920; "Baltimore Harbor, Survey of Waterfront and Inland Warehouses," vol. 4, ca. 1920; "Harbor Engineer's Plan, McComas St. Bulkhead," 1922; and U.S. Army Corps of Engineers, "Baltimore District Project Maps, River and Harbor," 1951.

Series 5. Lewis Brantz Harbor Survey 1822
 1.0 lin. in. (1 vol.)

Notes of a survey, conducted January 11 to February 21, of the basin and harbor authorized by the municipal government in 1820. This volume includes information on weather conditions, soundings, and ranges compiled for the survey. There also is a copy of Brantz's final narrative report submitted on May 8, 1822 to the mayor and city council.

Series 6. Drawings 1877-1959
 2 reels of microfilm (BCA 1418-19)
 No visible arrangement

Collection of drawings of bridges, boats, and piers generated for use by the Bureau of Harbors. Vessels included are the iceboats "Annapolis" and "F.C. Latrobe," a harbor patrol boat, and the tugboat "Baltimore," which are represented through numerous detailed drawings such as cross sections, electrical and steam installations, diagrams of valve motion, boilers, connecting rods, and deck plans. Three bridges also comprise part of this series, the Hanover Street Bridge, the Pennington Avenue Causeway over Cabin Branch, and the Pennington Avenue Bridge over Curtis Creek.

The plans and drawings for these structures are quite extensive and include general plans and elevations, wiring diagrams, bascule piers, supports, cross sections, layouts of conduits and manholes, piling plans, and diagrams of operating machinery.

This series concludes with dredging, sounding, and tide charts for the harbor and several maps drawn or copied as part of the harbor study undertaken in the early 1950's, recording pierhead and bulkhead lines and proposed extensions of piers and wharves. This final section also includes copies of laws and ordinances relating to the Baltimore harbor.

A listing of the contents of the two reels of microfilm (BCA 1418-19) is available for use at the Baltimore City Archives.

Series 7. **Minute Books, Harbor Commissioners and
Basin and Harbor Commission 1852-76**
 2.0 lin. in. (1 vol.)
 Arranged chronologically

This series includes the minutes of two different groups that dealt with problems in the Baltimore harbor. The Harbor Commissioners were established in 1852 (see ord. 59) to oversee the removal of obstructions from the channel of the Patapsco River. These minutes cover the period 1852 to 1875. The Basin and Harbor Commission was created in 1873 by the mayor and city council for the purpose of developing temporary and permanent solutions to the problem of sewerage in the harbor basin. These minutes cover the period 1873 to 1876.

Also included are several newspaper clippings concerning the formation and purpose of the Basin and Harbor Commission.

RG 40

CITY COLLECTOR
(1798-1898)

Collection of taxes in Baltimore was first formalized in 1782 when the Special Commissioners were authorized to appoint a collector. After incorporation in 1797 the municipal government made no provision for a permanent tax collector, but appointed individuals to receive city and state levies as needed. By the early years of the nineteenth century it was the practice to appoint the same person as collector on a yearly basis. Finally, in 1812, the collector became a permanent city position.

The early collectors worked on a commission basis, receiving six to eight percent of all taxes collected in return for assuming personal responsibility for what was owed. Arrearages were a problem, and the city council often was forced to extend the collection period and even on occasion to relieve the collector from responsibility for delinquent taxes. In an attempt to expedite collections, the municipality declared in 1840 that all taxes were due strictly within one year of assessment. The next year the collector was allowed to seize and sell property of delinquent taxpayers.

The duties of the collector underwent no serious change until 1898 when the office was placed under the Department of Finance by a new city charter. In 1949 the collector's office was abolished and the function transferred to the treasurer's department. Collection of taxes was transferred again by the 1964 charter to a Bureau of Collections in the Department of Finance. This arrangement is presently still in effect.

Other collector records may be found in RG.4 and RG.5. For additional information see: Jacob H. Hollander, The Financial History of Baltimore, (Baltimore: Johns Hopkins University Press, 1989) and the 1898, 1949, and 1964 city charters.

Series 1. City Tax Accounts 1814-60
 4.50 lin. ft. (28 vols.)
 Arranged chronologically

Journal accounts of the collector relating to assessments owed and paid. Includes page references to and from general property tax books (RG.4, series 1), name of taxpayer, assessed value of property, and total taxes owed and presumably paid.

Series 2. Accounts of Taxes Collected 1798-1852
 4.0 lin. in. (3 vols.)
 Arranged by record type

Includes cash book, 1798-1805; ledger, 1846-52; and journal, 1846-52. All record sums received from various taxes.

Series 3. Income Tax Assessments 1842
 2.0 lin. in. (3 vols.)
 Arranged by ward and alphabetically
 thereunder

Series 4. List of Taxables 1797
 .25 lin. in. (1 vol.)
 Arranged alphabetically

List generated by a special tax levied on carriages, horses, carts, sulkies, wagons, riding chairs, and billiard tables. Includes names of 432 persons, type of object taxed, and the amount assessed.

See published list in Richard J. Cox, "Baltimore City 1797 Special Tax List," National Genealogical Society Quarterly 66 (September 1978): 40-42.

Series 5. Accounts of Taxes Owed 1804-48
6.0 lin. in. (3 vols.)
Arranged by year and alphabetically
thereunder

Related group of volumes including a ledger arranged first by taxpayer and separately by street address, ca. 1804-18; ledger listing taxpayers from A to J, 1818; and a distraint (property seizure) ledger covering the years 1845-48.

Series 6. City Expenditures Covered by Tax Levies
1873-82, 1889-98
4.0 lin. in. (2 vols.)
Arranged chronologically

Accounts of funds raised through taxes and spent by city agencies with listings of funds requested and appropriated by individual agencies.

Series 7. Miscellaneous Correspondence and Reports
1842-43, 1848-49
.25 lin. in.
Arranged sequentially by HRS
assigned numbers

Correspondence, reports, claims for unpaid taxes, and one notebook showing monies received for the year 1842. The majority of these items concern the determination of the amount assessable property in the city as the basis for taxation.

Other correspondence of the collector can be found in RG. 5, series 1. Collector's monthly financial reports are

included among the series of reports and returns in RG. 41, series 1.

Series 8. Bureau of Receipts, Tax Sale Surveys
ca. 1915-62
7 reels of microfilm (BCA 1753-59)
Arranged chronologically

Surveys of property for sale because of non-payment of taxes. Includes descriptions of the land and maps.

Records available on microfilm only (BCA 1753-59)

Series 9. Bureau of Collections, Tax Sale Index Cards
ca. 1917-69
2 reels of microfilm (BCA 5045-5046)
Arranged by ward, section, block, and lot

Cards that provide information about properties sold for non-payment of taxes. Each card includes the street address, the ward, section, block, and lot numbers, the date, and the purchaser of the property.

Records are available on microfilm only (BCA 5045-46).

RG 41

REPORTS, RETURNS,
BONDS, BILLS, CHECKS,
VOUCHERS, PAYROLLS AND
MISCELLANEOUS
ADMINISTRATIVE RECORDS
(1798-1939)

RG41 Reports, Returns, Bonds, Bills, Checks, Vouchers, Payrolls and
Miscellaneous Administrative Records
(1798-1939)

This is an artificial record group, created to bring together documents representing the routine functioning of the municipal government. Undoubtedly the collection assembled here is only a part of what would have accumulated during the course of business and should not be considered all inclusive. These materials originally formed a part of the records indexed by the Historical Records Survey.

Series 1. Reports and Returns. 1798-1925. 59.3 cu. ft. (134 boxes)
Arranged sequentially by HRS assigned numbers.

By far the most varied series in this record group, the reports and returns cover the wide spectrum of municipal functions and responsibilities. The assurance of the safety and good health of the city's residents is represented by the reports of a variety of inspectors (e.g. of butter and lard, wood, charcoal, turpentine, beef and pork, fish, flour, and gas meters) and those of bailiffs, police officers, and constables. City officials (e.g. the register and collector, harbor master, port wardens, commissioner of finance, and city librarian) also had to chronicle their activities and accomplishments. Routine operations such as the issuance of licenses, the collection of ashes and refuse, and the sweeping of streets and chimneys are represented as are the benevolent interests of the city (e.g. alms house, house of industry, and the Bay View and Mt. Hope asylums). Daily rents of market stalls and expenses for cleaning markets appear frequently along with the records of cases heard and fines collected by magistrates and justices of the peace. Many other

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miscellaneous items appear here in addition to these major categories, and this series accurately reflects the broad range of the municipal government's duties and its diversified operation.

A complete item inventory is available in the Baltimore City Archives.

Series 2. Bonds. 1807-1939. 4.05 cu. ft. (9 boxes)

Arranged sequentially by HRS assigned numbers.

Documents representing the payment of monies for surety of performance of obligations. These bonds fall roughly into four categories:

- 1) for city officials or employees - harbor master, city collector, assayer of silver, superintendent of chimney sweeps, collector of refuse materials, city librarian, lamplighters, gauger of casks, school board principals, and firemen

- 2) for licenses - auctioneer, pawn broker, and operators of billiard, cramboli, and bagatelle tables

- 3) for provision of goods and services - paving, supplying oil or stationery to the city government, and construction of wharves

- 4) for financial transactions - city loans to railroad companies, sale of property, executors of estates, payment of park taxes

Only a few bonds appear in most years but 1848-51, 1858, 1863, and 1903 have fairly extensive and representative quantities of these documents. Two non-indexed bonds have been included at the end of this series.

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A complete item inventory is available in the Baltimore City Archives.

Series 3. Bills, Vouchers, Checks, and Payrolls. 1811-1923. 54 cu. ft.

(120 boxes)

Arranged sequentially by HRS assigned numbers.

Documents representing the finances of the municipal government's routine transactions. Bills are present in large quantities, often with several hundred grouped under a single HRS number. The city incurred charges for a wide variety of items and services including printing, paving, killing dogs, fire plugs, wharves, equipment and supplies, quarantines, and labor to improve the Baltimore harbor. Vouchers are also documents submitted for payment, but these items were individually numbered, where the bills were not. In general, the vouchers cover charges that were allocated to specific appropriations.

Cancelled checks represent payments for the various bills and vouchers and other obligations incurred by the city.

The payrolls, which form the final component of this series, do not cover all city employees and are not present for each year. Examples of groups represented here include jurors, street cleaners, lamplighters, and janitors at city hall.

Some non-indexed items for 1899-1909 are included at the end of this series.

A complete item inventory is available in the Baltimore City Archives.

Series 4. Insurance Policies. 1825-1917. 0.9 cu. ft. (2 boxes)

Arranged sequentially by HRS assigned number.

Expired insurance policies taken out in the name of the mayor and city council. The majority are for fire insurance, guarding against loss or damage to a variety of City-owned buildings and equipment (Bay-View Asylum, police stations, fire engine houses, dredging machines, markets, City Hall, tugboats, and school buildings). This series also includes property title guarantees for land the municipal government acquired, liability and accident policies for playgrounds, occasional life insurance policies, and one policy insuring the municipal government against loss or damage caused by the explosion, collapse or rupture of the boilers at the court house and the public baths. Receipts for premium payments are attached to some of the policies or a list of payments made may have been kept on the back.

Series 5. Court Records. 1815-1921. 1.35 cu. ft. (3 boxes)

Arranged sequentially by HRS assigned numbers.

Legal documents and related materials generated in various courts in the city and state systems representing both issues involving the municipal government and those between private parties. Types of documents included are bills of complaint, arrest warrants, promissory notes, extracts from court dockets, opinions and appeal decisions, lists of expenses incurred and fees received, affidavits, depositions, excerpts of proceedings, vouchers for payment of court costs or juror allowances, summonses, court orders, wills, reports, correspondence, notices of liens, certificates of incorporation, mortgages, and certifications of registration of wills.

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These records have evolved primarily from the municipal courts including the Criminal Court, Superior Court, Circuit Court for Baltimore City, Appeal Tax Court, and the Baltimore City Court. Those of Baltimore County are also well represented, particularly the Orphans Court and the Baltimore County Court. Also appearing frequently are documents generated by the Maryland Court of Appeals and the Harford County Court. Records from other legal offices, such as the High Constables, Register of Wills, City Counsellor, Clerk of the Baltimore City Court, and Justices of the Peace of Baltimore City and County, form a small part of this series.

Other records relating to the Appeal Tax Court may be found in RG 5.

Series 6. Miscellaneous Administrative Papers. 1807-1927. 0.9 cu. ft.
(2 boxes)

Arranged sequentially by HRS assigned numbers.

This is an artificial series, composed of documents which the Historical Records Survey was unable to relate satisfactorily to other groups of material within its annual numerical sequences. Correspondence, reports, regulations, legal documents, lists, tax bills, minutes, leases, drafts of resolutions, broadsides and publications, petitions, registrations and licenses for boats, and receipts, comprise the majority of these miscellaneous records which have been maintained as a unit, with some exceptions, in order to correspond to the item indices prepared by the HRS. It should be noted that many of the documents in this series pertain to other, previously established record groups and series (general assembly papers, mayoral and city council records, court papers, law department, reports and returns, and the fire department) and careful and thorough use

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of the item indices is a necessity to ensure examination of all relevant documents.

Items of a more miscellaneous nature include annual reports of the Baltimore and Ohio Railroad; advertisements; a catalog for an auction of French fruit and ornamental trees; correspondence regarding a patent for a fire plug, accompanied by drawings; a petition of complaint against the city physician; a newspaper clipping from the South Australian Register; regulations of the Baltimore Cemetery; a list of hack and furniture wagon stands and one-horse carts; Clifton Park condemnation proceedings; and monthly accounts of dog redemptions from the shelter of the Society for the Prevention of Cruelty to Animals.

RG 42

MARKET RECORDS
(1819-1955)

The Baltimore City markets are under the control of the city comptroller, but for convenience they are described as a separate record group. The records in this record group are financial in nature and the few extant administrative records are in the comptroller's files (RG 43).

The market system began in 1747 when the Maryland legislature authorized the Baltimore Town Commissioners to hold and regulate annual fairs. In 1765 the legislature also authorized the commissioners to appoint a clerk for each market for general administration especially in regards to revenues from rents and fines and for other monies generated from public use. The charter of 1796 gave the mayor and city council the power "to erect and regulate markets" and the system of market clerks remained. It appears that the revenue records of the markets were maintained by the city register from 1797 until the creation of the city comptroller's office in 1857. The comptroller continues to exercise the prime responsibility for the administration of the markets although the immediate administration was under a market master from 1898, a superintendent of markets from 1956, and a bureau of markets and comfort stations from 1968.

The city markets include the Belair market founded in 1835 and still in existence; Canton market, founded in 1858; the old "Marsh Market," founded in 1773, variously named, and taken over by the state in 1975 as the Maryland Wholesale Produce Market (now in Jessup, Maryland, see MS.1); the Cross Street Market, founded in 1845 and still in existence; the Fell's Point Market, founded in 1785 and still in existence as the Broadway Market; the Hanover Market, founded in 1784; the Hollins Market, founded in 1835 and still in existence; the Lafayette Market, founded in 1869 and

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still in existence; the Lexington Market, founded in 1818 and established by the state in 1945 as a separate market authority; the Northeast Market, founded in 1885 and still in existence; and the Richmond Market, in operation between 1833 and 1956. A brief history of each market and market house is in the 1911 annual report of the comptroller, which is in box 1 of series 1 in this record group.

Researchers needing more information about the markets should consult Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899); Leonard Owens Rea, The Financial History of Baltimore 1900-1926, Johns Hopkins University Studies in Historical and Political Science, series 48, no. 3 (Baltimore: Johns Hopkins Press, 1929); Municipal Handbook 1977 (Baltimore: Department of Legislative Reference, 1977); annual reports of the city comptroller; the various city charters, especially 1796 and 1898, and Baltimore City codes; ord. 16 (1797); ord. 77 (1798); ord. 38 (1826); and ord. 30 (1828). Copies of these ordinances and others pertaining to specific markets are in box 1 of series 1 of this record group.

Series 1. Market rents and licenses. 1818-1955. 9.45 cu. ft. (55 vols. and 2 reels of microfilm)

Arranged chronologically.

Rents and license records constitute one of two types of financial records generated by the markets. The second type, reports and returns, are in series 2.

Rent and license records were kept both by the individual market clerks and by the comptroller's office. Both sets of records are in this series. The market clerks' records were arranged and described by the HRS project, and their numbering arrangement has been retained (boxes

1-22). The comptroller's office accounts receivable volumes are in boxes 22-41.

The city owned the market houses and annually rented stall space. In addition, each person who sold goods either in an assigned stall or in the markets generally had to obtain a license. It was also necessary to obtain a license to operate carts, bagatelle and ten pin games, theatres, and to clean sinks and privies. The records in this series record the rents and issuance of licenses. Up through the early 1850s the bulk of the market clerk records are receipts for stall rents. After this period most market clerk records are licenses which were returned when the license was transferred to someone else. These licenses describe the type of license, the original licensee, and the name of the person to whom it was transferred.

The comptroller's office kept much of the same information as the market clerks, only it is more complete. These accounts receivable ledgers record the names of renters and licensees and any changes in status. The individual volumes include records of the following markets: Belair, 1866-1919; Canton, 1885-1903; Cross St., 1860-99; Hollins, 1860-1919; Fells Point, 1868, 1871-97; Hanover, 1866-1918; Lafayette, 1871-1919; Lexington, 1865, 1876, 1899-1919; Northeast, 1885-1919; and Richmond, 1869-1918. *Centre?*

A complete container listing is available at the Baltimore City Archives.

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Series 2. Market reports and returns. 1842-44, 1854-55, 1917.

0.9 cu. ft. (5 vols.)

Arranged chronologically.

Market clerks were required to make monthly and quarterly reports on the income from each market. These reports and returns were compiled for the mayor and city council and most of them were collected into a separate record group, RG 41, by the HRS staff. A few were processed and indexed with these market records by the HRS project and have been retained as part of this record group.

A complete container listing is available at the Baltimore City Archives.

Series 3. Centre Market Commission Minutes. 1904-08. 0.5 lin. in.

(1 vol.)

Arranged chronologically.

The commission was created by ord. 157 (1904) to build and equip market houses in the centre market space which burned in the 1904 fire. The three major buildings built by the commission were the wholesale fish market, the wholesale produce market, and a retail market building housing the evening classes of the Maryland Institute. The minutes detail discussions of the design of the buildings by architects Simonson and Pietsch and the actual construction through to plans for the buildings' dedication.

Series 4. Plats of markets. 1916-48. 1 reel of microfilm (BCA 1429).
Arranged alphabetically by market name.

Plats of various city markets showing market's location in relation to city streets and the location of the numbered market stalls. Markets included are: Belair, Center, Cross Street, Fells Point, Hanover, Hollins, Lafayette, Lexington, North East, and Richmond.

Available on microfilm only (BCA 1429).

Series 5. Lexington Market Authority, Trust Indenture. 1949. 1 reel of microfilm (BCA 1589).

Arranged by document page number.

This series contains a copy of the trust indenture, dated November 1, 1949, entered into by the Lexington Market Authority and the Union Trust Company of Maryland for the issuance of revenue bonds by the Authority. The purpose of the bond issue was three-fold: 1) to eliminate unsafe and unsanitary conditions at the existing market, 2) to alleviate traffic congestion around the market, and 3) to facilitate more economical and productive use of the market area.

These records are available on microfilm only (BCA 1589).

Series 6. Ledger Accounts. 1934-1951. 2 reels of microfilm (BCA 1590-1591).

Arranged alphabetically by market name, thereunder by stall number.

These ledger accounts are primarily records of rental of individual stalls in the various markets, for the year 1951. The ledger cards for each stall record the name of the market; space number; type of

stall; annual charges; effective date; permit holders' name, address, and telephone number; fee assessments and remittances; and name, address, and type of stall for sub-leasees. Also included are brief, undated listings of vacancies for some markets. Miscellaneous records from several judgement accounts appear at the end of the second reel (BCA 1591), including billings for stall rental fees in arrears, correspondence, and ledger cards for outstanding individual accounts.

These records are available on microfilm only (BCA 1590-1591).

Series 7. Bureau of Markets. Status of Licensed Stalls as of May 1, 1951. 2 reels of microfilm (BCA 1596-1597).

Arranged alphabetically by market name.

This series is comprised of ledgers showing status of stalls in the various markets as of May 1, 1951. Within ledgers, stalls are arranged according to number. Information provided includes identification number and kind of stall, name of license holder, transfers, rent and license fees and remarks.

RG 43

DEPARTMENT OF THE COMPTROLLER
(1854-1951)

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RG 43 Department of the Comptroller (1854-1951)

This department has undergone many changes since its creation in 1857, but its basic function to supervise the financial matters of the city has remained unchanged. A comptroller was appointed "to examine, audit, adjust and settle all accounts whatsoever, in which the corporation is concerned, either as debtor or creditor...." The majority of the documents in this record group pertain to the audit function and include cash books, journals, ledgers, and monthly statements. For audit records pre-dating the comptroller's creation see the city register records (RG 32) and city auditor records (RG 6). From 1926 until 1964 the audit function was removed from the comptroller to an independent city auditor, but in 1964 a department of audits was created and placed again under the comptroller.

A second responsibility of the nineteenth century comptroller was to oversee the expenditures of funds appropriated by the mayor and city council. Several of the early appropriation ledgers are in this record group, but currently appropriations ledgers are destroyed after a fifteen year retention period.

From its inception the comptroller's department has been responsible for property owned by the city. In the early years this meant keeping a record of the land titles and seeing that the property was maintained in good condition and regularly insured. The early land records are the indexes to deeds to city property. Records from the twentieth century include one land record ledger and several plat books (for other plats see RG 12, series 1). Current files on property acquired for the city by the real estate division of the comptroller's department are destroyed when the transaction is completed and the information is found in the law department and the land record office of the city court system.

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When created in 1857 the comptroller also was responsible for issuing licenses such as those for markets, wagons, carts, and theaters; market licenses are in RG 42.

The administrative files of the comptroller from the nineteenth and early twentieth centuries have not survived (except for a small amount, 1905-24, in series 1). Currently some of the comptroller's administrative files are mixed in with the board of estimates' files (RG 36) since the comptroller is a permanent member of this board and its clerk is the deputy comptroller.

For more information see Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899); Baltimore City Charter of 1946, sects. 40-44, and 1964, art. 5, sects. 1-9; Baltimore City Code, 1976 ed., art. 5; ord. 555 (1926); and ord. 843 and 846 (1926).

Series 1. Journals. 1857-1923. 14 lin. ft. (65 vols.)

Arranged chronologically.

Annual records of money brought in and paid out by the city register. These funds are broken down by city agency up to 1897; after that the monthly entries are shortened to one figure except in January and December.

Series 2. Ledgers. 1857-1920. 10 lin. ft. (47 vols.)

Arranged chronologically.

One volume per year. This is the final record of money brought in and paid out by the city register. It is organized by agency, and there are monthly entries for amounts spent for functions such as public schools, garbage, and opening streets.

Series 3. Cash Books. 1887-1923. 5.5 lin. ft. (26 vols.)

Arranged chronologically.

A daily record of cash received and paid out. Until 1903 there is no listing of from whom the money was received and to whom it was credited. The city register's cash books are much more detailed.

Series 4. Monthly Statements. 1925-51. 1 lin. ft. (9 vols.)

Arranged chronologically.

These statements were published at the end of each month first by the bureau of disbursements and later by the comptroller's bureau of accounts and disbursements. It was a statement of appropriations and revenue accounts and was broken down by these accounts. These statements are currently produced by the department of finance, accounting operations and are retained permanently.

Series 5. Appropriations Ledgers. 1876-90, 1920-28. 1 lin. ft.
(5 vols.)

Arranged chronologically.

These ledgers record how much was appropriated and how much of the appropriation was used. Currently appropriations ledgers are retained fifteen years and destroyed since the information is available in other forms.

Series 6. Land Records. 1.2 lin. ft. (7 vols. and 4 reels of microfilm)

Arranged chronologically.

Indexes to deeds of property owned by the mayor and city council, 1854-1904, providing a synopsis of the deed. There also is one volume of property acquired by tax sale, 1889-1926. A group of twentieth

century land records are available on microfilm: an undated land ledger which records each piece of land owned or leased by the city organized by the agency using it (BCA 399) and four reels (BCA 400-03) of plats.

Series 7. HRS Indexed Records. 1905-24. 0.45 cu. ft. (1 box)

Arranged sequentially by HRS assigned numbers.

This group of records is only a small part of the comptroller's administrative files, but these are apparently the only extant records from this period (for later files see RG 36). These files consist of correspondence concerning the Burnt District Commission (1905), the lease of conduit space (1914-16), the sale of the Warren Mill cotton duck factory equipment (1922), and miscellaneous sources of city income, including the Baltimore Symphony receipts (1920-24).

Series 8. Ground Rents Index. 1943. 1 reel of microfilm (BCA 1430).

Arranged alphabetically by street location.

This listing, revised to January 1, 1943, contains all ground rents payable on city property as of that date. The index contains the location, payer, type of property (e.g. Civic Center, City Hall, schools, stables, viaducts, engine houses), frequency of payments, rate per period and per year, and the title page number for each property.

Available on microfilm only (BCA 1430).

RG 44

MUNICIPAL HARBOR BELT
RAILROAD
(1913-66)

RG 44 Municipal Harbor Belt Railroad (1913-66)

The Municipal Harbor Belt Railroad was constructed by the municipal government on the perimeter of the upper harbor for hauling freight between businesses in this area and the trunk lines of the Baltimore and Ohio, Western Maryland, and Pennsylvania railroads. Complaints of heavy switching charges for the interchange of freight cars from one line to another, port development, and the attraction of industries to this area supported the construction of this railroad. The line was a distance of only 3.57 miles from the former connection with the Pennsylvania Railroad in Aliceanna Street to the connection with the Baltimore and Ohio and the Western Maryland railroads in McComas Street. From this main track, numerous spurs extended onto the property of various businesses such as the McCormick Spice and Bethlehem Steel companies.

In the summer of 1913 the board of estimates authorized the construction of the first section of the railroad, a single track on Key Highway from Lawrence to Light Streets. This section was completed by May 1915 and construction on sections two and three (down Light Street to Pratt, Pratt to East Falls Avenue, and East Falls to Aliceanna Street) began. The Baltimore and Ohio took over formal operation of each section as it was opened to traffic even though the city was responsible for the actual construction, construction expenses, and its ownership. The railroad was completed in 1918 with the municipal government intending to operate the line itself.

In 1921 Mayor Broening solicited suggestions for an operating plan from executives of the Baltimore and Ohio, Western Maryland, and Pennsylvania railroads and received replies that the line could not be run at a profit by either the railroads or the city, that the streets traversed

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by the railroad were too congested, and that the curves in the track were too steep for standard railroad equipment. However, a connection was made with the Western Maryland railroad and a ninety-day operating test undertaken with a committee of four -- the city highways engineer and one representative from each of the three railroads -- supervising operation, the railroads footing the operating costs, and the city covering maintenance charges. This "experiment" lasted until the summer of 1946 when the three carriers assumed responsibility for both operation and maintenance of the Municipal Harbor Belt Railroad, with the Baltimore and Ohio serving as the agent for the other two roads. Prior to this, the city expended approximately five thousand dollars per year for maintenance but the need for major repairs had become increasingly apparent. Under the terms of the 1946 agreement the city retained ownership of the line but the three roads gained the right to rehabilitate, maintain, use, and operate the railroad and consented to undertake the deferred maintenance work.

In 1973 the ends of the line (Pratt to President Street and north of McCormick Company) were abandoned. But the Riverside Yard (Fort and Lawrence Streets) to the McCormick section is still in operation at the present time, under the control of the Baltimore and Ohio.

For further information consult the Enoch Pratt Free Library, Maryland Room, Vertical File under "Baltimore Municipal Harbor Belt Railroad" and ord. 527 (1946).

Series 1. General Files. 1913-66. 1 lin. in. (0.25 box)

Arranged chronologically.

Correspondence, memos, copies of agreements, and notes on construction, maintenance, and operation of the Municipal Harbor Belt Railroad. Topics include regulations concerning cars left standing on sidings, construction details, operating agreements, abandonment of track, and leasing of the track to the Pennsylvania Railroad.

Series 2. Operating Statements. 1921-44. 1.5 lin. in. (0.33 box)

Arranged chronologically.

Carbon copies of financial statements showing monthly operating expenses and total engine hours and cars handled, daily records of the number of loaded and empty cars handled, and monthly accounts of the number of cars separated between private and team tracks. Daily records of number of cars handled and monthly account of separations between private and team tracks do not appear after 1931 and some months during this time period are not represented in these records.

Series 3. Operating Committee Records. 1921-26. 0.25 lin. in.

Arranged chronologically.

Minutes of operating committee meetings (1921-26) and correspondence relative to the establishment of the committee which consisted of the city's highway engineer and one representative each from the Baltimore and Ohio, Western Maryland, and Pennsylvania railroads.

RG 45

JONES FALLS COMMISSION
(1882-86)

RG 45 Jones' Falls Commission (1882-86)

The Jones' Falls Commission was the final, formal embodiment of the movement to improve the Jones' Falls which had as its impetus the disastrous flood of July 24, 1868. In that year a joint select committee, composed of members of both branches of the city council, the city commissioner, and engineers, was created to develop the best possible plan of improvement. This committee presented two alternatives -- to divert the course of the Jones' Falls or to make adjustments in the stream, replace bridges, and construct retaining walls.

Various other committees of the city council were formed to consider proposals for work on the Jones' Falls but no formal plan was adopted until 1870 when a board of commissioners for the improvement of Jones' Falls was established and the plan drafted by Henry Tyson was adopted. This board appears to have been fairly ineffective, however, since a separate commission to examine plans for the Jones' Falls improvement was created in 1871 and the board itself was reconstituted in 1872. Two years later this body was in effect abolished and the mayor and city commissioner were authorized to take charge of the improvement of Jones' Falls.

This appears to be the origin of the Jones' Falls commission which oversaw the construction of retaining walls and bridges, the straightening of curves, and the dredging of the falls. Construction activity seems to have all but ceased by 1887 although dredging work still continued. This dredging was eventually taken over by the harbor board about 1890 apparently at the suggestion of Mayor Robert C. Davidson and the Jones' Falls commission appears to have ceased to function.

The legislative history of the commission and its predecessors is at times unclear. See res. 370, 431, 471 (1868); res. 142 (1869); ords. 12-13, 101 (1870); ords. 3, 33, 67, 105 (1871); ords. 51, 113 (1872); ords. 40, 131 (1874); res. 273 (1874); and ord. 99 (1878).

Series 1. Minutes and Proceedings. 1882-86. 2 lin. in. (1 vol.)

Arranged chronologically.

Minutes, reports to the commission, proceedings, a drawing and a plat, an inventory of machinery and tools used in improving the Jones' Falls (1882-83), and copies of agreements. Entries of special interest include the lengthy synopsis of the history of the improvement of Jones' Falls (1868-82), the engineer's report covering work undertaken from 1878 to 1882, and the engineer's annual reports. Loose sheets found between this volume's pages have been removed and placed in a separate folder.

RG 46

HARLEM PARK COMMISSION
(1874)

RG 46 Harlem Park Commission (1874)

In 1868 the mayor was authorized to receive the fee simple title to a ten acre section of the estate of the late Dr. Thomas Edmondson (or Edmundson), which was to be called Harlem Square after Doctor Edmondson's country home ("Harlem" or "Haarlem"). No commissioners appear to have been appointed by the mayor until four years later when R. Stewart Latrobe, James L. Ridgely, and John Murray were selected for two year terms. After 1874 the commission membership changed frequently, sometimes even on a yearly basis.

The commissioners of Harlem Park supervised the improvement of the area, the work of its keeper (a position established in 1872) and the condition of the grounds. The commissioners had the power to direct the expenditure of all appropriations "for preservation and adornment" and to hire any laborers they felt were needed to maintain the park. By 1900 the functions and powers of the commission and the commissioners of all public parks, squares, springs, and monuments were consolidated into a board of park commissioners and the individual supervisory bodies ceased to exist.

Ord. 13 (1866); ord. 9 (1868); res. 245 (1870); res. 246 (1871); ord. 65 (1872); ord. 21 (1876); and ord. 14 (1896).

Series 1. Minutes. 1874. 1 lin. in. (1 vol.)

Arranged chronologically.

Minutes of commission meetings from July to October 1874 concerning the construction of a fountain in the park, commission proceedings, the appointment of a clerk, and problems with Commissioner David E. Foutz. For a discussion of the charges made by Commissioner Foutz, see RG 16, series 1, doc. no. 1259 (1875).

RG 47

DEPARTMENT OF PUBLIC WORKS
(1924-74)

Many of the functions of the modern department of public works can be traced back to the early years of Baltimore's municipal government. Original responsibility for street extension and repair, sanitation, and water supply, for example, was vested in the Baltimore Town Commissioners formed in 1729. With the explosive growth of the city after the Revolutionary War came attempts to improve public services. A board of special commissioners was created in 1782 specifically to improve the condition of the streets. But by the mid-1790s it was apparent that further efforts were required. When the city was granted incorporated status by the Maryland General Assembly in 1796, one of the first measures of the new government was the creation of the city commissioners. This office was charged with general responsibility for street paving, repair, and extension; authority also was granted over sewers, bridges, and sanitation.

As Baltimore continued to grow in the nineteenth century, separate agencies were created to deal with areas such as street cleaning, harbor improvements, building inspection, and water supply. Responsibilities overlapped between these agencies and the city commissioners. The overall efficiency of these related functions was, by the waning years of the century, clearly inhibited by the lack of a central administration.

In an effort to streamline and improve the efficiency of the entire municipal government, the 1898 city charter combined all city agencies into nine functional departments. One of these was a department of public improvements which assumed the powers of the city commissioners and of all other agencies previously involved in public construction or maintenance. Sub-agencies of the new department were the city engineer, inspector of

buildings, water board, and the harbor board. Another reorganization of the municipal government led to the creation of a department of public works in 1925. Responsibilities of this body extended over water supply, streets, mechanical-electrical services, street cleaning, surveys, public buildings, the harbor, transportation, and sewers.

The present administrative structure of this department was formed in 1968 through a charter amendment. Five functional bureaus were established including engineering, consumer services, utility operations, inspection, and general services.

For additional information see Laws of Maryland, 1782, ch. 39; ord. 14 (1797); Baltimore City Charter of 1898, sect. 84; ord. 450 (1925); ord. 1091 (1967); Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899); and Frederick Philip Stieff, comp., The Government of a Great American City (Baltimore: H.G. Roebuck and Son, 1935).

Series 1. Director's Correspondence. October 1924 - December 1966.

129 reels of microfilm (BCA 463-591).

Arranged by year and thereunder by separate subject classification systems.

Administrative files concerning varied activities of the department. Subjects include tabulation of bids; awarding of contracts; construction of streets, sewers, and public buildings; bills charged to the city; personnel; reorganization of departmental structure and operation; budget requests; urban planning and renewal; comments on proposed ordinances and resolutions; and federal and state grants.

Series 2. Newspaper Clipping Files. 1967-74. 10 cu. ft. (10 boxes)

Arranged chronologically.

Clippings from the morning, evening, and Sunday Sun, the News American, and the Afro-American relating for the most part to department of public works activities and concerns. The files were originally compiled and maintained by the director's office. Subjects include sewer construction, pollution control, water shortages, city council actions, snow removal, trash collection, and the annual city fair.

Series 3. City Engineer's Records. 1900-22. 1.0 lin. in. and 77
oversize drawings,

Arranged sequentially by HRS assigned numbers.

Correspondence, maps, drawings, plats, building regulations, title searches of lots considered for layout of streets, and leases of buildings and property for use as schools. Major topics covered in the correspondence include building equipment and supplies used by the city, construction and repair projects, and requests for publications. The drawings, maps, and plats depict numerous areas of the city and projects in which the engineer was involved, such as the opening and closing of streets, Patterson Park Conservatory, bookcases for the city library, sewers and water lines, placement of railroad tracks, and improvements to the Old Marine Hospital and to the city's water supply.

All maps, drawings, and plats have been removed and are stored in oversize drawers.

The position of city engineer was created by the 1898 charter as part of the department of public improvement. The engineer assumed the duties of the city commissioner and was empowered with the control and

supervision of construction, paving, and curbing of the city's streets, highways, lanes, and alleys and the construction of sewers. This sub-department and the department of public improvements were abolished in 1925 with the creation of the present department of public works.

One non-indexed ~~and one~~ plat for the year 1900 (Ostend to Eutaw to West to Howard Streets) has been added to the end of this series.

Series 4. Inspector of Buildings, Correspondence Received.

March - October 1920. 1 reel of microfilm (BCA 1071).

Arranged sequentially by HRS assigned numbers.

Letters received from the secretary of the board of fire commissioners conveying the fire department's opinion concerning ordinances proposed for the addition to or modification of various private buildings.

These documents exemplify the inspector's dual role as part of the department of public improvements and public safety, created by the 1893 city charter. The inspector of buildings was responsible for the supervision of construction and repair of all buildings built by the city, the inspection of buildings, and the enforcement of building regulations and ordinances. His diverse powers, duties, and obligations were transferred in 1925 to the newly-created bureau of buildings of the department of public works.

Series 5. Division of Sanitation, Correspondence. 1974-1977.

.9 cu. ft. (2 boxes). Arranged alphabetically and thereunder chronologically.

Correspondence between Division of Sanitation and other municipal agencies as well as citizens and civic groups. Major topics covered in the correspondence include clean-up campaigns, requests for work from private citizens, and notices concerning both internal and public affairs.

Series 6. Bureau of Building Construction, Project Files. 1947-1957.

41 reels of microfilm (BCA 1275-1315).

Arranged by specification date.

Files maintained by the bureau for each construction, alteration, or addition project it supervised. Documentation retained for each project includes correspondence, certification of contract advertisement, preliminary authority to contract, on-the-job injury reports, contractors' estimates, work orders, estimates, certificates of payment, certified mail receipts, permits, affidavits, and other miscellaneous documentation relating to the individual projects.

A list of the contents of each reel is available.

Series 7. Bureau of Highways, Bridge Division, Drawings of Bridges and

Viaducts. 1879-1940. 9 reels of microfilm (BCA 1420-1428).

Arranged alphabetically by location.

Final construction drawings for numerous bridges, viaducts, culverts, and dumping platforms maintained by the division. Some related documentation such as test borings, bid tabulations, and material ratings appear infrequently.

Available on microfilm only (BCA 1420-1428).

*Calvert St. Bridge Oversize Drawer 20
(see container list)*

Series 8. Bureau of Highways, Bridge Contracts Files. 1936-1964.

3 reels of microfilm (BCA 1592-1594).

Arranged alphabetically by location.

These project files contain correspondence, tabulations of bids, authorizations to contract, certifications of advertisement, test borings and results of tests on materials slated for use, certificates of completion, and other documentation related to the execution of contracts for various city bridges and viaducts. The actual contracts appear in RG 35 S1.

These records are available on microfilm only (BCA 1592-1594).

Series 9. Bureau of Highways, Alley Assessments. 1930-1932.

1 reel of microfilm (BCA 1595).

Arranged chronologically and numerically by alley numbers (4716-4978).

Listings of the names, address, footage, and assessment amounts of each property owner in their particular alley of residence. In addition, the assessment paving plats of each individual alley and detailed statement of each alley's tax assessment rate are provided.

A separate listing of the alleys included is available.

Note that Alley #4978 appears on this listing after Alley #4900-X as it does on the microfilm itself.

Records are available on microfilm only (BCA 1595).

Series 10. Bureau of Mechanical-Electrical Services, Conduit Length Tracings.

ca. 1940-ca. 1950. 2 reels of microfilm (BCA 1667-1668).

Arranged by assigned numbers.

Street maps showing conduit duct lengths and locations. Some maps also show land usage.

Records are available on microfilm only (BCA 1667-1668).

Series 11. Bureau of Sewers, ^{Engineering Drawings} ~~Tracings~~ 1895-1951. 18 reels of microfilm.

(BCA 1669-1686). Arranged by assigned numbers.

Street maps, designs, and contract specifications for drains, pipes, and other systems. Also included are proposals for new sewers and additions to sewers. Some maps show property ownership, businesses, and structures.

Records are available on microfilm only (BCA 1669-1686).

Series 12. Bureau of Sewers, Record Plats. ca. 1948-1957. 9 reels of microfilm (BCA 1687-1695). Arranged by assigned numbers.

Maps showing the location of sewer lines as well as some

property ownership and use. Specific locations can be found by the use of "coordinate" maps, available in this series + *Series 23, House Connection Cards.*

Records are available on microfilm only (BCA 1687-1695).

Series 13. Bureau of Sewers, Tracings. ca. 1906-1964. ¹⁹43 reels of microfilm (BCA 1696-1708). Arranged by assigned numbers.

5067-5072

Assorted maps and drawings. Included are: maps showing drainage and proposals for sewers and storm drains, engineering drawings; and maps of public and private sewers. Some maps also show property ownership and use.

Records available on microfilm only (BCA 1696-1708).

5067-5072

Series 14. Bureau of Sewers, Ex. Drains. ca. 1907-ca. 1942. 6 reels of microfilm (BCA 1709-1714). Arranged alphabetically by street names.

Record cards for storm drains placed in the City. Included are: the address; name of contractor; date of construction; cost; and assorted technical information for each drain. Maps showing the locations are also included.

Records available on microfilm only (BCA 1709-1714).

Series 15. Bureau of Water Supply, Tracings. ca. 1916-1963. 29 reels of microfilm (BCA 1715-1743). Arranged by assigned numbers.

Maps and plats documenting water services. Included are maps showing: water sources for the City; existing and proposed water mains and service; sewers and drains; abandoned water mains; gas mains; fire service; and some property ownership and use. Also included are drawings of vehicles and pump stations. Maps extend to areas in Baltimore County as well.

Records available on microfilm only (BCA 1715-1743).

Series 16. Bureau of Water Supply, Plats of Water Mains, Services, and Hydrants. ca. 1948-1952. 6 reels of microfilm (BCA 1744-1749). Arranged by assigned numbers.

Plats showing locations of water services. Some maps also show structures and property ownership. Includes areas in Baltimore County as well as Baltimore City.

Records are available on microfilm only (BCA 1744-1749).

Series 17. Bureau of Surveys, 40 Foot Scale Sheets. ca. 1894- ca. 1942. 2 reels of microfilm (BCA 1750-1751).

Arranged by assigned numbers.

Maps showing streets, structures, and property ownership.

Records are available on microfilm only (BCA 1750-1751).

Series 18. Bureau of Surveys, Topographical Maps of Baltimore. 1894-1922.

1 reel of microfilm (BCA 1752).

Arranged by assigned numbers.

Maps of the City showing streets, land use, structures, and land ownership.

Records available on microfilm only (BCA 1752).

~~Series 19. Old Fire Insurance Accounts. BCA 1760-1761~~

Series 19. Old Fireline Accounts. ca. 1904-1930
 3 cu. ft. (2 boxes)
 2 reels of microfilm (BCA 1760,1761)
 Arranged alphabetically by street name.

These accounts were maintained by the Bureau of Water and Waste Water, Metered Accounts Application Section. They are inspection cards (5½ X 8½) for businesses and institutions to determine types of fire protection.

In addition to information on types of sprinkler systems and other sources of fire protection, they provide the name of property owner and occupant. The back of each card has a diagram showing street location, as well as, location of the fire line.

Separate indices by property owners and occupants are available at the Baltimore City Archives.

Series 20. Bureau of Water Supply, Scrapbooks 1905-1962.

1 reel of microfilm (BCA _____).

Arranged chronologically.

Newspaper clippings compiled and maintained by the Bureau of Water Supply relating to the activities and concerns of the Bureau.

Subjects include watershed projects, water control, costs, City Council and Board of Estimates Actions, plans, pollution control.

Series 21. Bureau of Water Supply, Index to Permits ~~CIA~~ 1925-1928

1 Volume

Arranged by permit number and alphabetically by street.

Index to permits include: the permit number, name of company or person requesting the permit, street number, street location, and what the applicant is applying for. The application is for the installation of a meter, an increase in supply, changing of meters, transferring meters, new supply or fire supply.

178-1794

Series 22. Grade Establishment Books. 1901-1927. 6 lin. ft.
(~~26~~ vols.) Arranged chronologically.

Records of street grade establishments by the City Engineer, the City Surveyor, and the Chief Engineer. Included are the name of the street and measurements.

Each volume has a street name index. The Lot and Grade Establishment Index provides access to the earliest volumes (up to 1904). *THERE IS A CONTAINER LIST AVAILABLE.*

Series 23. Bureau of Sewers, House Connection Cards. n.d.
(ca. 1948-1952) 11 reels of microfilm (BCA 5047-5057). Arranged alphabetically by street name.

Cards recording the connection of dwellings with the municipal sewerage system. Information includes the block number, street location, location of the pipe, drawing number, and the record plat number. The record plat number refers to the drawings in Series 12, Bureau of Sewers, Record Plats.

Series 24. Bureau of Surveys, Plat Listings. 1952. One reel
of microfilm (BCA 5062). Arranged by drawer
number.

A listing of the maps held by the Bureau of Surveys as of December, 1952. Each card provides a description of the maps in a given drawer, including the number, date, creator, and name.

Series 25. Bureau of Sewers, Works Division - Engineering Drawings. ca. 1906-1958. Four reels of microfilm (BCA 5063-5066). Arranged by assigned numbers. Detailed engineering drawings for various projects.

There is an index at the beginning of the series.

The records are available on microfilm only (BCA 5063-5066).

RG 47, S19

OLD FIRELINE ACCOUNTS

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owner, and location

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Clinton S...?	Clinton S...? (warehouse)	175
Cohn, H.J.	Quality Shop	041
Cohn, Hartz & Gebhart Embassey	Pearce & Scheck	013
Commerce Trust Co.	Gillett Bldg.	332
Consolidated Gas & Elec Co	Consolidated Gas & Elec Co	364
Consolidated Gas & Elec Co	McClellan Sub Station	364
Consolidated Gas & Elec Co.	Wise Bro	326
Consolidated Gas & Elec. Co.	Consolidated Gas & Elec. Co.	220
Consolidated Gas & Elec. Co.	Maryland Telephone & Power Co.	294
Consolidated Gas & Electric Co	Consolidated Gas & Electric Co	444
Consolidated Gas Co.	Consolidated Gas Co.	221
Consolidated Gas Co.	Consolidated Gas Co. Ofc Bldg	323
Continental Trust Co.	Continental Office Building	032
Conway Warehouse Co.	Haywood Bro & Wakefield Co	142
Cook, Henry E	Cook, Henry E, Lumber Yd & Mill	376
Cooper, Samuel, & Co	Cooper, Samuel, & Co	415
Crane Co	Crane Co Plumbing Supplies	443
Crown Cork & Seal Co	Balto Brier Pipe Co	375
Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg.H	312
Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg A	255
Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg F-G	248
Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg I	257
Crown Cork & Seal Co.	Crown Cork & Seal Co.Bldg B,C	256
Culbreth, Miss E	Albin Hotel	466
Cuyler & Mohler	Cuyler & Mohler Plumbing Suppl	497
Darby Candy Co.	Darby Candy Co.	277
Darby Candy Co.	Ottenheimers Bro.	277
Deford & Co.	Deford & Co.	287
Deford Co.	Deford Co.	077
Derr, Mr.	National Marine Bk & Ofc Bldg	227
Dietrick & Harvey Machine Co	Dietrick & Harvey Machine Co	453
Diffenduff, C & W S	Ross, Chas H, & Co	138
Dininson, Robert M	Perfection Mattress Co.	191
Dockman, John H, & Son Inc	Dockman, John H, & Son Inc	371
Dohme, Louis	Sharp & Dohme Chemical Co.	154
Donnell, Mary-E	Rosenfeld Co	417
Donnell, Mary E	Strauss Bro	417
Donnelly, Mary E	Grief, L, & Bro	417
Dreyer, H D, & Co	Dreyer, H D, & Co	353
Dreyer, H.D. & Co.	Box Factory	003
Drovers & Mechanics Natl Bank	Drovers & Mechanics Natl Bank	183
Drovers & Mechanics Natl Bank	Holzman Mfg. Co.	183
Dugan, Pierre, Agt.	Ross, Chas H, & Co	138
Duker, J. H., & Co.	Duker, J H, & Co. Box Factory	162
Duker, J.H. Box Co.	Duker, J.H. Box Co.	094
Duker, Otto & Co.	Duker, Otto & Co. Wood Mill	086
Edell. S. T.. Sons	Edell. S. T.. Sons	269

Duker, Otto & Co.	Duker, Otto & Co. Wood Mill	086
Edell, S. T., Sons	Edell, S. T., Sons	269
Egan, K., Estate	Baltimore Waste Co.	192
Egerton Brothers	Egerton Brothers	428
Eisenberg, A.	Eisenbergs Underselling Dept.	319
Eisenberg, D., Dr. Lowenthal &	Coblin Cahn & Co.	303
Elmer, Lewis & Sons	Vinegar & Yeast Mfg. Plant	095
Emerson Drug Co.	Emerson Drug Co.	175
Epstein, Jacob & Others	Epstein, Jacob	019
Epstien, Jacob	Epstien, Jacob (Bargain Hs)	202
Erlanger Underwear Mfg Co	Erlanger Underwear Mfg Co	438
Eutaw Building Co.	Hamberger Bro. & Co.	180
Evans, William H	Evans Marble Co.	151
Evening News Co.	Evening News Co.	081
Farmers & Merchants Natl Bank	Farmers & Merchants Natl Bank	357
Farren, J S, & Co	Farren, J S, & Co	500
Farren, J S, & Co	Fruit Packing House	500
Faust, J M & W K	Jacobs Bros & Levene	472
Feiken, Bernard	Feiken, Bernard	168
Feldman, M		264
Fidelity & Deposit Co.	Fidelity Office Bldg.	116
Fine, Israel & Son	Fine, Israel & Son Clothing	027
Fine, L.	Fine, L.	027
Fisher, J.H.	Fisher, J.H. Box Factory	050
Fleischman, J, & Co	Fleischman, J, & Co Distillery	401
Ford, Chas. E.	Ford, Chas. E., & Bro.	204
Ford, Chas. E.	Fords Opera House	204
Frank, A. L.	Schloss Bro. & Co.	276
Franke, George, Sons & Co.	Franke, George. Sons & Co.	177
Franklin Building Co.	Franklin Office Building	044
Furst Bro & Co	Furst Bro & Co, Picture Frames	414
G B S Brewery Co	Bay View Branch	411
G B S Brewery Co	G B S Brewery Co, National Br	410
G. B. S. Brewing Co.	Darley Park Brewery	271
G. B. S. Brewing Co.	G.B.S. Brewing Co, Globe Branch	267
Gaither Estate	Decinel Tinner Mesh Co.	100
Gaither, Thomas	Levinson, Henry, & Co.	234
Gaither, Thomas H.	Cushing Co.	260
Gaither, Thomas H.	Maass & Kemper	018
Gambrill, C A, Mfg. Co.	Gambrill, C A. Mfg. Co.	137
Ganter, F X	Ganter, F X (bar fixtures)	314
Ganter, F X	Morris & Co	430
Gary, E. Stanley, Trustee	Cohn Adler Shoe Co.	265
Gas & Electric Co.	Gas & Electric Co.	176
Gelpin Langdon & Co	Gelpin Langdon Chemical Co	348
German Orphan Asylum	Orphan Children, home for	001
Gernand, E. Z. & W. S. Thomas	Office Building	076
Gill, Son	Gill, Son	421
Gilpin, Henry B	Heineman Bros	349
Gilpin, Henry B, Co	Gilpin Langdon & Co	348
Gittings Rogers Co	Frey & Sons, Wholesale Grocers	446
Goldman & Romm	Goldman & Romm	015
Goldstein Bro	Goldstein Bro Box Co	415
Gomprecht & Benesch	Gomprecht & Benesch	173
Gomprecht & Benesch	Gomprecht & Bensch	172
Graham Estate	Graham Est Storage Warehs Co.	152
Greenwald-Packing Co.	Greenwald Abbattoir--& Pack. Co.	074
Gross, Geo L	Gross, Geo L, Barrell Factory	467
Gundersheimer, Milton	Wallerstein, D.S.	016
Gunther, Geo., Estate	Gunther Office Building	195
Gutman, Mrs Bertha	Gutman, Joel, Co. (Dept. Store)	167
Haas Tailoring Co.	Haas Tailoring Co.	241
Hajoca	Cuyler & Mohler Plumbing Suppl	497
Hamberger, Isaac & Sons	Hamberger, Isaac & Sons	040
Harryman, Geo., & Bro	Crawford, Wm. H., Co.	210
Harryman, Geo., & Bro.	Harryman, Geo., & Bro.	210
Hasnup, Louis P.	Welfson, D., & Sons	305
Hayard Bartlett & Co	Hayard Bartlett & Co	450
Hebrew Hospital	Hebrew Hospital	381
Hecht & Bros.	Hub, The	098
Heise & Bruns	Lumber Yard & Mill	087
Himmel, M. L. H., & Sons	Grand Rapid Store & Eg Co.	286
Himmell, M. L., & Son	Himmell, M. L., & Son	217
Hirshberg Paint Co		491
Hirshberg, Nathan H. & Son	Picture Frame Mfg.	052
Hiss, Philip, Co	Hiss, Philip, Mfg Co	393
Hobbard Fertilizer Co.	Hobbard Fertilizer Co.	209
Hochschild Kohn & Co.	Hochschild Kohn & Co.	021
Hochschild Kohn & Co.	Hochschild Kohn & Co. Dept. Store	301
Hoen Building Co.	Hoen Office Bldg.	324
Hoen Building Co.	Hoen, A. & Co.	058
Hohman, C, & Son	Hohman, C, & Son, Pork Butchers	377
Holland Mfg Co	Fruit Puddine co	491
Hollender, Koshland & Co.	Williams & Wilkens Co.	253
Hollingsworth, Wm.	Hollingsworth, Wm.	278
Hooper McGaw Co.	Hooper McGaw Co.	120
Hooper, Jas E	Hoopers Cotton Duck Mill	419
Horner, T. H. & Co.	Horner, T. H. & Co.	008
Hosback Motor Co.	King, James, & Co. Carriage Wks	275
Hosback Motor Co.	King, James, & Co. Carriage Wks	275
Hughes Furniture Co.	Hughes Furniture Mfg. Co.	272
Hurst Tower Realty Co.	Hurst Office Building	038
Hurst, John E.	Hurst, John E., & Co.	292
Hutzler Brothers	Hutzler Bro. Department Store	297
Hutzler, David, & Bro.	Hutzler Bro. Department Store	297
Hutzler, David, & Bro.	Hutzler Bro. Dept. Store	125
Industrial Building Co	Industrial Building Co & Others	455
International Harvester Co	International Harvester Co	384
Jackson (agt.)	Comfy Mfg. Co.	052
James & Ingram	Lombard Storage Co	346
Jewish Alliance	Baltimore Theatre	015
John Hopkins University	John Hopkins Univ. Physical Sci	382
John Hopkins Estate	Concy Machine Co	352

International Harvester Co	384	
Jackson (agt.)	Comfy Mfg. Co.	052
James & Ingram	Lombard Storage Co	346
Jewish Alliance	Baltimore Theatre	015
John Hopkins University	John Hopkins Univ. Physical Sci	382
Johns Hopkins Estate	Carey Machine Co	352
Johns Hopkins Estate	Deere, John, Plow Co	432
Johns Hopkins Estate	Miller, Daniel, Co.	290
Johns Hopkins Hospital	Bernheimer Leader Store	341
Johns Hopkins Hospital	Bluthenthal & Bickart	340
Johns Hopkins Hospital	Carey Machine Co.	288
Johns Hopkins Hospital	Carter Webster & Co.	261
Johns Hopkins Hospital	Hungerford & Co.	340
Johns Hopkins Hospital	Johns Hopkins Hosp., Printers	446
Johns Hopkins Hospital	Paper Mill Co.	343
Johns Hopkins Hospital	Sea Gull Specialty Co.	341
Johns Hopkins Hospital	White & Martin Fertilizer Co.	128
Johns Hopkins Hospital Estate	Brown, B J, & Son	482
Johns Hopkins Hospital Estate	Johns Hopkins Hospital Estate	071
Johns Hopkins Hospital Estate	Kroneberger Coffee Co	482
Johns Hopkins Hospital Estate	North Bro & Strauss, Shirt Mfg	447
Johns Hopkins Hospital Estate	Office Building	494
Johns Hopkins Hospital Estate	Rasin, Craig & Cassard	078
Johns Hopkins Hospital, Estate	Hirshberg, N H, & Son	433
Johns Hospital Hopkins Estate	Guth Chocolate Co.	342
Jones Hollenore Co.	Hoops's & Radford Junk Shop	008
Junker, Frank	Hotel Junker	194
Kahn, S.	Rosenstien & Bro.	070
Kallon, Mrs.	Stinson, Edward, Mfg Co	402
Katz Realty Corporation	Decinel Tinner Mesh Co.	100
Keiths Garden Theatre	Garden Theatre	317
Kemp, C M, Mfg Co	C & P Telephone Co	413
Kemp, C M, Mfg Co	Kemp, C M, Mfg Co	413
Kennedy Foundry Co.	Gas Engine Co.	123
Kenny, C D, Co	Kenny, C D, Co Stable	468
Kenny, C. D., Co	Kenny, C D, Co. Coffee Whs.	178
Kernan, James L.	Auditorium Theatre	214
Kernan, James L.	Hotel Kernan	214
Kernan, James L.	Maryland Theatre	214
Kernan, Jas. L.	Monumental Theatre	042
Keyer, Wm., Estate	Rasch & Gainer	263
Keyser Estate	Frank & Adler	021
Keyser Estate	Lombard Storage Co	346
Keyser Office Building Co.	Keyser Office Building	084
Keyser, R. Brent	Sanders & Stayman	113
Keyser, William, Estate	Johnson Boyd & Co.	262
King, James, & Co.	King, James, & Co. Carriage Wks	275
King, James, & Co.	King, James, & Co. Livery Stables	274
Kingan Provision Co	Kingan Provision Co	403
Kingan Provision Co.	Kingan Provision Co.	282
Kirk, Henry	Kirk, Henry & Son	011
Knabe, William, & Co.	Knabe, William, & Co.	182
Knabe, William, & Co.	Knabe, William, & Co.	189
Knox, W & J, Net & Twine Co.	Knox, W & J, Net & Twine Co.	307
Kohn, Martin J, & Co	Carriage & Toy Co	351
Kohn, Martin J, & Co	May Co	351
Krouse & Co	Krouse & Co	431
Kuhn, Mr.	Cadillac Co	388
Lanahan, Wm., & Son	Lanahan, Wm., & Son	329
Lanahan, Wm., & Son	Lanahan, Wm., & Son	330
Lauer & Suter Co	Lauer & Suter Co	423
Lauer & Sutter Co	Candy Mfg Co	423
Lauer, Martin, & M F Lauer	Southern Bedding Co	442
Leakin Estate	Putts, J W, Co.	325
Lee, J.H. (trustee)	Franklin Office Building	044
Leib, M.W.	Leib Flooring & Planing Mill	089
Levenson & Lentz Inc	Welfson, D., & Sons	305
Levenson & Zenitz Inc.	Levenson & Zenitz (Warehouse)	216
Levinson, S.	Eutaw Bargain House & Others	024
Levy, M S, & Sons	Levy, M S, & Sons	356
Lipps Murback Cholate Co.	Lipps Murback Cholate Co.	338
Lipps, Chas.	Lipps, Chas., Soap factory	338
Little Sisters of Mercy	Balto City Hospital	473
Little Sisters of Mercy	City Hospital - Annex	476
Little Sisters of Mercy	Little Sisters of Mercy	473
Lord Baltimore Press	Treidenwald Lithograph Co.	254
Lorin, Gordon	Lorin, Gordon, Furniture Co	415
Lowenthal, Dr., & D. Eisenberg	Coblin Cahn & Co.	303
Lyman, Dr.	American Coat Pad Co	429
Lyric Auditorum Music Co	Lyric Auditorum Music Co	362
Maass & Kemper		243
Maass & Kemper	Maass & Kemper	237
Madison Construction Co	Bellevue & Manchester Flats	360
Madison Construction Co	Madison Construction Co	360
Mardel Auto Co	Cadillac Co	388
Marlborough Construction Co.	Marlborough Apartments	166
Maryland Apartment Co	Earl Court	470
Maryland Biscuit Co.	Maryland Biscuit Co.	109
Maryland Biscuit Co.	Maryland Biscuit Co.	110
Maryland Blind Asylum	Maryland School for Blind	395
Maryland Causalty Co.	Maryland Causalty Co. Office	045
Maryland Causalty Co., Inc. -	Maryalnd Causalty Co., Inc.	038
Maryland Color Printing		279
Maryland Institute	Maryland Insti. School of Arts	311
Maryland Life Insurance Co	Maryland Life Insurance Co	480
Maryland Meter Co	Maryland Meter Co	406
Maryland Meter Co.	Fleet & co. (printers)	283
Maryland Pharmacy	Williams & Wilkens Co.	253
Maryland Telephone Co.	Balto Power & Elec. Co.	249
Maryland Telephone Co.	Maryland Telephone Co.	145
Maryland Telphone & Power Co.	Maryland Telphone & Power Co.	294
Maryland Trust Co.	Maryland Trust Co. Office Bldg	083
Maryland Woolen Co.	Maryland Woolen Co.	215
Maury & Donnelly	Maury & Donnelly Office Bldg.	284
Mayor & City Council	Police Department	475
Mayor & City Council	Public School # 70	498
McCormick & Co.	McCormick & Co, Wholesale Drug	139
McCreery, A. B.	McCreery, A B, Hardware Co.	237
McCreery, A. B.	Treidel & Treidel	243
Medical, Chiroprical, Eclectic	Medical, Chiroprical, Eclectic	022

Mayor & City Council	Police Department	475
Mayor & City Council	Public School # 70	498
McCormick & Co.	McCormick & Co, Wholesale Drug	139
McCreery, A. B.	McCreery, A B, Hardware Co.	237
McCreery, A. B.	Treidel & Treidel	243
Medical Chirurgical Faculty	Medical Chirurgical Faculty	093
Megenhardt, Margret	Southern Bedding Co	441
Mercantile Trust & Deposit Co.	Mercantile Trust & Deposit Co.	082
Merchants & Miners Tran. Co.	Machine Shop	059
Merchants & Miners Trans Co	Merchants & Miners Trans Co	427
Merchants & Miners Trans. Co.	Merchants & Miners Trans. Co.	224
Merchants & Miners Trans. Co.	Merchants & Miners Trans. Co.	332
Merchants & Miners Trans. Co.	Savanna Wharf	060
Merchants Hotel Co.	Merchants Hotel Co.	295
Meyer & Thalheimer	Meyer & Thalheimer	296
Miller, Geo	Miller, Geo, Garage	388
Miller, J. Henry	Miller, J. Henry, & others	184
Mission Helpers, Institute of	Orphanage & Laundry	055
Mission Helpers, Institute of	Sacred Heart Chappel	055
Mo., Dr., Estate	Stafford Hotel Co.	114
Mobleheny	Reliable Furniture Co	452
Monumentle Table Co.	Monumentle Table Co.	279
Monumentle Table Co.	Steam Laundry	279
Morgan Millwork Co	Morgan Millwork Co	398
Mt Vernon Belting Co	Mt Vernon Belting Co	493
Mt Vernon Cotton Duck Co	Druid Mill	488
Mt Vernon Cotton Duck Co	Meadow Mill	486
Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co	486
Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co	488
Mt Vernon Cotton Duck co	Mt Vernon Cotton Duck Co	487
Mt. Vernon Cotton Duck Co.	Mt. Vernon Cotton Duck Co.	134
Murbach Chocolate Co.	Murbach Chocolate Co.	286
Murphy, Frank J.	Murphy, Frank J.	321
Myer & Thalheimer	Myer & Thalheimer	296
Mylander, Mary		233
Mylander, Mary		235
Mylander, Mary		236
N C R R Co.	Terminal Warehouse Co.	281
N. C. R. R. Co.	N. C. R. R. Co. Pier # 3	131
N. C. R. R. Co.	N. C. R. R. Co. Pier # 4	132
N. C. R. R. Co.	N. C. R. R. Co. Pier # 6	129
N. C. R. R. Co.	N.C.R.R.Co (brick warehouse)	127
N. C. R. R. Co.	NCRR Co. Pier # 2 & Wash. Shed	130
N. C. R. R. Co. (Keith St.)	N. C. R. R. Co. Coal Pier	133
N.C. R.R. Co.	N.C. R.R. Co. Main Office Bldg	080
N.C. R.R. Co.	Terminal Warehouse Co.	061
N.C.R.R. Co	N.C.R.R. Co # 2 Elevator	378
N.C.R.R. Co	N.C.R.R. Co Car Shops	392
N.C.R.R. Co	N.C.R.R. Co Freight Shed E	383
N.C.R.R. Co	N.C.R.R. Co Freight Shed F&E	380
N.C.R.R. Co	Terminal Warehouse Co	379
National Bank of Baltimore	National Bank of Baltimore	010
National Casket Co	National Casket Co	354
National Enameling & Stamping	National Enameling- & Stamping	335
National Lead Co.	Columbia Bag Co.	211
National Marine Bank	National Marine Bk & Ofc Bldg	227
National Union Bank	National Union Bank	193
New Theatre Co.	New Theatre Co.	318
Newberger, S.	Newberger, S., & Sons	246
Northern Central R.R. Co.	Freight Shed -B-	097
Northern Central R.R. Co.	Shed -C-	096
Northern Central Railroad Co.	Northern Central Railroad Co.	090
Nt Vernon Cotton Duck Co	Park & Woodberry Mills	487
O'Neill, Thomas & Chalard Est.	O'Neill, Thomas & Co.	099
O'Neill, Thomas, Estate	Professional Office Bldg.	101
Old Bay State Steamboat Co	Old Bay State Steamboat Co	489
Old Town Bank	Parkway Garage & Storage Co	393
Openheim & Oberudorf Co	Openheim & Oberudorf Co	365
Openheim & Oberudorf Co	Vindex Plant	365
Paper Mills Co	Paper Mills Co	496
Parkway Theatre Co	Parkway Theatre Co	396
Patapsco Storage Co	Patapsco Storage Co	422
Peabody, Geo., Estate	Peabody Institute	119
Pearce & Scheck	Lord Baltimore Theatre	031
Peterson, Carl	Peterson, Carl	260
Phoneix Pad Co.	Phoneix Pad Co.	159
Piedmont Mt. Airy Guano Co.	Piedmont Mt. Airy Guano Co.	004
Pilot Shoe Co	Pilot Shoe Co	478
Pimes, M & H	Pimes, M., & Co.	222
Pimes, M., & Co.	Pimes, M., & Co.	219
Pimes, Mrs. H.	Pimes, M., & Co.	219
Poole & Hunt	Mt Vernon Cotton Duck Co	488
Preston, Alex & Thomas & Thpsn.	Thomas & Thompson	043
Putts, J W, Co.	Putts, J W, Co.	325
Radford, John T.	Hoope's & Radford Junk Shop	008
Raffle, Jacob M.	Barrett McKee Co.	251
Raymond Button Co	Alma Button Co	385
Read Drug & Chemical Co.	Read Drug & Chemical Co.	302
Reeder, Oliver, & Son	Reeder, Oliver, & Son	147
Reid Drug Co.	Reid Drug Co. Branch Store	302
Reile & Solmon & Co	Reile & solmon & Co	490
Reliable Furniture Co	Reliable Furniture Co	452
Reliable Furniture Co	Reliable Furniture Mfg Co	451
Riddlemoser Bldg	Strayers Business College	198
Riddlemoser, J.	Strayers Business College	198
Riggs Building Co.	Latrobe Apartment Co.	121
Ruse & Co	Ruse & Co	358
Ruse, Harry R	Ruse & Co	358
Safe Deposit & Trust Co.	Albert Bldg.	207
Safe Deposit & Trust Co.	Balto Bargain House	293
Safe Deposit & Trust Co.	Hurst, John E., & Co.	292
Safe Deposit & Trust Co.	Marcus & Harkheimer	023
Safe Deposit & Trust Co.	Oppenheiner Oborendorf & Other	207
Sagax Wood Co.	Sagax Wood Co.	005
Schauman, A, Son	Frey & Co	437
Schauman, A, Son	Obrecht, P F, & Son	437
Schauman, A, Son	Schauman, A, Son & Co	437
Scherer, John C., Jr.	Holems, D. R.	196
Scherer, John C., Jr.	Scherer, John C., Jr.	196

Safe Deposit & Trust Co.	Oppenheimer Obendorf & Other	207
Sagax Wood Co.	Sagax Wood Co.	005
Schauman, A, Son	Frey & Co	437
Schauman, A, Son	Obrecht, P F, & Son	437
Schauman, A, Son	Schauman, A, Son & Co	437
Scherer, John C., Jr.	Holems, D. R.	196
Scherer, John C., Jr.	Scherer, John C., Jr.	196
Schloss Brothers & Co.	Schloss Brothers & Co.	046
Schmidt, Peter	Schmidts Steam Bakery	247
Schneider, Louis	Furniture Mfg Co	469
Schneider, Louis	Gouldstrom Bro	469
Schultz, F. W., Co.	Schultz, F. W., Co.	197
Security Storage & WarehouseCo	Security Storage & WarehouseCo	397
Seton High School	St Josephs Industrial Home	122
Severn Apartment Co	Severn Apartment Co	391
Severn Apartment Co	Severn Hotel	391
Sharino, Jos	Ice Cream Cones	385
Sharp & Dohme	Sharp & Dohme	436
Sharp & Dohme	Sharp & Dohme Chemical Works	434
Sharp & Dohme Co.	Sharp & Dohme Chemical Co.	153
Sheppard-Pratt Asylum Estate	Muth & Bro	106
Simon Dalsheimer	Treidenwald Lithograph Co.	254
Simpson & Doeller Co	Simpson & doeller Co	370
Simpson & Doller & Co	Simpson & Doller & Co	369
Simpson Doeller Co	Simpson Doeller Co	458
Simpson, Alice & Camille	Robins & Co	481
Simpson, Alice & Camille	Robins, Mrs N H	481
Simpson, Alice & Camille	Roseman, J A	481
Simpson, Alice & Camille	Simpson, W A	481
Sinclair Scott & Co	Sinclair Scott & Co	495
Singer Mfg. Co.	Singer Mfg. Co.	316
Small & Booth Estate	Kernan Rife & Houch	285
Smith, Henry, Jr.	Smith Office Bldg.	266
Snyder Hat Stores Co.	Snyder Hat Stores Co.	017
Solinson, M. & Co.	Solinson & Co. Wire Screen Mfg	053
Sonneborn Realty Co	Sonneborn, Henry, & Son Co	448
Sonneborn, Henry, & Co.	Sonneborn, Henry, & Co.	185
Sonneborn, Henry, & Co.	Strauss? Baer & Co.	185
Southern Hotel Co.	Southern Hotel Co.	244
Southern Overhall Co.	Southern Overhall Co.	223
Spear? Miller Co et al		417
Spedden Ship Building Co.	Spedden Ship Building Co.	067
Speed & Gill	Law Office Building	144
Spindler, Geo	Spindler, Geo, Co	439
St Josephs Industrial Home	St Josephs Industrial Home	122
St. Francis & St. Joseph's	St. Joseph's Hospital	092
Stanard Oil Co	Stanard Oil Co-Oil Plant,Stabl	374
Standard Oil Co	Standard Oil Co	426
Standard Oil Co.	Standard Oil Co. (Oil Plant)	161
Stebbins, Wallace	Stebbins, Wallace, & Sons	107
Steif, Chas & Frederick	Steif, Chas & Fred.Piano Mfg.	309
Stein, M.	Snellenberg & Co.	041
Stewart & Co.	Stewart & Co. Department Store	300
Stewart Distilling Co.	Stewart Distillery	049
Stewart, Samuel E.	Colonade Theatre Co.	012
Stieff, Charles & Frederick	Stieffs Piano Storehouse	308
Stinson, Edward, Mfg Co	Stinson, Edward, Mfg Co	402
Stock, C. Warner	Altermont Hotel Co.	165
Stockbridge, Henry	Cohn Adler Shoe Co.	265
Stokes, Sylvans	Caswell Hotel Co.	039
Strauss Brothers	Balto Bargain House	293
Sutton, R M, & Co	Sutton, R M, & Co	355
Swartz, T J	Fox, W S	477
Taylor & Walker	Taylor & Walker Yale Laundry	057
Taylor, R.	Armstrong Cator & Co.	230
Taylor, Robt A	Armstrong Cator & Co	464
Terminal Warehouse Co	Terminal Warehouse Co	405
Terminal Warehouse Co.	Terminal Warehouse Co.	140
Terminal Warehouse Co.	Terminal Warehouse Co.	141
Theatorium Co	Theatorium Co(Motion Pictures)	394
Thiemeyer, J.H. & Co.	Box Factory	091
Thomas, J.B.	Thomas & Thompson	043
Thomas, Jos. & Son	Thomas, Jos & Son Wood Mill	313
Thompson Chemical Co	Thompson Chemical Co	461
Thompson, A. L.	Armstrong Cator & Co.	230
Thompson, J.J.	Armstrong Cator & Co.	232
Thomsen Chemical Co	Thomsen Chemical Co	462
Tinley, S.H. & Co	Tinley Bros. Co.	075
Towles, Wm. Mfg. Co.	Towles, Wm. Mfg. Co.	030
Townsend Grace & Co.	Straw Hat Mfg. Co.	201
Townsend Grace & Co.	Townsend Grace & Co.	201
Trimble, F W, & Bro	Preston Apartment Co - Flats	457
Turnbull, Lawrence Est.	Schultz & Brother (warehouse)	022
Tyler Bros.	Schoeneman, J. (Pants King)	239
Tyler Estate	Baltimore Biscuit Co.	240
Tyler, J. H., trustee	Baltimore Biscuit Co.	240
U S Rubber Co.	U S Rubber Co.	188
U.S. Fidelity & Guaranty Co.	Office Building	085
US Printing & Lithograph. Co.	American Lable Co.	148
Union Abbattoir Co.	Union Abbattoir Co.	073
Union Box Co.	Marsh Elevator Co.	002
Union Box Co.	Union Box Co.	089
Union Protestant Infirm.Facul.	Union Protestant Infirmary	150
Union Trust Co.	Union Trust Co. Office Bldg.	112
United Elecric & Ry Co.	United Elec & Ry Co.Machine Sh	270
United Electric Co.	United Electric & Ry. Co.	103
United Electric Ry Co.	Car Barn	047
United Electric Ry Co.	United Elec Ry Co. Car Barn	164
United Ry & Elec Co	United Ry & Elec Co Car Barn	407
United Ry & Elec Co.	United Ry & Elec Co.	268
United Ry & Elec. Co.	United Ry & Elec. Co. Car Barn	331
United Ry & Electric Co	United Ry & Elec Co Car Barn	366
United Ry & Electric Co	United Ry & Elec Co Car Barn	399
United Ry & Electric Co	United Ry & Elec Co Car Barn	400
United Ry & Electric Co	United Ry & Elec Co Car Barn	459
United Ry & Electric Co	United Ry & Elec Co Car Barn	465
United Ry & Electric Co	United Ry & Elec Co Car Barn	501
United Ry & Electric Co	United Ry & Elec Co. Car Barn	163
United Ry & Electric Co	United Ry & Elec Co.Car Barn	156

United Ry & Electric Co.	United Ry & Elec Co Car Barn	366
United Ry & Electric Co	United Ry & Elec Co Car Barn	399
United Ry & Electric Co	United Ry & Elec Co Car Barn	400
United Ry & Electric Co	United Ry & Elec Co Car Barn	459
United Ry & Electric Co	United Ry & Elec Co Car Barn	465
United Ry & Electric Co	United Ry & Elec Co Car Barn	501
United Ry & Electric Co	United Ry & Elec Co. Car Barn	163
United Ry & Electric Co	United Ry & Elec Co. Car Barn	156
United Ry & Electric Co	United Ry & Electric Co	502
United Ry & Electric Co	Waverly Car Barn	502
United Ry & Electric Co.	Bigon Theatre Co.	036
United Ry & Electric Co.	United Ry & Elec Co. Car Barn	157
United Ry & Electric Co.	United Ry & Elec Co. Sub Sta.	158
United Ry & Electric Co.	United Ry & Elec. Co Druid Sta.	155
United Ry. & Electric Co.	United Ry. & Elec. Co. (stable)	181
United Ry. & Electric Co.	United Ry. & Electric Co.	135
United Ry. & Electric Co.	United Ry. & Electric Co.	136
United States Government	Balto Custom House	226
Varsity Underwear Co.	Heineman Cigar Factory	160
Varsity Underwear Co.	Varsity Underwear Co.	160
W M R R	Tide Water Freight & Coal Pier	425
W. M. R. R. Co.	W M R R Co. Round House	146
Ward, W. Estate	Hub Clothing House	034
Washington Apartment Co	Washington Apartment House	390
Weinberg, Isaac		291
Weisner, J F., & Son	Weisner, J F., & Son Brewery	225
Wells, Richard G.	Wells, Richard G.	345
Wertheimer Realty Co	Wertheimer Bros	454
West Baltimore Hospital	Hebrew Orphan Asylum	463
White Middleton Co.	Kennedy Foundry Co.	123
White, Francis	Miller, Daniel, Co.	290
White, Henry	Armstrong Cator & Co.	231
Whitehurst, Chas, Pres.	New Theatre Co.	318
Whitehurst, Chas.	Garden Theatre	317
Whitehurst, J T	Burt Machine Co	412
Wilkins, William, Estate	Bergner, F, & Co	435
Wilkins, William, Estate	Pittsberg Plate Glass Co	436
Williams Steamship Co.	N. C. R. R. Co. Pier # 6	129
Wilson Distilling Co.	Wilson Distilling Co.	054
Wilson Estate	Ambach, M., & Son	246
Wise Bros.	Coblin Cahn & Co.	238
Wise Bros.	Polan Katz & Co.	200
Wise Bros.	Wise Bros.	200
Wise, Edward	Hanover Office Bldg.	199
Womans College	Womans College School	485
Womans College	Womans Latin School	471
Woolford, N B	Woolford, N B (Oakum Plant)	359
Worthmore Clothing Co.	Worthmore Clothing Co.	027
Wyatt & Nolting	Arundell Flats	118
Wyatt & Nolting	Montreal Flats	118
Yeakle, Henry, Estate	Wise Bro.	326

OCCUPIED	OWNED	LOCATION
		389
	Albrecht & Co	479
	Atlantic & Pacific Tea Co.	273
	Feldman, M	264
	Hirshberg Paint Co	491
	Maass & Kemper	243
	Maryland Color Printing	279
	Mylander, Mary	233
	Mylander, Mary	235
	Mylander, Mary	236
	Spear? Miller Co et al	417
	Weinberg, Isaac	291
Adams Engr Power House	Balto Ship & Dry Dock Co.	212
Adams Express Co	Adams Express Co	404
Adler & Co.	Boneparte, Chas. J.	014
Albaugh Theatre	Albaugh, John W., Jr.	102
Albert Bldg.	Safe Deposit & Trust Co.	207
Albin Hotel	Culbreth, Miss E	466
Alma Button Co	Alma Button Co	372
Alma Button Co	Raymond Button Co	385
Alma Button Mfg Co	Alma Button Mfg Co	373
Altermont Hotel Co.	Stock, C. Warner	165
Ambach, M., & Son	Wilson Estate	246
American Agric. Chemical Co.	American Agric. Chemical Co.	124
American Brake Shoe Foundry?Co	Balto Car Wheel Co	460
American Can Co, Miller Branch	American Can Co	408
American Can Co.	American Can Co.	065
American Can Co.	American Can Co.	066
American Coat Pad Co	American Coat Pad Co	429
American Coat Pad Co	Lyman, Dr.	429
American Lable Co.	American Lable Co.	148
American Lable Co.	US Printing & Lithograph. Co.	148
American Office Building	Baltimore American	048
American Snuff Co.	American Tobacco Co.	315
American Tobacco Co.	American Tobacco Co.	108
Amidon & Co.	Amidon & Co.	218
Amidon & Co.	Anmidon & Co.	218
Armcost, E.	Armcost, E. Mrs.	056
Armor Fertilizer Co	Armor Fertilizer Co	363
Armstrong Cator & Co	Cator, Franklin P.	229
Armstrong Cator & Co	Taylor, Robt A	464
Armstrong Cator & Co.	Baldwin & Frick	230
Armstrong Cator & Co.	Taylor, R.	230
Armstrong Cator & Co.	Thompson, A. L.	230
Armstrong Cator & Co.	Thompson, J.J.	232
Armstrong Cator & Co.	White, Henry	231
Arundell Flats	Wyatt & Nolting	118
Atlantic Biscuit Co.	Atlantic Biscuit Co.	109
Atlantic Transportation Co.	Atlantic Transportation Co.	133
Auditorium Theatre	Kernan, James L.	214
B & O Freight Shed	B. & O. R.R.	051
B & O R R Co	B & O R R Co	386
B & O R R Hay Shed	B & O R R	420
Bagby Furniture Co.	Bagby Furniture Co.	088
Baltimore Bargain House	American Wholesale Co.	019
Baltimore Biscuit Co.	Tyler Estate	240
Baltimore Biscuit Co.	Tyler, J. H., trustee	240
Baltimore Theatre	Jewish Alliance	015
Baltimore Waste Co.	Egan, K., Estate	192
Balto & Ohio R R	Balto & Ohio R R	355
Balto & Ohio R R Co Hay Shed	Balto & Ohio R R Co	449
Balto & Ohio R R Co Sub Sta	Balto & Ohio R R Co	418
Balto & Ohio R R Co.	Balto & Ohio R R Co.	339
Balto & Ohio RR Co.Camden Elev	Balto & Ohio R R Co.	299
Balto & Ohio RR Freight Shed G	Balto & Ohio R R Co.	187
Balto & Ohio RR Freight Shed H	Balto & Ohio R R Co.	186
Balto & Phila Steamboat Co.	Balto & Phila Steamboat Co.	334
Balto Bargain House	Safe Deposit & Trust Co.	293
Balto Bargain House	Strauss Brothers	293
Balto Brier Pipe Co	Crown Cork & Seal Co	375
Balto Butcher's Abbattoir	Balto Butcher's Abbattoir	213
Balto Car Wheel Co	Balto Car Wheel Co	460
Balto Ches & Rich Steamboat Co	Balto Ches & Rich Steamboat Co	337
Balto City Hospital	Little Sisters of Mercy	473
Balto City Post Office Dept.	Balto City Post Office Dept.	205
Balto Coat Pad Co.	Balto Orphan Asylum	252
Balto Custom House	United States Government	226
Balto Distilling Co	Balto Distilling Co	492
Balto Fidelity Warehouse Co	Balto Fidelity Warehouse Co	367
Balto Fidelity Warehouse Co	Balto Fidelity Warehouse Co	503
Balto Pearl Hom-? Co.	Balto Pearl Hom-? Co.	304
Balto Power & Elec. Co.	Maryland Telephone Co.	249
Balto Pulverizing Co	Balto Pulverizing Co	424
Balto Sanitary Contracting Co.	Balto Sanitary Contracting Co.	250
Balto Ship & Dry Dock Co.	Balto Ship & Dry Dock Co.	212
Balto Steam Packet Co.	Balto Steam Packet Co.	336
Balto Stock Exchange Co. & Ofc.	Balto Stock Exchange Co.	228
Balto Storage & Distributing	Balto Storage & Distributing	409
Balto. & Ohio RR Camden Whs.	Balto. & Ohio R.R. Co.	179
Barrett McKee Co.	Raffle, Jacob M.	251
Baugh Chemical Co	Baugh Chemical Co	368
Bay View Branch	G B S Brewery Co	411
Becker Bro & Son Inc	Becker Bro & Son Inc	322
Becker, Louis	Becker, Louis	333
Bellevue & Manchester Flats	Madison Construction Co	360
Belt Line Power Plant	B & O Railroad Co.	298
Belvedere Hotel Co.	Belvedere Hotel Co.	111
Bergner, F, & Co	Bradley Reese Co	435
Bergner, F, & Co	Wilkins, William, Estate	435
Bergner, Fred, & Co	Bergner, Fred, & Co.	149
Bernheimer Bros.	Bernheimer Bros.	203
Bernheimer Leader Store	Johns Hopkins Hospital	341

Bernheimer Bros.	Bernheimer Bros.	203
Bernheimer Leader Store	Johns Hopkins Hospital	341
Bernheimer Bros.	Bernheimer Bros.	320
Berwanger, Zikes & Co.	Berwanger, Zikes & Co.	009
Bigon Theatre Co.	United Ry & Electric Co.	036
Blaney Theatre Co.	Blaney Theatre Co.	171
Bloom, Geo. Sons & Co.	Bloom, Geo. Sons & Co.	029
Blue Ribbon Candy Co	Bergner, Frederick	445
Blue Ribbon Candy Co	Blue Ribbon Candy Co	445
Bluthenthal & Bickart	Johns Hopkins Hospital	340
Bosley & Co.	Bosley & Co.	053
Box Factory	Dreyer, H.D. & Co.	003
Box Factory	Thiemeyer, J.H. & Co.	091
Boyer & Co.	Canton Co.	063
Boyle, John, Packing Co	Boyle, John, Packing Co	484
Bradley Reese Co	Bradley Reese Co	435
Brager, A. A., & Son	Brager, A. A., & Son	169
Brager, A., & Oth. (Dept. Store)	Brager, A., & Others	170
Brehms Brewery	Brehm, Geo.	069
Brigham Hopkins & Co.	Brigham Hopkins & Co.	245
Brigham Hopkins Co.	Brigham Hopkins Co.	238
Broadbent & Davis Mantle Co.	Broadbent & Davis Mantle Co.	002
Bronstein, A., & Son	Atlantic Furniture Co.	190
Brown, B J, & Son	Johns Hopkins Hospital Estate	482
Bryn Mawr School for Girls	Bryn Mawr School	456
Builders Exchange & Ofc. Bldg.	Builders Exchange	115
Burke Tried & Co.	Burke Tried & Co.	033
Burrough Bros Chemical Mfg Co	Burrough Bros Chemical Mfg Co	350
Burt Machine Co	Burt Machine Co	412
Burt Machine Co	Whitehurst, J T	412
C & P Telephone Co	C & P Telephone Co	361
C & P Telephone Co	Kemp, C M, Mfg Co	413
C & P telephone Co Tel.Exch.	C & P Telephone Co	499
Cadillac Co	Kuhn, Mr.	388
Cadillac Co	Mardel Auto Co	388
Calthorne Realty Co. Warehouse	Calthorne Realty Co.	280
Calvert Drug Co.	Calvert Drug Co.	234
Calvert Office Bldg.	Calvert Bldg. & Construction Co	208
Candy Mfg Co	Lauer & Sutter Co	423
Car Barn	United Electric Ry Co.	047
Carey Machine Co	Johns Hopkins Estate	352
Carey Machine Co.	Johns Hopkins Hospital	288
Carriage & Toy Co	Kohn, Martin J, & Co	351
Carstairs & Bro.	Carstairs & Bro.	049
Carter Webster & Co.	Johns Hopkins Hospital	261
Caswell Hotel Co.	Stokes, Sylvans	039
Cecil Apartment Co. (flats)	Cecil Construction Co.	174
Central Saving Bank & Ofc. Bldg	Central Saving Bank	117
Central Storage Warehouse Co.	Central Storage Warehouse Co.	028
Central Warehouse Co.	Central Warehouse Co.	242
Chesapeake & Potomac Telephone	Chesapeake & Potomac Telephone	328
Chesapeake Belting Co.	Chesapeake Belting Co.	289
Chipman, Geo. & Son	Chipman, Henry C.	064
Chlorid of Silver Dry Cell Bat	Chlorid of Silver Dry Cell Bat	416
City Hospital - Annex	Little Sisters of Mercy	476
Clark, James, Co., Ship Bldrs.	Clark, James, Co.	126
Clinton S...? (warehouse)	Clinton S...?	175
Coblin Cahn & Co.	Eisenberg, D., Dr. Lowenthal &	303
Coblin Cahn & Co.	Lowenthal, Dr., & D. Eisenberg	303
Coblin Cahn & Co.	Wise Bros.	238
Cohn Adler Shoe Co.	Gary, E. Stanley, Trustee	265
Cohn Adler Shoe Co.	Stockbridge, Henry	265
Colonade Theatre Co.	Stewart, Samuel E.	012
Columbia Bag Co.	National Lead Co.	211
Comfy Mfg. Co.	Jackson (agt.)	052
Consolidated Gas & Elec Co	Consolidated Gas & Elec Co	364
Consolidated Gas & Elec. Co.	Consolidated Gas & Elec. Co.	220
Consolidated Gas & Electric Co	Consolidated Gas & Electric Co	444
Consolidated Gas Co.	Consolidated Gas Co.	221
Consolidated Gas Co. Ofc Bldg	Consolidated Gas Co.	323
Continental Office Building	Continental Trust Co.	032
Cook, Henry E, Lumber Yd & Mill	Cook, Henry E	376
Cooper, Samuel, & Co	Cooper, Samuel, & Co	415
Crane Co Plumbing Supplies	Crane Co	443
Crawford, Wm. H., Co.	Harryman, Geo., & Bro	210
Crown Cork & Seal Co. Bldg. H	Crown Cork & Seal Co.	312
Crown Cork & Seal Co. Bldg A	Crown Cork & Seal Co.	255
Crown Cork & Seal Co. Bldg F-6	Crown Cork & Seal Co.	248
Crown Cork & Seal Co. Bldg I	Crown Cork & Seal Co.	257
Crown Cork & Seal Co. Bldg B, C	Crown Cork & Seal Co.	256
Cushing Co.	Gaither, Thomas H.	260
Cuyler & Mohler Plumbing Suppl	Cuyler & Mohler	497
Cuyler & Mohler Plumbing Suppl	Hajoca	497
Darby Candy Co.	Darby Candy Co.	277
Darley Park Brewery	G. B. S. Brewing Co.	271
Decinel Tinner Mesh Co.	Gaither Estate	100
Decinel Tinner Mesh Co.	Katz Realty Corporation	100
Deere, John, Plow Co	Johns Hopkins Estate	432
Deford & Co.	Deford & Co.	287
Deford Co.	Deford Co.	077
Detrich Guano Works	American Agricultural Chemical	007
Dietrick & Harvey Machine Co	Dietrick & Harvey Machine Co	453
Dockman, John H, & Son Inc	Dockman, John H, & Son Inc	371
Dorf & Co.	Barrie, Dr. Geo.	264
Dreyer, H D, & Co	Dreyer, H D, & Co	353
Drovers & Mechanics Natl Bank	Drovers & Mechanics Natl Bank	183
Druid Mill	Mt Vernon Cotton Duck Co	488
Duker, J H, & Co. Box Factory	Duker, J. H., & Co.	162
Duker, J.H. Box Co.	Duker, J.H. Box Co.	094
Duker, Otto & Co. Wood Mill	Duker, Otto & Co.	086
Earl Court	Maryland Apartment Co	470
Eastern Female High School	Board of Trustees	072
		235

Duker, J. H. Box Co.	Duker, J. H. Box Co.	094
Duker, Otto & Co. Wood Mill	Duker, Otto & Co.	086
Earl Court	Maryland Apartment Co	470
Eastern Female High School	Board of Trustees	072
Edell, S. T., Sons	Edell, S. T., Sons	269
Egerton Brothers	Egerton Brothers	428
Eisenbergs Underselling Dept. S	Eisenberg, A.	319
Emerson Drug Co.	Emerson Drug Co.	175
Epstein, Jacob	Epstein, Jacob & Others	019
Epstien, Jacob (Bargain Hs)	Epstien, Jacob	202
Equitable Office Bldg.	Calvert Bldg. & Construction Co	206
Erlanger Underwear Mfg Co	Erlanger Underwear Mfg Co	438
Eutaw Bargain House & Others	Levinson, S.	024
Evans Marble Co.	Evans, William H	151
Evening News Co.	Evening News Co.	081
Farmers & Merchants Natl Bank	Farmers & Merchants Natl Bank	357
Farren, J S, & Co	Farren, J S, & Co	500
Feiken, Bernard	Feiken, Bernard	168
Feldman & Wienman Manfg. Co.	Boneparte, Chas. J.	014
Fidelity Office Bldg.	Fidelity & Deposit Co.	116
Fine, Israel & Son Clothing	Fine, Israel & Son	027
Fine, L.	Fine, L.	027
Finleys Sash Mill	Blue Ribbon Candy Co	445
Fisher, J. H. Box Factory	Fisher, J. H.	050
Fleet & co. (printers)	Maryland Meter Co.	283
Fleischman, J, & Co Distillery	Fleischman, J, & Co	401
Ford, Chas. E., & Bro.	Ford, Chas. E.	204
Fords Opera House	Ford, Chas. E.	204
Fox, W S	Swartz, T J	477
Frank & Adler	Abell, Charles	020
Frank & Adler	Keyser Estate	021
Frank, A. & Sons & Others	Baker, Ellis	026
Franke, George. Sons & Co.	Franke, George, Sons & Co.	177
Franklin Office Building	Franklin Building Co.	044
Franklin Office Building	Lee, J. H. (trustee)	044
Freight Shed -B-	Northern Central R.R. Co.	097
Frey & Co	Schauman, A, Son	437
Frey & Sons, Wholesale Grocers	Gittings Rogers Co	446
Friedewald Co.	Abell, Charles	037
Fruit Packing House	Farren, J S, & Co	500
Fruit Puddine Co	Burrow, Mrs Ida M	491
Fruit Puddine co	Holland Mfg Co	491
Furniture Mfg Co	Schneider, Louis	469
Furst Bro & Co, Picture Frames	Furst Bro & Co	414
G B S Brewery Co, National Br	G B S Brewery Co	410
G. B. S. Brewing Co, Globe Branch	G. B. S. Brewing Co.	267
Gambrill, C A. Mfg. Co.	Gambrill, C A, Mfg. Co.	137
Ganter, F X (bar fixtures)	Ganter, F X	314
Garden Theatre	Keiths Garden Theatre	317
Garden Theatre	Whitehurst, Chas.	317
Gas & Electric Co.	Gas & Electric Co.	176
Gas Engine Co.	Kennedy Foundry Co.	123
Gelpin Langdon Chemical Co	Gelpin Langdon & Co	348
Gibbs Preserving Co.	Canton Co.	062
Gill, Son	Gill, Son	421
Gillett Bldg.	Commerce Trust Co.	332
Gilpin Langdon & Co	Gilpin, Henry B, Co	348
Goldman & Romm	Goldman & Romm	015
Goldstein Bro Box Co	Goldstein Bro	415
Gomprecht & Benesch	Gomprecht & Benesch	173
Gomprecht & Bensch	Gomprecht & Benesch	172
Gouldstrom Bro	Schneider, Louis	469
Graham Est Storage Warehs Co.	Graham Estate	152
Grand Rapid Store & Eg Co.	Himmel, M. L. H., & Sons	286
Greenwald Abbattoir & Pack. Co.	Greenwald Packing Co.	074
Grief, L, & Bro	Donnelly, Mary E	417
Gross, Geo L, Barrell Factory	Gross, Geo L	467
Gumprecht & Bensch	Bensch, I	172
Gunther Office Building	Gunther, Geo., Estate	195
Guth Choloate Co.	Johns Hospital Hopkins Estate	342
Gutman, Joel, Co. (Dept. Store)	Gutman, Mrs Bertha	167
Haas Tailoring Co.	Haas Tailoring Co.	241
Hains, J J, & Co	Brown, Kerner F	478
Hamberger Bro. & Co.	Eutaw Building Co.	180
Hamberger, Isaac & Sons	Hamberger, Isaac & Sons	040
Hanover Bldg.	Boyd, Belmere	199
Hanover Office Bldg.	Wise, Edward	199
Harryman, Geo., & Bro.	Harryman, Geo., & Bro.	210
Hayard Bartlett & Co	Hayard Bartlett & Co	450
Haywood Bro & Wakefield Co	Conway Warehouse Co.	142
Headington Pfeil Mfg. Co.	Canton Co.	310
Hebrew Hospital	Hebrew Hospital	381
Hebrew Orphan Asylum	Board of Trustees	463
Hebrew Orphan Asylum	West Baltimore Hospital	463
Heineman Bros	Gilpin, Henry B	349
Heineman Cigar Factory	Varsity Underwear Co.	160
Herzberg, J., & Co.	Berkley, Henry J.	327
Hess, N. & Sons	Berwanger, Zikes & Co.	009
Himmell, M. L., & Son	Himmell, M. L., & Son	217
Hirshberg, N H, & Son	Johns Hopkins Hospital, Estate	433
Hiss, Philip, Mfg Co	Hiss, Philip, Co	393
Hobbard Fertilizer Co.	Hobbard Fertilizer Co.	209
Hochschild Kohn & Co.	Hochschild Kohn & Co.	021
Hochschild Kohn & Co. Dept. Store	Hochschild Kohn & Co.	301
Hoen Office Bldg.	Hoen Building Co.	324
Hoen, A. & Co.	Hoen Building Co.	058
Hohman, C, & Son, Pork Butchers	Hohman, C, & Son	377
Holems, D. R.	Scherer, John C., Jr.	196
Hollingsworth, Wm.	Hollingsworth, Wm.	278
Holzman Mfg. Co.	Drovers & Mechanics Natl Bank	183
Home for Incurables	Board of Trustees	258
Hoope's & Radford Junk Shop	Jones Hollonore Co.	008
Hoope's & Radford Junk Shop	Radford, John T.	008
Hooper McGaw Co.	Hooper McGaw Co.	120
Hoopers Cotton Duck Mill	Hooper, Jas E	419
Horner, T. H. & Co.	Horner, T. H. & Co.	008
Hotel Junker	Junker, Frank	194
Hotel Kernan	Kernan, James L.	214
Hub Clothing House	Ward, W. Estate	034

Horner, T. H. & Co.	Horner, T. H. & Co.	008
Hotel Junker	Junker, Frank	194
Hotel Kernan	Kernan, James L.	214
Hub Clothing House	Ward, W. Estate	034
Hub, The	Hecht & Bros.	098
Hughes Furniture Mfg. Co.	Hughes Furniture Co.	272
Hungerford & Co.	Johns Hopkins Hospital	340
Hurst Office Building	Hurst Tower Realty Co.	038
Hurst, John E., & Co.	Hurst, John E.	292
Hurst, John E., & Co.	Safe Deposit & Trust Co.	292
Hutzler Bro. Department Store	Hutzler Brothers	297
Hutzler Bro. Department Store	Hutzler, David, & Bro.	297
Hutzler Bro. Dept. Store	Hutzler, David, & Bro.	125
Ice Cream Cones	Shapiro, Jos	385
Industrial Building Co & Others	Industrial Building Co	455
International Harvester Co	International Harvester Co	384
Jacobs Bros & Levene	Faust, J M & W K	472
John Hopkins Univ. Physical Sci	Johns Hopkins University	382
Johns Hopkins Hosp., Printers	Johns Hopkins Hospital	446
Johns Hopkins Hospital Estate	Johns Hopkins Hospital Estate	071
Johnson Boyd & Co.	Keyser, William, Estate	262
Joyce Mfg Co	Broderick Co	440
Joyce Mfg Co	Broderick, J, & Bro	439
Kemp, C M, Mfg Co	Kemp, C M, Mfg Co	413
Kennedy Foundry Co.	White Middleton Co.	123
Kenny, C D, Co Stable	Kenny, C D, Co	468
Kenny, C D, Co. Coffee Whs.	Kenny, C. D., Co	178
Kernan Rife & Houch	Small & Booth Estate	285
Keyser Office Building	Keyser Office Building Co.	084
King, James, & Co. Carriage Wks	Hosback Motor Co.	275
King, James, & Co. Carriage Wks	Hosback Motor Co.	275
King, James, & Co. Carriage Wks	King, James, & Co.	275
King, James, & Co. Livery Stables	King, James, & Co.	274
Kingan Provision Co	Kingan Provision Co	403
Kingan Provision Co.	Kingan Provision Co.	282
Kirk, Henry & Son	Kirk, Henry	011
Klein Mofflit Co		347
Knabe, William, & Co.	Knabe, William, & Co.	182
Knabe, William, & Co.	Knabe, William, & Co.	189
Knox, W & J, Net & Twine Co.	Knox, W & J, Net & Twine Co.	307
Kohn & Pollock	Bonepart, Chas. J.	241
Kroneberger Coffee Co	Johns Hopkins Hospital Estate	482
Krouse & Co	Krouse & Co	431
Lanahan, Wm., & Son	Lanahan, Wm., & Son	329
Lanahan, Wm., & Son	Lanahan, Wm., & Son	330
Latrobe Apartment Co.	Riggs Building Co.	121
Lauer & Suter Co	Lauer & Suter Co	423
Law Office Building	Speed & Gill	144
Leib Flooring & Planing Mill	Leib, M.W.	089
Levenson & Zenitz (Warehouse)	Levenson & Zenitz Inc.	216
Levering Coffee Co	B & O. R. R. Co	483
Levin, Simon, Md. Hotel	Central Realty Co.	194
Levinson, Henry, & Co.	Gaither, Thomas	234
Levy, M S, & Sons	Levy, M S, & Sons	356
Lipps Murback Cholate Co.	Lipps Murback Cholate Co.	338
Lipps, Chas., Soap factory	Lipps, Chas.	338
Little Sisters of Mercy	Little Sisters of Mercy	473
Lombard Storage Co	James & Ingram	346
Lombard Storage Co	Keyser Estate	346
Lord Baltimore Theatre	Pearce & Scheck	031
Lorin, Gordon, Furniture Co	Lorin, Gordon	415
Lumber Yard & Mill	Heise & Bruns	087
Lyric Auditorum Music Co	Lyric Auditorum Music Co	362
Maass & Kemper	Gaither, Thomas H.	018
Maass & Kemper	Maass & Kemper	237
Machine Shop	Merchants & Miners Tran. Co.	059
Madison Construction Co	Madison Construction Co	360
Marcus & Harkheimer	Safe Deposit & Trust Co.	023
Marlborough Apartments	Marlborough Construction Co.	166
Marsh Elevator Co.	Union Box Co.	002
Maryalnd Causalty Co., Inc.	Maryland Causalty Co., Inc.	038
Maryland Biscuit Co.	Maryland Biscuit Co.	109
Maryland Biscuit Co.	Maryland Biscuit Co.	110
Maryland Causalty Co. Office	Maryland Causalty Co.	045
Maryland Insti. School of Arts	Maryland Institute	311
Maryland Life Insurance Co	Maryland Life Insurance Co	480
Maryland Meter Co	Maryland Meter Co	406
Maryland School for Blind	Maryland Blind Asylum	395
Maryland Telephone Co.	Maryland Telephone Co.	145
Maryland Telephone & Power Co.	Consolidated Gas & Elec. Co.	294
Maryland Telephone & Power Co.	Maryland Telephone & Power Co.	294
Maryland Theatre	Kernan, James L.	214
Maryland Trust Co. Office Bldg	Maryland Trust Co.	083
Maryland Woolen Co.	Maryland Woolen Co.	215
Maury & Donnelly Office Bldg.	Maury & Donnelly	284
May Co	Kohn, Martin J, & Co	351
McClellan Sub Station	Consolidated Gas & Elec Co	364
McCormick & Co, Wholesale Drug	McCormick & Co.	139
McCreery, A B, Hardware Co.	McCreery, A. B.	237
Meadow Mill	Mt Vernon Cotton Duck Co	486
Medical Chirurgical Faculty	Medical Chirurgical Faculty	093
Mercantile Trust & Deposit Co.	Mercantile Trust & Deposit Co.	082
Merchants & Miners Trans Co	Merchants & Miners Trans Co	427
Merchants & Miners Trans. Co.	Merchants & Miners Trans. Co.	224
Merchants & Miners Trans. Co.	Merchants & Miners Trans. Co.	332
Merchants Hotel Co.	Merchants Hotel Co.	295
Meyer & Thalheimer	Abell, A. S., Est.	296
Meyer & Thalheimer	Meyer & Thalheimer	296
Miller Branch	American Can Co	408
Miller, Daniel, Co.	Johns Hopkins Estate	290
Miller, Daniel, Co.	White, Francis	290
Miller, Geo, Garage	Miller, Geo	388
Miller, J. Henry, & others	Miller, J. Henry	184
Montreal Flats	Wyatt & Nolting	118
Monumental Theatre	Kernan, Jas. L.	042
Monumentle Table Co.	Monumentle Table Co.	279
Morgan Millwork Co	Morgan Millwork Co	398
Morris & Co	Ganter, F X	430
Mt Royal Flats	Calvert Apartment Co	387

Morgan Millwork Co	Morgan Millwork Co	398
Morris & Co	Ganter, F X	430
Mt Royal Flats	Calvert Apartment Co	387
Mt Vernon Belting Co	Mt Vernon Belting Co	493
Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co	486
Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co	488
Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co	487
Mt Vernon Cotton Duck Co	Poole & Hunt	488
Mt Vernon Exchange	C & P Telephone Co	361
Mt. Vernon Cotton Duck Co.	Mt. Vernon Cotton Duck Co.	134
Murbach Chocolate Co.	Murbach Chocolate Co.	286
Murphy, Frank J.	Murphy, Frank J.	321
Muth & Bro	Sheppard-Pratt Asylum Estate	106
Myer & Thalheimer	Myer & Thalheimer	296
N. C. R. R. Co. Coal Pier	N. C. R. R. Co. (Keith St.)	133
N. C. R. R. Co. Pier # 3	N. C. R. R. Co.	131
N. C. R. R. Co. Pier # 4	N. C. R. R. Co.	132
N. C. R. R. Co. Pier # 6	N. C. R. R. Co.	129
N. C. R. R. Co. Pier # 6	Williams Steamship Co.	129
N.C. R.R. Co. Main Office Bldg	N.C. R.R. Co.	080
N.C.R.R. Co # 2 Elevator	N.C.R.R. Co	378
N.C.R.R. Co Car Shops	N.C.R.R. Co	392
N.C.R.R. Co Freight Shed E	N.C.R.R. Co	383
N.C.R.R. Co Freight Shed F&E	N.C.R.R. Co	380
N.C.R.R.Co (brick warehouse)	N. C. R. R. Co.	127
NCRR Co. Pier # 2 & Wash. Shed	N. C. R. R. Co.	130
National Bank of Baltimore	National Bank of Baltimore	010
National Casket Co	National Casket Co	354
National Casket Co.	Bolte, Mrs Virginia	344
National Enameling & Stamping	National Enameling & Stamping	335
National Marine Bk & Ofc Bldg	Derr, Mr.	227
National Marine Bk & Ofc Bldg	National Marine Bank	227
National Union Bank	National Union Bank	193
New Theatre Co.	New Theatre Co.	318
New Theatre Co.	Whitehurst, Chas, Pres.	318
Newberger, S., & Sons	Newberger, S.	246
Nixson & Zimmerman	Academy of Music Co.	306
North Bro & Strauss, Shirt Mfg	Johns Hopkins Hospital Estate	447
Northern Central Railroad Co.	Northern Central Railroad Co.	090
O'Neill, Thomas & Co.	O'Neill, Thomas & Chalard Est.	099
Obrecht, P F, & Son	Schauman, A, Son	437
Office Building	Gernard, E. Z. & W. S. Thomas	076
Office Building	Johns Hopkins Hospital Estate	494
Office Building	U.S. Fidelity & Guaranty Co.	085
Old Bay State Steamboat Co	Old Bay State Steamboat Co	489
Openheim & Oberudorf Co	Openheim & Oberudorf Co	365
Oppenheimer Oborendorf & Other	Safe Deposit & Trust Co.	207
Orphan Children, home for	German Orphan Asylum	001
Orphanage & Laundry	Mission Helpers, Institute of	055
Ottenheimers Bro.	Darby Candy Co.	277
Oyster & Fruit Packer	Boyer, W.W. & Co.	063
Paper Mill Co.	Johns Hopkins Hospital	343
Paper Mills Co	Paper Mills Co	496
Park & Woodberry Mills	Nt Vernon Cotton Duck Co	487
Parkway Garage & Storage Co	Old Town Bank	393
Parkway Theatre Co	Parkway Theatre Co	396
Patapsco Storage Co	Patapsco Storage Co	422
Peabody Institute	Peabody, Geo., Estate	119
Pearce & Scheck	Cohn, Hartz & Gebhart Embassey	013
Perfection Mattress Co.	Dininson, Robert M	191
Peterson, Carl	Peterson, Carl	260
Phoneix Pad Co.	Phoneix Pad Co.	159
Picture Frame Mfg.	Hirshberg, Nathan H. & Son	052
Piedmont Mt. Airy Guano Co.	Piedmont Mt. Airy Guano Co.	004
Pilot Shoe Co	Pilot Shoe Co	478
Pimes, M., & Co.	Pimes, M & H	222
Pimes, M., & Co.	Pimes, M., & Co.	219
Pimes, M., & Co.	Pimes, Mrs. H.	219
Pittsberg Plate Glass Co	Wilkins, William, Estate	436
Polan Katz & Co.	Wise Bros.	200
Police Department	Mayor & City Council	475
Premier Cab Co.	Chesapeake Belting Co.	289
Preston Apartment Co - Flats	Trimble, F W, & Bro	457
Pretzfelder, H., & Co.	Brent Hurst & Co.	327
Professional Office Bldg.	O'Neill, Thomas, Estate	101
Public School # 70	Mayor & City Council	498
Putts, J W, Co.	Leakin Estate	325
Putts, J W, Co.	Putts, J W, Co.	325
Quality Shop	Cohn, H.J.	041
Quarles, Giles W. & Co.	Berkley, Henry J.	017
Raffel, J. M., Co.	Branden, J.B.	273
Rasch & Gainer	Keyer, Wm., Estate	263
Rasin, Craig & Cassard	Johns Hopkins Hospital Estate	078
Read Drug & Chemical Co.	Read Drug & Chemical Co.	302
Reeder, Oliver, & Son	Reeder, Oliver, & Son	147
Reid Drug Co. Branch Store	Reid Drug Co.	302
Reile & solmon & Co	Reile & Solmon & Co	490
Reliable Furniture Co	Mobleheny	452
Reliable Furniture Co	Reliable Furniture Co	452
Reliable Furniture Mfg Co	Case Good Co	451
Reliable Furniture Mfg Co	Reliable Furniture Co	451
Robins & Co	Simpson, Alice & Camille	481
Robins, Mrs N H	Simpson, Alice & Camille	481
Rocks Wood Mill	Chlorid of Silver Dry Cell Bat	416
Roseman, J A	Simpson, Alice & Camille	481
Rosenfeld Co	Donnell, Mary E	417
Rosenstien & Bro.	Kahn, S.	070
Ross, Chas H, & Co	Diffenduff, C & W S	138
Ross, Chas H, & Co	Dugan, Pierre, Agt.	138
Ruse & Co	Ruse & Co	358
Ruse & Co	Ruse, Harry R	358
Sachs, Louis, Wholesale Grocer	Baltimore & Ohio Railroad	143
Sacred Heart Chappel	Mission Helpers, Institute of	055
Sagax Wood Co.	Sagax Wood Co.	005
Sanders & Stayman	Keyser, R. Brent	113
Savanna Wharf	Merchants & Miners Trans. Co.	060
Schauman, A, Son & Co	Schauman, A, Son	437
Scherer, John C., Jr.	Scherer, John C., Jr.	196
Schloss Bro. & Co.	Frank, A. L.	276
Schloss Brothers & Co.	Schloss Brothers & Co.	046

Schauman, A, Son & Co	Schauman, A, Son	437
Scherer, John C., Jr.	Scherer, John C., Jr.	196
Schloss Bro. & Co.	Frank, A. L.	276
Schloss Brothers & Co.	Schloss Brothers & Co.	046
Schmidts Steam Bakery	Schmidt, Peter	247
Schoeneman, J. (Pants King)	Tyler Bros.	239
Schultz & Brother (warehouse)	Turnbull, Lawrence Est.	022
Schultz, F. W., Co.	Schultz, F. W., Co.	197
Sea Gull Specialty Co.	Johns Hopkins Hospital	341
Security Storage & WarehouseCo	Security Storage & WarehouseCo	397
Selden, Young	Abell, A S, & Co	474
Severn Apartment Co	Severn Apartment Co	391
Severn Hotel	Severn Apartment Co	391
Sharp & Dohme	Sharp & Dohme	436
Sharp & Dohme Chemical Co.	Dohme, Louis	154
Sharp & Dohme Chemical Co.	Sharp & Dohme Co.	153
Sharp & Dohme Chemical Works	Sharp & Dohme	434
Shed -C-	Northern Central R.R. Co.	096
Simpson & Doller & Co	Simpson & Doller & Co	369
Simpson & doeller Co	Simpson & Doeller Co	370
Simpson Doeller Co	Simpson Doeller Co	458
Simpson, W A	Simpson, Alice & Camille	481
Sinclair Scott & Co	Sinclair Scott & Co	495
Singer Mfg. Co.	Singer Mfg. Co.	316
Smith Office Bldg.	Smith, Henry, Jr.	266
Snellenberg & Co.	Stein, M.	041
Snyder Hat Stores Co.	Snyder Hat Stores Co.	017
Solinson & Co. Wire Screen Mfg	Solinson, M. & Co.	053
Sonneborn, Henry, & Co.	Sonneborn, Henry, & Co.	185
Sonneborn, Henry, & Son Co	Sonneborn Realty Co	448
Southern Bedding Co	Lauer, Martin, & M F Lauer	442
Southern Bedding Co	Megenhardt, Margret	441
Southern Hotel Co.	Southern Hotel Co.	244
Southern Overhall Co.	Calvin & Carmel	223
Southern Overhall Co.	Southern Overhall Co.	223
Spedden Ship Building Co.	Spedden Ship Building Co.	067
Spindler, Geo, Co	Spindler, Geo	439
St Josephs Industrial Home	Seton High School	122
St Josephs Industrial Home	St Josephs Industrial Home	122
St Pauls Orphan Asylum	Board of Directors	105
St. Joseph's Hospital	St. Francis & St. Joseph's	092
Stafford Hotel Co.	Mo., Dr., Estate	114
Stanard Oil Co-Oil Plant, Stabl	Stanard Oil Co	374
Standard Oil Co	Standard Oil Co	426
Standard Oil Co. (Oil Plant)	Standard Oil Co.	161
Steam Laundry	Monumentle Table Co.	279
Stebbins, Wallace, & Sons	Stebbins, Wallace	107
Steif, Chas & Fred. Piano Mfg.	Steif, Chas & Frederick	309
Stewart & Co. Department Store	Stewart & Co.	300
Stewart Distillery	Stewart Distilling Co.	049
Stieffs Piano Storehouse	Stieff, Charles & Frederick	308
Stinson, Edward, Mfg Co	Kallon, Mrs.	402
Stinson, Edward, Mfg Co	Stinson, Edward, Mfg Co	402
Strauss Bro	Donnell, Mary E	417
Strauss? Baer & Co.	Sonneborn, Henry, & Co.	185
Straw Hat Mfg. Co.	Townsend Grace & Co.	201
Strayers Business College	Riddlemoser Bldg	198
Strayers Business College	Riddlemoser, J.	198
Sun Building	Abell, A.S. & Co.	035
Sun Job & Print Co	Abell, A S, & Co	474
Sutton, R M, & Co	Sutton, R M, & Co	355
Taylor & Walker Yale Laundry	Taylor & Walker	057
Terminal Warehouse Co	N.C.R.R. Co	379
Terminal Warehouse Co	Terminal Warehouse Co	405
Terminal Warehouse Co.	N C R R Co.	281
Terminal Warehouse Co.	N.C. R.R. Co.	061
Terminal Warehouse Co.	Terminal Warehouse Co.	140
Terminal Warehouse Co.	Terminal Warehouse Co.	141
Theatorium Co(Motion Pictures)	Theatorium Co	394
Thomas & Thompson	Preston, Alex & Thomas & Thpsn.	043
Thomas & Thompson	Thomas, J.B.	043
Thomas Office Bldg.	Balto Ship & Dry Dock Co.	212
Thomas, Jos & Son Wood Mill	Thomas, Jos. & Son	313
Thompson Chemical Co	Thompson Chemical Co	461
Thomsen Chemical Co	Thomsen Chemical Co	462
Tide Water Freight & Coal Pier	W M R R	425
Tin Decorating Co. (Branch)	American Tobacco Co.	068
Tinley Bros. Co.	Tinley, S.H. & Co	075
Towles, Wm. Mfg. Co.	Towles, Wm. Mfg. Co.	030
Townsend Grace & Co.	Townsend Grace & Co.	201
Treidel & Treidel	McCreery, A. B.	243
Treidenwald Lithograph Co.	Lord Baltimore Press	254
Treidenwald Lithograph Co.	Simon Dalsheimer	254
U S Rad...? Co	Alco Grav...? Inc	496
U S Rubber Co.	A. Spear Regatta Und. Co.	188
U S Rubber Co.	U S Rubber Co.	188
Union Abbattoir Co.	Union Abbattoir Co.	073
Union Box Co.	Union Box Co.	089
Union Protestant Infirmary	Union Protestant Infirm.Facul.	150
Union Trust Co. Office Bldg.	Union Trust Co.	112
United Elec & Ry Co.Machine Sh	United Electric & Ry Co.	270
United Elec Ry Co. Car Barn	United Electric Ry Co.	164
United Electric & Ry. Co.	United Electric Co.	103
United Ry & Elec Co Car Barn	United Ry & Elec Co	407
United Ry & Elec Co Car Barn	United Ry & Electric Co	366
United Ry & Elec Co Car Barn	United Ry & Electric Co	399
United Ry & Elec Co Car Barn	United Ry & Electric Co	400
United Ry & Elec Co Car Barn	United Ry & Electric Co	459
United Ry & Elec Co Car Barn	United Ry & Electric Co	465
United Ry & Elec Co Car Barn	United Ry & Electric Co	501
United Ry & Elec Co.	United Ry & Elec Co.	268
United Ry & Elec Co. Car Barn	United Ry & Electric Co	163
United Ry & Elec Co. Car Barn	United Ry & Electric Co.	157
United Ry & Elec Co.Car Barn	United Ry & Electric Co	156
United Ry & Elec Co.Sub Sta.	United Ry & Electric Co.	158
United Ry & Elec. Co. Car Barn	United Ry & Elec. Co.	331
United Ry & Elec.Co Druid Sta.	United Ry & Electric Co.	155
United Ry & Electric Co	United Ry & Electric Co	502
United Ry. & Elec.Co.(stable)	United Ry. & Electric Co.	181

Treidel & Treidel	McCreery, A. B.	243
Treidenwald Lithograph Co.	Lord Baltimore Press	254
Treidenwald Lithograph Co.	Simon Dalsheimer	254
U S Rad...? Co	Alco Grav...? Inc	496
U S Rubber Co.	A. Spear Regatta Und. Co.	188
U S Rubber Co.	U S Rubber Co.	188
Union Abbattoir Co.	Union Abbattoir Co.	073
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United Ry & Elec.Co Druid Sta.	United Ry & Electric Co.	155
United Ry & Electric Co	United Ry & Electric Co	502
United Ry. & Elec.Co.(stable)	United Ry. & Electric Co.	181
United Ry. & Electric Co.	United Ry. & Electric Co.	135
United Ry. & Electric Co.	United Ry. & Electric Co.	136
Varsity Underwear Co.	Varsity Underwear Co.	160
Vindex Plant	Openheim & Oberudorf Co	365
Vinegar & Yeast Mfg. Plant	Elmer, Lewis & Sons	095
W M R R Co. Round House	W. M. R. R. Co.	146
Wagner, C.L. & Others	American Wholesale Corp.	025
Walbert Apartment House	Abell Estate	104
Wallerstein, D.S.	Gundersheimer, Milton	016
Washington Apartment House	Washington Apartment Co	390
Waverly Car Barn	United Ry & Electric Co	502
Weisner, J F., & Son Brewery	Weisner, J F., & Son	225
Welfson, D., & Sons	Hasnup, Louis P.	305
Welfson, D., & Sons	Levenson & Lentz Inc	305
Wells, Richard G.	Wells, Richard G.	345
Wertheimer Bros	Wertheimer Realty Co	454
White & Martin Fertilizer Co.	Johns Hopkins Hospital	128
White Branch, City Baking Co.	City Baking Co.	259
Williams & Wilkens Co.	Brandau, J.	253
Williams & Wilkens Co.	Hollender, Koshland & Co.	253
Williams & Wilkens Co.	Maryland Pharmacy	253
Wilson Distilling Co.	Wilson Distilling Co.	054
Wise Bro	Consolidated Gas & Elec Co.	326
Wise Bro.	Yeakle, Henry, Estate	326
Wise Bros.	Wise Bros.	200
Womans College School	Womans College	485
Womans Latin School	Womans College	471
Woolford, N B (Oakum Plant)	Woolford, N B	359
Woolworth R. Co.	Appold, S.	009
Worthmore Clothing Co.	Worthmore Clothing Co.	027
Zell Guano Works	American Agricultural Chemical	006

LOCATION	OWNED	OCCUPIED
001	German Orphan Asylum	Orphan Children, home for
002	Broadbent & Davis Mantle Co.	Broadbent & Davis Mantle Co.
002	Union Box Co.	Marsh Elevator Co.
003	Dreyer, H.D. & Co.	Box Factory
004	Piedmont Mt. Airy Guano Co.	Piedmont Mt. Airy Guano Co.
005	Sagax Wood Co.	Sagax Wood Co.
006	American Agricultural Chemical	Zell Guano Works
007	American Agricultural Chemical	Detrich Guano Works
008	Horner, T. H. & Co.	Horner, T. H. & Co.
008	Jones Hollonore Co.	Hoope's & Radford Junk Shop
008	Radford, John T.	Hoope's & Radford Junk Shop
009	Appold, S.	Woolworth R. Co.
009	Berwanger, Zikes & Co.	Berwanger, Zikes & Co.
009	Berwanger, Zikes & Co.	Hess, N. & Sons
010	National Bank of Baltimore	National Bank of Baltimore
011	Kirk, Henry	Kirk, Henry & Son
012	Stewart, Samuel E.	Colonade Theatre Co.
013	Cohn, Hartz & Gebhart Embassey	Pearce & Scheck
014	Boneparte, Chas. J.	Adler & Co.
014	Boneparte, Chas. J.	Feldman & Wierman Manfg. Co.
015	Goldman & Romm	Goldman & Romm
015	Jewish Alliance	Baltimore Theatre
016	Gundersheimer, Milton	Wallerstein, D.S.
017	Berkley, Henry J.	Quarles, Giles W. & Co.
017	Snyder Hat Stores Co.	Snyder Hat Stores Co.
018	Gaither, Thomas H.	Maass & Kemper
019	American Wholesale Co.	Baltimore Bargain House
019	Epstein, Jacob & Others	Epstein, Jacob
020	Abell, Charles	Frank & Adler
021	Hochschild Kohn & Co.	Hochschild Kohn & Co.
021	Keyser Estate	Frank & Adler
022	Turnbull, Lawrence Est.	Schultz & Brother (warehouse)
023	Safe Deposit & Trust Co.	Marcus & Harkheimer
024	Levinson, S.	Eutaw Bargain House & Others
025	American Wholesale Corp.	Wagner, C.L. & Others
026	Baker, Ellis	Frank, A. & Sons & Others
027	Fine, Israel & Son	Fine, Israel & Son Clothing
027	Fine, L.	Fine, L.
027	Worthmore Clothing Co.	Worthmore Clothing Co.
028	Central Storage Warehouse Co.	Central Storage Warehouse Co.
029	Bloom, Geo. Sons & Co.	Bloom, Geo. Sons & Co.
030	Towles, Wm. Mfg. Co.	Towles, Wm. Mfg. Co.
031	Pearce & Scheck	Lord Baltimore Theatre
032	Continental Trust Co.	Continental Office Building
033	Burke Tried & Co.	Burke Tried & Co.
034	Ward, W. Estate	Hub Clothing House
035	Abell, A.S. & Co.	Sun Building
036	United Ry & Electric Co.	Bigon Theatre Co.
037	Abell, Charles	Friedewald Co.
038	Hurst Tower Realty Co.	Hurst Office Building
038	Maryland Casualty Co., Inc.	Maryland Casualty Co., Inc.
039	Stokes, Sylvans	Caswell Hotel Co.
040	Hamberger, Isaac & Sons	Hamberger, Isaac & Sons
041	Cohn, H.J.	Quality Shop
041	Stein, M.	Snellenberg & Co.
042	Kernan, Jas. L.	Monumental Theatre
043	Preston, Alex & Thomas & Thpsn.	Thomas & Thompson
043	Thomas, J.B.	Thomas & Thompson
044	Franklin Building Co.	Franklin Office Building
044	Lee, J.H. (trustee)	Franklin Office Building
045	Maryland Casualty Co.	Maryland Casualty Co. Office
046	Schloss Brothers & Co.	Schloss Brothers & Co.
047	United Electric Ry Co.	Car Barn
048	Baltimore American	American Office Building
049	Carstairs & Bro.	Carstairs & Bro.
049	Stewart Distilling Co.	Stewart Distillery
050	Fisher, J.H.	Fisher, J.H. Box Factory
051	B. & O. R.R.	B & O Freight Shed
052	Hirshberg, Nathan H. & Son	Picture Frame Mfg.
052	Jackson (agt.)	Comfy Mfg. Co.
053	Bosley & Co.	Bosley & Co.
053	Solinson, M. & Co.	Solinson & Co. Wire Screen Mfg
054	Wilson Distilling Co.	Wilson Distilling Co.
055	Mission Helpers, Institute of	Orphanage & Laundry
055	Mission Helpers, Institute of	Sacred Heart Chappel
056	Armcoast, E. Mrs.	Armcoast, E.
057	Taylor & Walker	Taylor & Walker Yale Laundry
058	Hoen Building Co.	Hoen, A. & Co.
059	Merchants & Miners Tran. Co.	Machine Shop
060	Merchants & Miners Trans. Co.	Savanna Wharf
061	N.C. R.R. Co.	Terminal Warehouse Co.
062	Canton Co.	Gibbs Preserving Co.
063	Boyer, W.W. & Co.	Oyster & Fruit Packer
063	Canton Co.	Boyer & Co.
064	Chipman, Henry C.	Chipman, Geo. & Son
065	American Can Co.	American Can Co.
066	American Can Co.	American Can Co.
067	Spedden Ship Building Co.	Spedden Ship Building Co.
068	American Tobacco Co.	Tin Decorating Co. (Branch)
069	Brehm, Geo.	Brehms Brewery
070	Kahn, S.	Rosenstien & Bro.
071	Johns Hopkins Hospital Estate	Johns Hopkins Hospital Estate
072	Board of Trustees	Eastern Female High School
073	Union Abbatoir Co.	Union Abbatoir Co.
074	Greenwald Packing Co.	Greenwald Abbatoir & Pack. Co.
075	Tinley, S.H. & Co	Tinley Bros. Co.
076	Gernand, E. Z. & W. S. Thomas	Office Building
077	Deford Co.	Deford Co.
078	Johns Hopkins Hospital Estate	Rasin, Craig & Cassard
080	N.C. R.R. Co.	N.C. R.R. Co. Main Office Bldg
081	Evening News Co.	Evening News Co.
082	Mercantile Trust & Deposit Co.	Mercantile Trust & Deposit Co.
082	Mercantile Trust & Deposit Co.	Mercantile Trust & Deposit Co.

080	Johns Hopkins Hospital Estate	Rasin, Craig & Cassard
081	N.C. R.R. Co.	N.C. R.R. Co. Main Office Bldg
082	Evening News Co.	Evening News Co.
083	Mercantile Trust & Deposit Co.	Mercantile Trust & Deposit Co.
084	Maryland Trust Co.	Maryland Trust Co. Office Bldg
085	Keyser Office Building Co.	Keyser Office Building
086	U.S. Fidelity & Guaranty Co.	Office Building
087	Duker, Otto & Co.	Duker, Otto & Co. Wood Mill
088	Heise & Bruns	Lumber Yard & Mill
089	Bagby Furniture Co.	Bagby Furniture Co.
090	Leib, M.W.	Leib Flooring & Planing Mill
091	Union Box Co.	Union Box Co.
092	Northern Central Railroad Co.	Northern Central Railroad Co.
093	Thiemeyer, J.H. & Co.	Box Factory
094	St. Francis & St. Joseph's	St. Joseph's Hospital
095	Medical Chirurgical Faculty	Medical Chirurgical Faculty
096	Duker, J.H. Box Co.	Duker, J.H. Box Co.
097	Elmer, Lewis & Sons	Vinegar & Yeast Mfg. Plant
098	Northern Central R.R. Co.	Shed -C-
099	Northern Central R.R. Co.	Freight Shed -B-
100	Hecht & Bros.	Hub, The
101	O'Neill, Thomas & Chalard Est.	O'Neill, Thomas & Co.
102	Gaither Estate	Decinel Tinner Mesh Co.
103	Katz Realty Corporation	Decinel Tinner Mesh Co.
104	O'Neill, Thomas, Estate	Professional Office Bldg.
105	Albaugh, John W., Jr.	Albaugh Theatre
106	United Electric Co.	United Electric & Ry. Co.
107	Abell Estate	Walbert Apartment House
108	Board of Directors	St Pauls Orphan Asylum
109	Sheppard-Pratt Asylum Estate	Muth & Bro
110	Stebbins, Wallace	Stebbins, Wallace, & Sons
111	American Tobacco Co.	American Tobacco Co.
112	Atlantic Biscuit Co.	Atlantic Biscuit Co.
113	Maryland Biscuit Co.	Maryland Biscuit Co.
114	Maryland Biscuit Co.	Maryland Biscuit Co.
115	Belvedere Hotel Co.	Belvedere Hotel Co.
116	Union Trust Co.	Union Trust Co. Office Bldg.
117	Keyser, R. Brent	Sanders & Stayman
118	Mo., Dr., Estate	Stafford Hotel Co.
119	Builders Exchange	Builders Exchange & Ofc. Bldg.
120	Fidelity & Deposit Co.	Fidelity Office Bldg.
121	Central Saving Bank	Central Saving Bank & Ofc. Bldg
122	Wyatt & Nolting	Arundell Flats
123	Wyatt & Nolting	Montreal Flats
124	Peabody, Geo., Estate	Peabody Institute
125	Hooper McGaw Co.	Hooper McGaw Co.
126	Riggs Building Co.	Latrobe Apartment Co.
127	Seton High School	St Josephs Industrial Home
128	St Josephs Industrial Home	St Josephs Industrial Home
129	Kennedy Foundry Co.	Gas Engine Co.
130	White Middleton Co.	Kennedy Foundry Co.
131	American Agric. Chemical Co.	American Agric. Chemical Co.
132	Hutzler, David, & Bro.	Hutzler Bro. Dept. Store
133	Clark, James, Co.	Clark, James, Co., Ship Bldrs.
134	N. C. R. R. Co.	N.C.R.R.Co (brick warehouse)
135	Johns Hopkins Hospital	White & Martin Fertilizer Co.
136	N. C. R. R. Co.	N. C. R. R. Co. Pier # 6
137	Williams Steamship Co.	N. C. R. R. Co. Pier # 6
138	N. C. R. R. Co.	NCRR Co. Pier # 2 & Wash. Shed
139	N. C. R. R. Co.	N. C. R. R. Co. Pier # 3
140	N. C. R. R. Co.	N. C. R. R. Co. Pier # 4
141	Atlantic Transportation Co.	Atlantic Transportation Co.
142	N. C. R. R. Co. (Keith St.)	N. C. R. R. Co. Coal Pier
143	Mt. Vernon Cotton Duck Co.	Mt. Vernon Cotton Duck Co.
144	United Ry. & Electric Co.	United Ry. & Electric Co.
145	United Ry. & Electric Co.	United Ry. & Electric Co.
146	Gambrill, C A, Mfg. Co.	Gambrill, C A. Mfg. Co.
147	Diffenduff, C & W S	Ross, Chas H, & Co
148	Dugan, Pierre, Agt.	Ross, Chas H, & Co
149	McCormick & Co.	McCormick & Co, Wholesale Drug
150	Terminal Warehouse Co.	Terminal Warehouse Co.
151	Terminal Warehouse Co.	Terminal Warehouse Co.
152	Conway Warehouse Co.	Haywood Bro & Wakefield Co
153	Baltimore & Ohio Railroad	Sachs, Louis, Wholesale Grocer
154	Speed & Gill	Law Office Building
155	Maryland Telephone Co.	Maryland Telephone Co.
156	W. M. R. R. Co.	W M R R Co. Round House
157	Reeder, Oliver, & Son	Reeder, Oliver, & Son
158	American Lable Co.	American Lable Co.
159	US Printing & Lithograph. Co.	American Lable Co.
160	Bergner, Fred, & Co.	Bergner, Fred, & Co
161	Union Protestant Infirm.Facul.	Union Protestant Infirmary
162	Evans,William H	Evans Marble Co.
163	Graham Estate	Graham Est Storage Warehs Co.
164	Sharp & Dohme Co.	Sharp & Dohme Chemical Co.
165	Dohme, Louis	Sharp & Dohme Chemical Co.
166	United Ry & Electric Co.	United Ry & Elec.Co Druid Sta.
167	United Ry & Electric Co	United Ry & Elec Co.Car Barn
168	United Ry & Electric Co.	United Ry & Elec Co. Car Barn
169	United Ry & Electric Co.	United Ry & Elec Co.Sub Sta.
170	Phoneix Pad Co.	Phoneix Pad Co.
171	Varsity Underwear Co.	Heineman Cigar Factory
172	Varsity Underwear Co.	Varsity Underwear Co.
173	Standard Oil Co.	Standard Oil Co. (Oil Plant)
174	Duker, J. H., & Co.	Duker, J H, & Co. Box Factory
175	United Ry & Electric Co	United Ry & Elec Co. Car Barn
176	United Electric Ry Co.	United Elec Ry Co. Car Barn
177	Stock, C. Warner	Altermont Hotel Co.
178	Marlborough Construction Co.	Marlborough Apartments
179	Gutman, Mrs Bertha	Gutman, Joel, Co. (Dept.Store)
180	Feiken, Bernard	Feiken, Bernard
181	Brager, A. A., & Son	Brager, A. A., & Son
182	Brager, A., & Others	Brager, A., & Oth. (Dept.Store)
183	Blaney Theatre Co.	Blaney Theatre Co.
184	Bensch, I	Gumprecht & Bensch
185	Gomprecht & Benesch	Gomprecht & Bensch
186	Gomprecht & Benesch	Gomprecht & Bensch

171	Blaney Theatre Co.	Blaney Theatre Co.
172	Bensch, I	Gumprecht & Bensch
172	Gomprecht & Benesch	Gomprecht & Bensch
173	Gomprecht & Benesch	Gomprecht & Benesch
174	Cecil Construction Co.	Cecil Apartment Co. (flats)
175	Clinton S...?	Clinton S...? (warehouse)
175	Emerson Drug Co.	Emerson Drug Co.
176	Gas & Electric Co.	Gas & Electric Co.
177	Franke, George, Sons & Co.	Franke, George. Sons & Co.
178	Kenny, C. D., Co	Kenny, C D, Co. Coffee Whs.
179	Balto. & Ohio R.R. Co.	Balto. & Ohio RR Camden Whs.
180	Eutaw Building Co.	Hamberger Bro. & Co.
181	United Ry. & Electric Co.	United Ry. & Elec.Co.(stable)
182	Knabe, William, & Co.	Knabe, William, & Co.
183	Drovers & Mechanics Natl Bank	Drovers & Mechanics Natl Bank
183	Drovers & Mechanics Natl Bank	Holzman Mfg. Co.
184	Miller, J. Henry	Miller, J. Henry, & others
185	Sonneborn, Henry, & Co.	Sonneborn, Henry, & Co.
185	Sonneborn, Henry, & Co.	Strauss? Baer & Co.
186	Balto & Ohio R R Co.	Balto & Ohio RR Freight Shed H
187	Balto & Ohio R R Co.	Balto & Ohio RR Freight Shed G
188	A. Spear Regatta Und. Co.	U S Rubber Co.
188	U S Rubber Co.	U S Rubber Co.
189	Knabe, William, & Co.	Knabe, William, & Co.
190	Atlantic Furniture Co.	Bronstein, A., & Son
191	Dininson, Robert M	Perfection Mattress Co.
192	Egan, K., Estate	Baltimore Waste Co.
193	National Union Bank	National Union Bank
194	Central Realty Co.	Levin, Simon, Md. Hotel
194	Junker, Frank	Hotel Junker
195	Gunther, Geo., Estate	Gunther Office Building
196	Scherer, John C., Jr.	Holems, D. R.
196	Scherer, John C., Jr.	Scherer, John C., Jr.
197	Schultz, F. W., Co.	Schultz, F. W., Co.
198	Riddlemoser Bldg	Strayers Business College
198	Riddlemoser, J.	Strayers Business College
199	Boyd, Belmere	Hanover Bldg.
199	Wise, Edward	Hanover Office Bldg.
200	Wise Bros.	Polan Katz & Co.
200	Wise Bros.	Wise Bros.
201	Townsend Grace & Co.	Straw Hat Mfg. Co.
201	Townsend Grace & Co.	Townsend Grace & Co.
202	Epstien, Jacob	Epstien, Jacob (Bargain Hs)
203	Bernheimer Bros.	Bernheimer Bros.
204	Ford, Chas. E.	Ford, Chas. E., & Bro.
204	Ford, Chas. E.	Fords Opera House
205	Balto City Post Office Dept.	Balto City Post Office Dept.
206	Calvert Bldg.& Construction Co	Equitable Office Bldg.
207	Safe Deposit & Trust Co.	Albert Bldg.
207	Safe Deposit & Trust Co.	Oppenheimer Oborendorf & Other
208	Calvert Bldg.& Construction Co	Calvert Office Bldg.
209	Hobbbard Fertilizer Co.	Hobbbard Fertilizer Co.
210	Harryman, Geo., & Bro	Crawford, Wm. H., Co.
210	Harryman, Geo., & Bro.	Harryman, Geo., & Bro.
211	National Lead Co.	Columbia Bag Co.
212	Balto Ship & Dry Dock Co.	Adams Engr Power House
212	Balto Ship & Dry Dock Co.	Balto Ship & Dry Dock Co.
212	Balto Ship & Dry Dock Co.	Thomas Office Bldg.
213	Balto Butcher's Abbattoir	Balto Butcher's Abbattoir
214	Kernan, James L.	Auditorium Theatre
214	Kernan, James L.	Hotel Kernan
214	Kernan, James L.	Maryland Theatre
215	Maryland Woolen Co.	Maryland Woolen Co.
216	Levenson & Zenitz Inc.	Levenson & Zenitz (Warehouse)
217	Himmell, M. L., & Son	Himmell, M. L., & Son
218	Amidon & Co.	Amidon & Co.
218	Anmidon & Co.	Amidon & Co.
219	Pimes, M., & Co.	Pimes, M., & Co.
219	Pimes, Mrs. H.	Pimes, M., & Co.
220	Consolidated Gas & Elec. Co.	Consolidated Gas & Elec. Co.
221	Consolidated Gas Co.	Consolidated Gas Co.
222	Pimes, M & H	Pimes, M., & Co.
223	Calvin & Carmel	Southern Overhall Co.
223	Southern Overhall Co.	Southern Overhall Co.
224	Merchants & Miners Trans. Co.	Merchants & Miners Trans. Co.
225	Weisner, J F., & Son	Weisner, J F., & Son Brewery
226	United States Government	Balto Custom House
227	Derr, Mr.	National Marine Bk & Ofc Bldg
227	National Marine Bank	National Marine Bk & Ofc Bldg
228	Balto Stock Exchange Co.	Balto Stock Exchange Co.& Ofc.
229	Cator, Franklin P.	Armstrong Cator & Co
230	Baldwin & Frick	Armstrong Cator & Co.
230	Taylor, R.	Armstrong Cator & Co.
230	Thompson, A. L.	Armstrong Cator & Co.
231	White, Henry	Armstrong Cator & Co.
232	Thompson, J.J.	Armstrong Cator & Co.
233	Mylander, Mary	
234	Calvert Drug Co.	Calvert Drug Co.
234	Gaither, Thomas	Levinson, Henry, & Co.
235	Mylander, Mary	
236	Mylander, Mary	
237	Maass & Kemper	Maass & Kemper
237	McCreery, A. B.	McCreery, A B, Hardware Co.
238	Brigham Hopkins Co.	Brigham Hopkins Co.
238	Wise Bros.	Coblin Cahn & Co.
239	Tyler Bros.	Schoeneman, J. (Pants King)
240	Tyler Estate	Baltimore Biscuit Co.
240	Tyler, J. H., trustee	Baltimore Biscuit Co.
241	Haas Tailoring Co.	Haas Tailoring Co.
242	Central Warehouse Co.	Central Warehouse Co.
243	Maass & Kemper	
243	McCreery, A. B.	Treidel & Treidel
244	Southern Hotel Co.	Southern Hotel Co.
245	Brigham Hopkins & Co.	Brigham Hopkins & Co.
246	Newberger, S.	Newberger, S., & Sons
246	Wilson Estate	Ambach, M., & Son
247	Schmidt, Peter	Schmidts Steam Bakery
247		

244	Southern Hotel Co.	Southern Hotel Co.
245	Brigham Hopkins & Co.	Brigham Hopkins & Co.
246	Newberger, S.	Newberger, S., & Sons
246	Wilson Estate	Ambach, M., & Son
247	Schmidt, Peter	Schmidts Steam Bakery
248	Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg F-G
249	Maryland Telephone Co.	Balto Power & Elec. Co.
241	Bonepart, Chas. J.	Kohn & Pollock
250	Balto Sanitary Contracting Co.	Balto Sanitary Contracting Co.
251	Raffle, Jacob M.	Barrett McKee Co.
252	Balto Orphan Asylum	Balto Coat Pad Co.
253	Brandau, J.	Williams & Wilkens Co.
253	Hollender, Koshland & Co.	Williams & Wilkens Co.
253	Maryland Pharmacy	Williams & Wilkens Co.
254	Lord Baltimore Press	Treidenwald Lithograph Co.
254	Simon Dalsheimer	Treidenwald Lithograph Co.
255	Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg A
256	Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg B,C
257	Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg I
258	Board of Trustees	Home for Incurables
259	City Baking Co.	White Branch, City Baking Co.
260	Gaither, Thomas H.	Cushing Co.
260	Peterson, Carl	Peterson, Carl
261	Johns Hopkins Hospital	Carter Webster & Co.
262	Keyser, William, Estate	Johnson Boyd & Co.
263	Keyer, Wm., Estate	Rasch & Gainer
264	Barrie, Dr. Geo.	Dorf & Co.
264	Feldman, M	
265	Gary, E. Stanley, Trustee	Cohn Adler Shoe Co.
265	Stockbridge, Henry	Cohn Adler Shoe Co.
266	Smith, Henry, Jr.	Smith Office Bldg.
267	G. B. S. Brewing Co.	G.B.S. Brewing Co, Globe Branch
268	United Ry & Elec Co.	United Ry & Elec Co.
269	Edell, S. T., Sons	Edell, S. T., Sons
270	United Electric & Ry Co.	United Elec & Ry Co. Machine Sh
271	G. B. S. Brewing Co.	Darley Park Brewery
272	Hughes Furniture Co.	Hughes Furniture Mfg. Co.
273	Atlantic & Pacific Tea Co.	
273	Branden, J.B.	Raffel, J. M., Co.
274	King, James, & Co.	King, James, & Co. Livery Stables
275	Hosback Motor Co.	King, James, & Co. Carriage Wks
275	Hosback Motor Co.	King, James, & Co. Carriage Wks
275	King, James, & Co.	King, James, & Co. Carriage Wks
276	Frank, A. L.	Schloss Bro. & Co.
277	Darby Candy Co.	Darby Candy Co.
277	Darby Candy Co.	Ottenheimers Bro.
278	Hollingsworth, Wm.	Hollingsworth, Wm.
279	Maryland Color Printing	
279	Monumentle Table Co.	Monumentle Table Co.
279	Monumentle Table Co.	Steam Laundry
280	Calthorne Realty Co.	Calthorne Realty Co. Warehouse
281	N C R R Co.	Terminal Warehouse Co.
282	Kingan Provision Co.	Kingan Provision Co.
283	Maryland Meter Co.	Fleet & co. (printers)
284	Maury & Donnelly	Maury & Donnelly Office Bldg.
285	Small & Booth Estate	Kernan Rife & Houch
286	Himmel, M. L. H., & Sons	Grand Rapid Store & Eg Co.
286	Murbach Chocolate Co.	Murbach Chocolate Co.
287	Deford & Co.	Deford & Co.
288	Johns Hopkins Hospital	Carey Machine Co.
289	Chesapeake Belting Co.	Chesapeake Belting Co.
289	Chesapeake Belting Co.	Premier Cab Co.
290	Johns Hopkins Estate	Miller, Daniel, Co.
290	White, Francis	Miller, Daniel, Co.
291	Weinberg, Isaac	
292	Hurst, John E.	Hurst, John E., & Co.
292	Safe Deposit & Trust Co.	Hurst, John E., & Co.
293	Safe Deposit & Trust Co.	Balto Bargain House
293	Strauss Brothers	Balto Bargain House
294	Consolidated Gas & Elec. Co.	Maryland Telephone & Power Co.
294	Maryland Telephone & Power Co.	Maryland Telephone & Power Co.
295	Merchants Hotel Co.	Merchants Hotel Co.
296	Abell, A. S., Est.	Meyer & Thalheimer
296	Meyer & Thalheimer	Meyer & Thalheimer
296	Myer & Thalheimer	Myer & Thalheimer
297	Hutzler Brothers	Hutzler Bro. Department Store
297	Hutzler, David, & Bro.	Hutzler Bro. Department Store
298	B & O Railroad Co.	Belt Line Power Plant
299	Balto & Ohio R R Co.	Balto & Ohio RR Co. Camden Elev
300	Stewart & Co.	Stewart & Co. Department Store
301	Hochschild Kohn & Co.	Hochschild Kohn & Co. Dept. Store
302	Read Drug & Chemical Co.	Read Drug & Chemical Co.
302	Reid Drug Co.	Reid Drug Co. Branch Store
303	Eisenberg, D., Dr. Lowenthal &	Coblin Cahn & Co.
303	Lowenthal, Dr., & D. Eisenberg	Coblin Cahn & Co.
304	Balto Pearl Hom-? Co.	Balto Pearl Hom-? Co.
305	Hasnup, Louis P.	Welfson, D., & Sons
305	Levenson & Lentz Inc	Welfson, D., & Sons
306	Academy of Music Co.	Nixon & Zimmerman
307	Knox, W & J, Net & Twine Co.	Knox, W & J, Net & Twine Co.
308	Stieff, Charles & Frederick	Stieffs Piano Storehouse
309	Steif, Chas & Frederick	Steif, Chas & Fred. Piano Mfg.
310	Canton Co.	Headington Pfeil Mfg. Co.
311	Maryland Institute	Maryland Insti. School of Arts
312	Crown Cork & Seal Co.	Crown Cork & Seal Co. Bldg. H
313	Thomas, Jos. & Son	Thomas, Jos & Son Wood Mill
314	Ganter, F X	Ganter, F X (bar fixtures)
315	American Tobacco Co.	American Snuff Co.
316	Singer Mfg. Co.	Singer Mfg. Co.
317	Keiths Garden Theatre	Garden Theatre
317	Whitehurst, Chas.	Garden Theatre
318	New Theatre Co.	New Theatre Co.
318	Whitehurst, Chas, Pres.	New Theatre Co.
319	Eisenberg, A.	Eisenbergs Underselling Dept. S
320	Bernheimer Bros.	Bernheimer Bros.
321	Murphy, Frank J.	Murphy, Frank J.
322	Becker Bro & Son Inc	Becker Bro & Son Inc
323	Consolidated Gas Co.	Consolidated Gas Co. Ofc Bldg
324	Hoen Building Co.	Hoen Office Bldg.
325	Leakin Estate	Putts. J. W. Co.

324	Consolidated Gas Co.	Consolidated Gas Co. Orc Bldg
325	Hoehn Building Co.	Hoehn Office Bldg.
325	Leakin Estate	Putts, J W, Co.
325	Putts, J W, Co.	Putts, J W, Co.
326	Consolidated Gas & Elec Co.	Wise Bro
326	Yeakle, Henry, Estate	Wise Bro.
327	Berkley, Henry J.	Herzberg, J., & Co.
327	Brent Hurst & Co.	Pretzfelder, H., & Co.
328	Chesapeake & Potomac Telephone	Chesapeake & Potomac Telephone
329	Lanahan, Wm., & Son	Lanahan, Wm., & Son
330	Lanahan, Wm., & Son	Lanahan, Wm., & Son
331	United Ry & Elec. Co.	United Ry & Elec. Co. Car Barn
332	Commerce Trust Co.	Gillett Bldg.
332	Merchants & Miners Trans. Co.	Merchants & Miners Trans. Co.
333	Becker, Louis	Becker, Louis
334	Balto & Phila Steamboat Co.	Balto & Phila Steamboat Co.
335	National Enameling & Stamping	National Enameling & Stamping
336	Balto Steam Packet Co.	Balto Steam Packet Co.
337	Balto Ches & Rich Steamboat Co	Balto Ches & Rich Steamboat Co
338	Lipps Murback Cholate Co.	Lipps Murback Cholate Co.
338	Lipps, Chas.	Lipps, Chas., Soap factory
339	Balto & Ohio R R Co.	Balto & Ohio R R Co.
340	Johns Hopkins Hospital	Bluthenthal & Bickart
340	Johns Hopkins Hospital	Hungerford & Co.
341	Johns Hopkins Hospital	Bernheimer Leader Store
341	Johns Hopkins Hospital	Sea Gull Specialty Co.
342	Johns Hospital Hopkins Estate	Guth Choloate Co.
343	Johns Hopkins Hospital	Paper Mill Co.
344	Bolte, Mrs Virginia	National Casket Co.
345	Wells, Richard G.	Wells, Richard G.
346	James & Ingram	Lombard Storage Co
346	Keyser Estate	Lombard Storage Co
347		Klein Mofflit Co
348	Gelpin Langdon & Co	Gelpin Langdon Chemical Co
348	Gilpin, Henry B, Co	Gilpin Langdon & Co
349	Gilpin, Henry B	Heineman Bros
350	Burrough Bros Chemical Mfg Co	Burrough Bros Chemical Mfg Co
351	Kohn, Martin J, & Co	Carriage & Toy Co
351	Kohn, Martin J, & Co	May Co
352	Johns Hopkins Estate	Carey Machine Co
353	Dreyer, H D, & Co	Dreyer, H D, & Co
354	National Casket Co	National Casket Co
355	Balto & Ohio R R	Balto & Ohio R R
355	Sutton, R M, & Co	Sutton, R M, & Co
356	Levy, M S, & Sons	Levy, M S, & Sons
357	Farmers & Merchants Natl Bank	Farmers & Merchants Natl Bank
358	Ruse & Co	Ruse & Co
358	Ruse, Harry R	Ruse & Co
359	Woolford, N B	Woolford, N B (Oakum Plant)
360	Madison Construction Co	Bellevue & Manchester Flats
360	Madison Construction Co	Madison Construction Co
361	C & P Telephone Co	C & P Telephone Co
361	C & P Telephone Co	Mt Vernon Exchange
362	Lyric Auditorum Music Co	Lyric Auditorum Music Co
363	Armor Fertilizer Co	Armor Fertilizer Co
364	Consolidated Gas & Elec Co	Consolidated Gas & Elec Co
364	Consolidated Gas & Elec Co	McClellan Sub Station
365	Openheim & Oberudorf Co	Openheim & Oberudorf Co
365	Openheim & Oberudorf Co	Vindex Plant
366	United Ry & Electric Co	United Ry & Elec Co Car Barn
367	Balto Fidelity Warehouse Co	Balto Fidelity Warehouse Co
368	Baugh Chemical Co	Baugh Chemical Co
369	Simpson & Doller & Co	Simpson & Doller & Co
370	Simpson & Doeller Co	Simpson & doeller Co
371	Dockman, John H, & Son Inc	Dockman, John H, & Son Inc
372	Alma Button Co	Alma Button Co
373	Alma Button Mfg Co	Alma Button Mfg Co
374	Stanard Oil Co	Stanard Oil Co-Oil Plant,Stabl
375	Crown Cork & Seal Co	Balto Brier Pipe Co
376	Cook, Henry E	Cook, Henry E, Lumber Yd & Mill
377	Hohman, C, & Son	Hohman, C, & Son, Pork Butchers
378	N.C.R.R. Co	N.C.R.R. Co # 2 Elevator
379	N.C.R.R. Co	Terminal Warehouse Co
380	N.C.R.R. Co	N.C.R.R. Co Freight Shed F&E
381	Hebrew Hospital	Hebrew Hospital
382	John Hopkins University	John Hopkins Univ. Physical Sci
383	N.C.R.R. Co	N.C.R.R. Co Freight Shed E
384	International Harvester Co	International Harvester Co
385	Raymond Button Co	Alma Button Co
385	Shapiro, Jos	Ice Cream Cones
386	B & O R R Co	B & O R R Co
387	Calvert Apartment Co	Mt Royal Flats
388	Kuhn, Mr.	Cadillac Co
388	Mardel Auto Co	Cadillac Co
388	Miller, Geo	Miller, Geo, Garage
389		
390	Washington Apartment Co	Washington Apartment House
391	Severn Apartment Co	Severn Apartment Co
391	Severn Apartment Co	Severn Hotel
392	N.C.R.R. Co	N.C.R.R. Co Car Shops
393	Hiss, Philip, Co	Hiss, Philip, Mfg Co
393	Old Town Bank	Parkway Garage & Storage Co
394	Theatorium Co	Theatorium Co(Motion Pictures)
395	Maryland Blind Asylum	Maryland School for Blind
396	Parkway Theatre Co	Parkway Theatre Co
397	Security Storage & WarehouseCo	Security Storage & WarehouseCo
398	Morgan Millwork Co	Morgan Millwork Co
399	United Ry & Electric Co	United Ry & Elec Co Car Barn
400	United Ry & Electric Co	United Ry & Elec Co Car Barn
401	Fleischman, J, & Co	Fleischman, J, & Co Distillery
402	Kallon, Mrs.	Stinson, Edward, Mfg Co
402	Stinson, Edward, Mfg Co	Stinson, Edward, Mfg Co
403	Kingan Provision Co	Kingan Provision Co
404	Adams Express Co	Adams Express Co
405	Terminal Warehouse Co	Terminal Warehouse Co
406	Maryland Meter Co	Maryland Meter Co
407	United Ry & Elec Co	United Ry & Elec Co Car Barn

404	Adams Express Co	Adams Express Co
405	Terminal Warehouse Co	Terminal Warehouse Co
406	Maryland Meter Co	Maryland Meter Co
407	United Ry & Elec Co	United Ry & Elec Co Car Barn
408	American Can Co	American Can Co, Miller Branch
408	American Can Co	Miller Branch
409	Balto Storage & Distributing	Balto Storage & Distributing
410	G B S Brewery Co	G B S Brewery Co, National Br
411	G B S Brewery Co	Bay View Branch
412	Burt Machine Co	Burt Machine Co
412	Whitehurst, J T	Burt Machine Co
413	Kemp, C M, Mfg Co	C & P Telephone Co
413	Kemp, C M, Mfg Co	Kemp, C M, Mfg Co
414	Furst Bro & Co	Furst Bro & Co, Picture Frames
415	Cooper, Samuel, & Co	Cooper, Samuel, & Co
415	Goldstein Bro	Goldstein Bro Box Co
415	Lorin, Gordon	Lorin, Gordon, Furniture Co
416	Chlorid of Silver Dry Cell Bat	Chlorid of Silver Dry Cell Bat
416	Chlorid of Silver Dry Cell Bat	Rocks Wood Mill
417	Donnell, Mary E	Rosenfeld Co
417	Donnell, Mary E	Strauss Bro
417	Donnelly, Mary E	Grief, L, & Bro
417	Spear? Miller Co et al	
418	Balto & Ohio R R Co	Balto & Ohio R R Co Sub Sta
419	Hooper, Jas E	Hoopers Cotton Duck Mill
420	B & O R R	B & O R R Hay Shed
421	Gill, Son	Gill, Son
422	Patapsco Storage Co	Patapsco Storage Co
423	Lauer & Suter Co	Lauer & Suter Co
423	Lauer & Sutter Co	Candy Mfg Co
424	Balto Pulverizing Co	Balto Pulverizing Co
425	W M R R	Tide Water Freight & Coal Pier
426	Standard Oil Co	Standard Oil Co
427	Merchants & Miners Trans Co	Merchants & Miners Trans Co
428	Egerton Brothers	Egerton Brothers
429	American Coat Pad Co	American Coat Pad Co
429	Lyman, Dr.	American Coat Pad Co
430	Ganter, F X	Morris & Co
431	Krouse & Co	Krouse & Co
432	Johns Hopkins Estate	Deere, John, Plow Co
433	Johns Hopkins Hospital, Estate	Hirshberg, N H, & Son
434	Sharp & Dohme	Sharp & Dohme Chemical Works
435	Bradley Reese Co	Bergner, F, & Co
435	Bradley Reese Co	Bradley Reese Co
435	Wilkins, William, Estate	Bergner, F, & Co
436	Sharp & Dohme	Sharp & Dohme
436	Wilkins, William, Estate	Pittsburg Plate Glass Co
437	Schauman, A, Son	Frey & Co
437	Schauman, A, Son	Obrecht, P F, & Son
437	Schauman, A, Son	Schauman, A, Son & Co
438	Erlanger Underwear Mfg Co	Erlanger Underwear Mfg Co
439	Broderick, J, & Bro	Joyce Mfg Co
439	Spindler, Geo	Spindler, Geo, Co
440	Broderick Co	Joyce Mfg Co
441	Megenhardt, Margret	Southern Bedding Co
442	Lauer, Martin, & M F Lauer	Southern Bedding Co
443	Crane Co	Crane Co Plumbing Supplies
444	Consolidated Gas & Electric Co	Consolidated Gas & Electric Co
445	Bergner, Frederick	Blue Ribbon Candy Co
445	Blue Ribbon Candy Co	Blue Ribbon Candy Co
445	Blue Ribbon Candy Co	Finleys Sash Mill
446	Gittings Rogers Co	Frey & Sons, Wholesale Grocers
446	Johns Hopkins Hospital	Johns Hopkins Hosp., Printers
447	Johns Hopkins Hospital Estate	North Bro & Strauss, Shirt Mfg
448	Sonneborn Realty Co	Sonneborn, Henry, & Son Co
449	Balto & Ohio R R Co	Balto & Ohio R R Co Hay Shed
450	Hayard Bartlett & Co	Hayard Bartlett & Co
451	Case Good Co	Reliable Furniture Mfg Co
451	Reliable Furniture Co	Reliable Furniture Mfg Co
452	Mobleheny	Reliable Furniture Co
452	Reliable Furniture Co	Reliable Furniture Co
453	Dietrick & Harvey Machine Co	Dietrick & Harvey Machine Co
454	Wertheimer Realty Co	Wertheimer Bros
455	Industrial Building Co	Industrial Building Co & Others
456	Bryn Mawr School	Bryn Mawr School for Girls
457	Trimble, F W, & Bro	Preston Apartment Co - Flats
458	Simpson Doeller Co	Simpson Doeller Co
459	United Ry & Electric Co	United Ry & Elec Co Car Barn
460	Balto Car Wheel Co	American Brake Shoe Foundry?Co
460	Balto Car Wheel Co	Balto Car Wheel Co
461	Thompson Chemical Co	Thompson Chemical Co
462	Thomsen Chemical Co	Thomsen Chemical Co
463	Board of Trustees	Hebrew Orphan Asylum
463	West Baltimore Hospital	Hebrew Orphan Asylum
464	Taylor, Robt A	Armstrong Cator & Co
465	United Ry & Electric Co	United Ry & Elec Co Car Barn
466	Culbreth, Miss E	Albin Hotel
467	Gross, Geo L	Gross, Geo L, Barrell Factory
468	Kenny, C D, Co	Kenny, C D, Co Stable
469	Schneider, Louis	Furniture Mfg Co
469	Schneider, Louis	Gouldstrom Bro
470	Maryland Apartment Co	Earl Court
471	Womans College	Womans Latin School
472	Faust, J M & W K	Jacobs Bros & Levene
473	Little Sisters of Mercy	Balto City Hospital
473	Little Sisters of Mercy	Little Sisters of Mercy
474	Abell, A S, & Co	Selden, Young
474	Abell, A S, & Co	Sun Job & Print Co
475	Mayor & City Council	Police Department
476	Little Sisters of Mercy	City Hospital - Annex
477	Swartz, T J	Fox, W S
478	Brown, Kerner F	Hains, J J, & Co
478	Pilot Shoe Co	Pilot Shoe Co
479	Albrecht & Co	
480	Maryland Life Insurance Co	Maryland Life Insurance Co
481	Simpson, Alice & Camille	Robins & Co
481	Simpson, Alice & Camille	Robins, Mrs N H
481	Simpson, Alice & Camille	Roseman, J A
481	Simpson, Alice & Camille	Simpson, W A

479	Albrecht & Co	Maryland Life Insurance Co
480	Maryland Life Insurance Co	Robins & Co
481	Simpson, Alice & Camille	Robins, Mrs N H
481	Simpson, Alice & Camille	Roseman, J A
481	Simpson, Alice & Camille	Simpson, W A
482	Johns Hopkins Hospital Estate	Brown, B J, & Son
482	Johns Hopkins Hospital Estate	Kroneberger Coffee Co
483	B & O. R. R. Co	Levering Coffee Co
484	Boyle, John, Packing Co	Boyle, John, Packing Co
485	Womans College	Womans College School
486	Mt Vernon Cotton Duck Co	Meadow Mill
486	Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co
487	Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co
487	Nt Vernon Cotton Duck Co	Park & Woodberry Mills
488	Mt Vernon Cotton Duck Co	Druid Mill
488	Mt Vernon Cotton Duck Co	Mt Vernon Cotton Duck Co
488	Poole & Hunt	Mt Vernon Cotton Duck Co
489	Old Bay State Steamboat Co	Old Bay State Steamboat Co
490	Reile & Solmon & Co	Reile & solmon & Co
491	Burrow, Mrs Ida M	Fruit Puddine Co
491	Hirshberg Paint Co	
491	Holland Mfg Co	Fruit Puddine co
492	Balto Distilling Co	Balto Distilling Co
493	Mt Vernon Belting Co	Mt Vernon Belting Co
494	Johns Hopkins Hospital Estate	Office Building
495	Sinclair Scott & Co	Sinclair Scott & Co
496	Alco Grav...? Inc	U S Rad...? Co
496	Paper Mills Co	Paper Mills Co
497	Cuyler & Mohler	Cuyler & Mohler Plumbing Suppl
497	Hajoca	Cuyler & Mohler Plumbing Suppl
498	Mayor & City Council	Public School # 70
499	C & P Telephone Co	C & P telephone Co Tel.Exch.
500	Farren, J S, & Co	Farren, J S, & Co
500	Farren, J S, & Co	Fruit Packing House
501	United Ry & Electric Co	United Ry & Elec Co Car Barn
502	United Ry & Electric Co	United Ry & Electric Co
502	United Ry & Electric Co	Waverly Car Barn
503	Balto Fidelity Warehouse Co	Balto Fidelity Warehouse Co

RG 48

DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT
(1937-PRESENT)

RG 48 Department of Housing and Community Development (1937-present)

To provide its citizens with the opportunity for decent housing in an attractive environment has been a goal of the municipal government since 1937. That year marked the creation of the Housing Authority of Baltimore City (HABC) which was concerned with providing adequate shelter for low-income residents. The city's role has continually expanded until the creation of the Baltimore City Department of Housing and Community Development (HCD) in 1968. The work of HCD combines a comprehensive approach to housing which is based on the belief that a healthy economic and social environment is a prerequisite for decent housing.

In the wake of the severe economic depression of the 1930s the U.S. Housing Act of 1937 was passed to assist localities with providing adequate housing for its citizens. The Maryland law enabling its cities and counties to take advantage of these federal funds was passed the same year, and the municipality created its housing authority on December 13, 1937. HABC was the first and continues to be an integral part of the city's housing policy. It is currently part of HCD and while its state charter gives it a unique character, the functions of the HABC are overseen by the commissioner of HCD.

Throughout the 1930s and early 1940s the national housing policy emphasized publicly funded housing, although new theories emerged. Planners were beginning to see that public housing would not solve housing problems if the growth of slums and blighted areas continued. The first solution to arresting slums was to redevelop the area, and the first step in redevelopment was large scale slum clearance projects. In Baltimore slum clearance was begun by the Baltimore Redevelopment Commission which formulated eight redevelopment areas for slum clearance.

These areas (1 Waverly, 3 Broadway, 4 Shot Tower, 7 Camden, and 9, 11, 12 Mount Royal-Fremont) were the beginnings of urban renewal in Baltimore, and work in these areas was continued by HCD.

By the early 1950s it was believed that slum clearance and public housing were not comprehensive enough to regenerate the cities and make them economically viable and habitable, too much emphasis being placed on the physical aspects of housing while the urban environment was neglected. In Baltimore this dichotomy was being addressed by a coordinating committee organized in 1954 of representatives of the redevelopment commission, department of public works, the health department's housing bureau, HABC, and the departments of education and recreation and parks. By bringing all these agencies together Baltimore planners were recognizing that attention had to be paid to streets, traffic patterns, zoning, schools, and parks as well as housing in order to create a habitable city. The first area in which all these agencies' activities were coordinated was Harlem Park.

In the meantime the National Housing Act of 1954 formalized the process begun in Baltimore and other cities of coordinating a variety of city services to provide for urban renewal. The emphasis was broadened from redeveloping cities to economically, socially, and physically renewing them. This period marks the beginning of the use of the term "urban renewal" to encompass a broad range of city activities.

In 1956 Mayor McKeldin appointed an urban renewal study board composed of national experts to study Baltimore's urban renewal thus far. The board's report appeared in September 1956, recommending the grouping of all urban renewal activities into one agency. This was quickly done with the creation of the Baltimore Urban Renewal and Housing Agency (BURHA) on

December 31, 1956. BURHA was formed of the redevelopment commission, the housing authority, the housing bureau of the health department, the area project office of the welfare department, and the neighborhood planning section of the planning department. The basic activities of BURHA were to continue slum clearance and building and supervising public housing, but it was also responsible for developing urban renewal plans, coordinating community involvement in these plans, and enforcing the housing code in the renewal areas. A new emphasis was placed on developing non-housing uses for the areas acquired through slum clearance. The three areas of concentration in the 1950s and 1960s were the Shot Tower Industrial Park (renewal area 4), Camden Industrial Park (renewal area 7), and the major commercial development, Charles Center.

During the 1950s and early 1960s urban renewal activities in Baltimore centered on slum clearance and new construction. However, a new philosophy of conservation and rehabilitation was beginning to take hold by the mid-1960s. With most of the major clearance work done, city officials began to look for ways to conserve and rehabilitate the basically sound buildings that remained. This type of work required building permits and zoning changes, activities of the bureau of building inspection (BBI) of the department of public works. To expedite all aspects of housing policy, and also to rectify some of the abuses in the BBI, the Mayor's Committee on the Administration of Code Enforcement recommended the formation of a comprehensive housing department. This department combined BURHA and BBI thus incorporating the functions of urban renewal, public housing, building inspection and code enforcement in one agency. The creation of a department of housing and community development on July 1, 1968, was the first time any city in the United States had combined all its housing

functions within one department.

For more details on the organization and activities of the various components of BURHA and HCD see the following series descriptions. Also for the period 1957-68 summaries of the divisions' work appeared with the annual budget; copies of these are in the "History" box filed before series 1. The "History" box also contains materials used in preparing this introduction, including a legislative history prepared by HCD in 1972. Of interest to the history of BURHA is a summary of the Urban Renewal Study Board Report of 1956 (series 2, box 9) and BURHA's "Program Dimensions" prepared in 1958 (series 2, box 6). For information on the Baltimore Redevelopment Commission see series 2 of this record group and RG 33. For legislative landmarks see Laws of Maryland, ch. 517 (1937); res. 6 (1937); Laws of Maryland, ch. 1012 (1945); res. 10 (1945); res. 14, 18 (1946); res. 859-64, 867, 873 (1947); ord. 692 (1956); res. 7 (1967); and ord. 152 (1968). An excellent study that puts the development of HCD in national perspective is Mark I. Gelfand, A Nation of Cities: The Federal Government and Urban America, 1933-1965 (New York: Oxford University Press, 1975).

The administrative structure of this agency is, at best, complex. For its current arrangement a chart has been provided (see fig. 5). The series descriptions below are grouped according to the department's administrative structure in the following manner: series 1, HABC; series 2, BURHA; series 3-7, commissioner and deputy commissioners; series 8-12D, neighborhood development division; series 13-14C, public housing management division; series 15-17, social work services division; series 18-20, homeownership development division; series 21-23D, administration division; series 24-32, planning division; series 33-36, program management division;

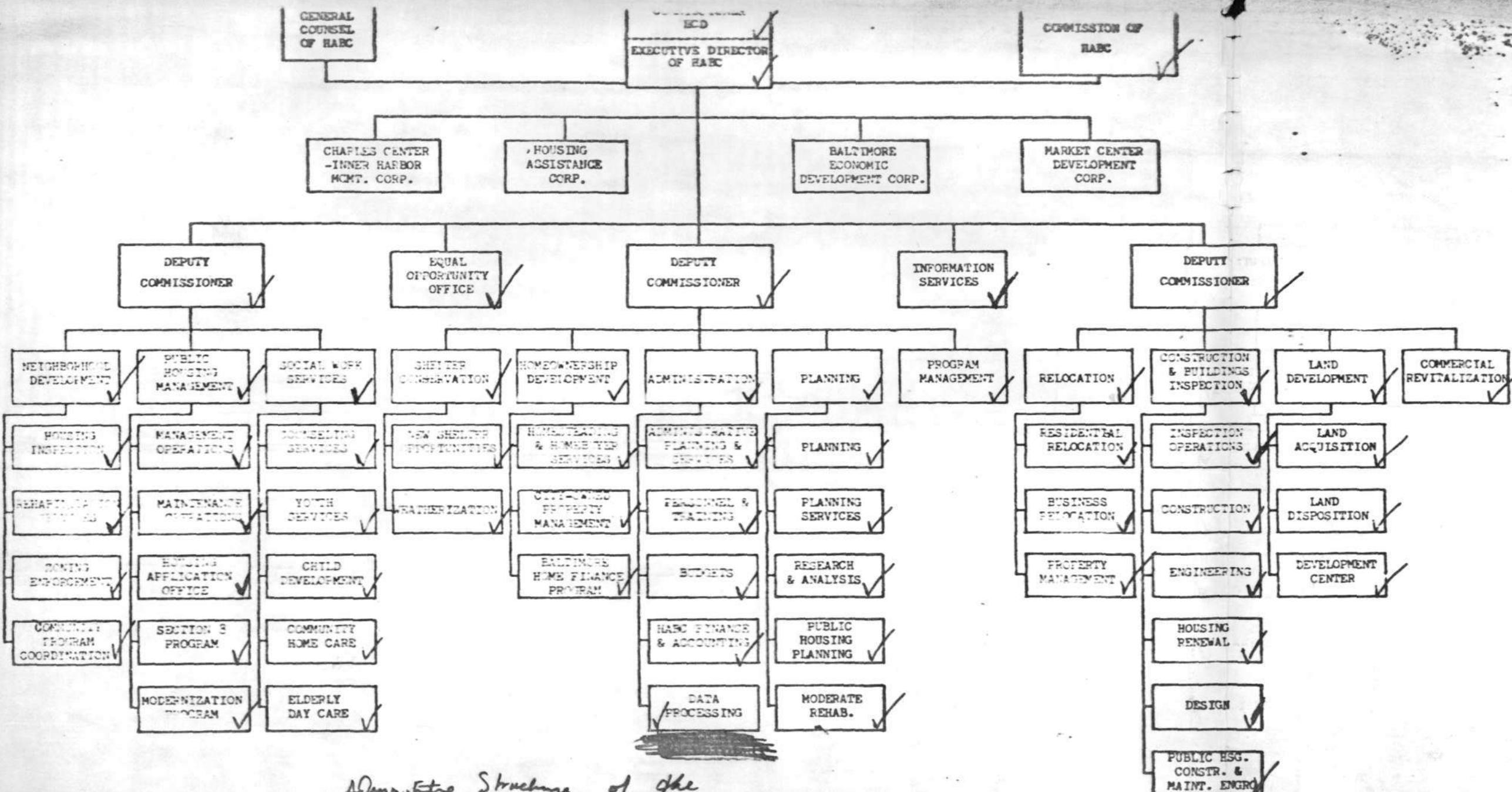


Fig. 5 Administrative Structure of the
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

(Insert)

In March of 1984 Mayor Schaefer, while streamlining various agencies, combined H.C.D. with the Mayor's Office of Manpower Resources, to form one agency called the Neighborhood Progress Administration. The new agency, in helping City residents with housing and neighborhood problems, would also train the unemployed, thereby providing the resources needed to find a job. MOMR files begin with Series 78 the Deputy Director's Files.

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series 37-37F, relocation division; series 38-41, land development division; series 42-43, commercial revitalization division; series 44-65, construction and buildings inspection division; and series 66-77, information services division. This somewhat different arrangement and description format results from the lengthy and intensive records survey of this municipal department.

(see insert)

Housing Authority of Baltimore City

Series 1. Minutes, Commission of the Housing Authority of Baltimore City. 1937-¹⁹⁹⁰~~present~~. 13 cu. ft. (BCA 1316-1347); 1764; 1766-67; 5401
Arranged chronologically.

Official typescript minutes of the Commission of the Housing Authority of Baltimore City (HABC) and the Baltimore Urban Renewal and Housing Agency (BURHA). Included among these are also BURHA executive session and public meeting minutes, HABC executive session records, and minutes of HABC staff meetings (1948-51). The earliest materials available consist of the commission's bylaws and incoming correspondence (1937-38) and records of telephone conversations with officials in Washington, D.C. (1943-44).

This is a preliminary description pending microfilming of the minute books. The original minutes are located at the offices of the HCD.

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Baltimore Urban Renewal and Housing Agency

Series 2. Administrative Files, Development Department, BURHA. 1945-68.

17 cu. ft. (33 boxes)

Arranged by subject.

The development department of BURHA (earlier known as the redevelopment department) was responsible for clearing sites designated for urban renewal and transferring the land to public or private agencies for development. This was accomplished by appraising, acquiring and contracting to clear the land, installing site improvements, selling cleared land, supervising construction, and settling relocation claims in connection with urban renewal and public housing projects. The files in this series record this work throughout the existence of BURHA (1957-68), although there are some files concerning the development department's predecessor, the Baltimore Redevelopment Commission, and part of its successor the land development division of HCD. (For the records of the land development division see series 38).

There are two main files - general and urban renewal. The general files are those created by the head of the development department, Francis Kuchta. They include general correspondence about redevelopment in Baltimore and throughout the United States and correspondence with potential developers. There are minutes of interdepartmental meetings which trace the development of BURHA's goals and various reports.

Especially represented is material from two of Kuchta's subordinates, Ottavio Grande (head of the construction-demolition division) and Tom Considine (head of engineering).

The other type of records, Kuchta's urban renewal files, are arranged by area (Camden Industrial Park, Charles Center, Harlem Park, Madison-Park North and South, Mt. Royal Plaza, Mt. Royal-Fremont, Shot Tower Industrial Park, and the University of Maryland). Included in these files are correspondence, contracts, and plats relating to the acquisition, disposition, and demolition of individual properties in the renewal areas.

Two other varieties of records (lesser in quantity) also are included in this series. These include the grant applications and budgets, project correspondence, and reports of the Community Renewal Program, a project to develop a fifteen year urban renewal plan (1965-80), and the records of the construction and management of housing projects (Armistead, Cherry Hill Homes, Westport Homes, Claremont, Lafayette Courts, Flag House Courts, George B. Murphy Homes, and Lexington Terrace).

There is a complete container listing for this series at the Baltimore City Archives.

Commissioner and Deputy Commissioners

Series 3. Commissioner's Board of Estimates Files. January 1972 - December 1973. 1.8 cu. ft. (4 boxes)
Arranged chronologically.

Correspondence, plats, financial statements, and other supporting documentation, directed to the board of estimates requesting approval for various HCD activities. Subjects include contractor bids and formal agreements, policy agreements between HABC and the municipal government, urban renewal plans, property acquisitions, personnel, and

Series 4. Commissioner's Signed Mail. January 1969 - December 1982.

64.35 cu. ft. (143 boxes)

Arranged chronologically.

Central correspondence files (incoming and outgoing) of the HCD Commissioner, Robert C. Embry, Jr. and Deputy Commissioner M.J. Brodie.

Items cover general administration of the agency, business with local, state and federal officials, and communication with private firms as well as public and news media. Some of the more important topics discussed include: housing for the elderly, public housing, urban-renewal programs, and other area-development projects.

Deputy Commissioner Brodie's files begin in January 1970 and end in May 1977, when he succeeded Robert Embry, Jr. as HCD Commissioner.

Series 5. Subject Files, Deputy Commissioner I. 1959-78.

9.45 cu. ft. (21 boxes)

Arranged by subject.

Primary files of Deputy Commissioner John McCauley (1972-present), although some material related to his predecessors Robert S. Moyer (1968-70), Marck K. Joseph (1970-71), and Robert Hubbard (1971-72). Other HCD administrators such as Francis Kuchta and M.J. Brodies also appear. Subjects include budgets, program development, court suits, grant proposals, general agency administration, community relations, and reports to the U.S. Department of Housing and Urban Development. Most of the material is in the form of memos, many of which are duplicates of items sent between various HCD personnel.

A complete file folder listing is available at the Baltimore City Archives.

Series 6. Subject Files, Deputy Commissioner II. 1977-78.

4.05 cu. ft. (9 boxes)

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Arranged by subject.

Files of Deputy Commissioner David Hrysko^{Hrysko} covering his areas of responsibility within HCD. Much of the material concerns applications for and administration of various federal grants, including categorical program settlement (urgent needs), community development block grants, and urban development action grants. Other subjects discussed are community relations and interaction, budgets, program development, and general administration.

A complete file folder listing is available at the Baltimore City Archives.

Series 7. Subject Files, Deputy Commissioner III. 1972-present.

10 cu. ft.

Arranged by subject.

Files of Deputy Commissioner Mark Sissman covering the divisions and functions of HCD for which he is responsible. Major topics include program development, administrative policies, sale of city- and housing authority-owned properties, and grants.

This is a preliminary description pending transfer of the records.

Neighborhood Development Division

Series 8. Administrative Files, Neighborhood Development. 1966-78.

16.2 cu. ft. (36 boxes).

Arranged chronologically and by subject.

These files cover all aspects of this division's work which mainly concerns neighborhoods, both the structures and residents, in urban renewal areas. The division is composed of housing inspection, zoning, and

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rehabilitation services sections (the physical aspects of neighborhoods) and a community organization section (the residents). The files in this series concentrate on the physical aspects, especially the inspection and rehabilitation of the structures. The work of the community organization section is more fully covered in series 11.

The files were kept by subject classification and this arrangement has been retained. The subjects are administration, community organization, cost and finance departments, general operation and procedures, general subject files, housing standards and inspection, information services, legislation and legal data, regulations and controls, and rehabilitation services.

A file folder listing is available at the Baltimore City Archives.

Series 9. General Subject Files, Neighborhood Development.

1969-present. 10 cu. ft.

Arranged by subject.

Correspondence, reports, memos, brochures, copies of urban renewal plans and proposals, and other miscellaneous records relating to the various responsibilities and functions of the division. Major topics include housing inspection, community programs, the Inner Harbor, and special divisional programs such as rat eradication.

This is a preliminary description pending transfer of the records.

Series 10. Housing Standards and Inspection Files, Neighborhood

Development. 1967-present.

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4 cu. ft.

Arranged by subject.

Memos, correspondence, rules and regulations, committee reports and minutes, position papers, quarterly summaries, and other related records concerning the legal aspects of housing maintenance and inspection.

This is a preliminary description pending transfer of the records.

Series 11. Community Organization Files. 1962-76.

24 cu. ft. (51 boxes).

Arranged chronologically.

Records of the director of the community organization section from 1965 until May 1976 when the section was abolished; there are a few items from 1962-64 concerning recruitment. The community organization section was responsible for organizing and advising residents of urban renewal areas. These community groups would then assist in implementing the urban renewal plans.

The records of this section are divided into five groups: HCD directives; administrative records; project area records; private and public agencies; and schools of social work. The project area records are filed by urban renewal area and document the organizing efforts of the section; these records are particularly informative on neighborhood groups. The public and private agency records contain material of various local and national agencies that affected the section's work. The schools of social work records concern intern programs within the section.

A file folder listing is available at the Baltimore City Archives.

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Series 11A. Hardship Program Case Files, Neighborhood Development

1975-78. 1.8 cu. ft. (4 boxes)

Arranged alphabetically by street name

The hardship program offered assistance in emergency home repairs to elderly and disabled homeowners. The repairs were either done by the hardship repair crew (a CETA program) or through the office of economic opportunity title II rehabilitation grants. The program was discontinued in 1981. Acceptance into the hardship program was based on financial need, and the files contain confidential financial information on the homeowners. Other materials relate to the actual work performed on the home. Each file contains a photograph of the property. The files have been screened and only those files with photographs have been retained.

A file folder listing is available at the Baltimore City Archives.

Series 12. Neighborhood Development Workable Programs. 1961-72.

4.2 cu. ft. (9 boxes).

Arranged chronologically.

Reports of this division's use of federal funds from the Workable Program for the Prevention and Elimination of Slums and Blight. Submission of a comprehensive plan for urban renewal was required before federal funds could be received and this division, through its community organization section, was to encourage community groups to participate in this program. These records are the yearly reports of community participation in the urban renewal areas with memos of the HCD community

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organizers, and flyers, minutes, and bylaws of community groups. The groups represented are in the container list.

A file folder listing is available at the Baltimore City Archives.

Series 12A. Correspondence and General Subject Files, Rehabilitation Services, Neighborhood Development. 1978-present.

11 cu. ft.

Arranged by subject.

Correspondence and memos with supporting documents and attachments concerning the functions, responsibilities, and operation of rehabilitation services. Major topics include government departments, rehabilitation standards, policies and procedures, and streets. A chronological file of correspondence is also a part of this series.

This is a preliminary description pending transfer of the records.

Series 12B. Existing Land Use Maps. 1958-59. Approximately 200-300 maps.

Arranged by zoning district.

Maps showing the usage of all city lands (homes, apartments, businesses, temples, churches, parks, and shopping centers) as of 1958-59, with periodic revisions until 1976. These maps were prepared under the auspices of the zoning commission, defunct as of 1971.

Only maps which have no further current administrative value

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will be transferred to the Baltimore City Archives. All others may be examined by contacting the zoning enforcement section of the neighborhood development division.

This is a preliminary description pending transfer of the records. (Permanent in department.)

Series 12C. Zoning Summary Cards. 1963-¹⁹⁷⁴~~present~~. ^{on microfilm}~~5 cu. ft.~~ ^{only}
Arranged by street address. (BCA 1832-1844)

Permanent records of zoning actions involving properties located in Baltimore City. Each card contains the address of the property, code for zoning district in which it is located, district area, information concerning the property indicated on the police survey of 1931 (see also series 52), and the date and description of the action taken.

~~This is a preliminary description pending transfer of the microfilm.~~

Series 12D. Photograph Files, Zoning Enforcement. 1963-68.

0.5 cu. ft.

Arranged by area.

Photographs of properties submitted for various purposes including documentation of relocation of businesses, review of rehabilitation work in urban renewal areas, disputed demolition, and documentation of building conditions for sale purposes when the City and the owner could not agree on a price. The majority were taken in urban renewal areas (Mt. Royal-Fremont, Reservoir Hill, Harlem Park, and Madison Park North).

This is a preliminary description pending transfer of the files.

~~Series 12E - Pending Appraisals~~

Public Housing Management Division

Series 13. General Files, Public Housing Management. 1942-77.⁸²
42.30 " 94
18.45 cu. ft. (41 boxes).

Arranged by subject.

When HABC began to operate public housing projects in the early 1940s, a management division had administrative authority over the units. After the creation of BURHA in 1957, this current division assumed responsibility for the projects.

Its files concern administration, especially those handled by the division director and his immediate subordinates. Much of the material consists of memos and specialized reports. The series is split between material dated before 1970 and those after, although there are some overlapping dates within each subgrouping. Subjects include contracts, tenant admission and eviction, urban renewal plans, tenant services, budgets, security, crime, federal grant awards, and individual project concerns.

A file folder listing is available at the Baltimore City Archives.

Series 13A. General Files, Section 8 Program, Public Housing Management.
1975-present. 8 cu. ft.

Arranged by subject.

Correspondence, memos, newspaper clippings, copies of reports made to the U.S. Department of Housing and Urban Development (HUD), working

papers, and computer printouts run to assist in the preparation of HUD form 52675 (Report on Family Characteristics, Section 8, Housing Assistance Payments Program). These records concern the operation of the section 8 program.

The Housing Assistance Payments Program, commonly known as section 8, is an alternative to conventional public housing. The federal government, through the Housing Authority of Baltimore City, supplies assistance to families by subsidizing their rent for privately-owned apartments. Tenants pay up to twenty-five percent of their income for rent; the federal payments make up the difference. The section 8 program's staff certifies eligible persons or families, locates landlords who will accept such tenants, and do inspections and mediate serious tenant-landlord disputes.

The housing provided falls into four categories: existing housing - tenants settled in extant units; new construction - subsidized construction of new units to house section 8 tenants; moderate rehabilitation - landlord rehabilitated units and rents given to landlords based on how much they have invested in the property; substantial rehabilitation - vacant Baltimore schoolhouses converted into apartments.

This is a preliminary description pending transfer of the records.

Series 14. Housing Project Files, Public Housing Management. 1946-⁸²~~78~~.

^{26.1}
~~23.85~~ cu. ft. (⁵³~~51~~ boxes).

Arranged by project and thereunder by subject.

Files maintained by this division concerning operation of public housing projects in the city. Subjects include audits, community

activities, day care centers, general operations, insurance claims, maintenance, monthly reports, personnel, safety, security, and tenant relations. Much of the material relates to individual tenants and their various concerns.

A file folder listing is available at the Baltimore City Archives.

See series 13 for related material and the administrative history of the division.

Series 14A. Monthly Reports, Housing Application Office, Public Housing Management. 1948-present. 2 cu. ft.

Arranged chronologically.

Narrative accounts of the office's activities and production, summaries of interview totals, interviewers' tally sheets, breakdowns of rent reviews processed, referral reports, statistical production and comparison reports, and working papers used in the compilation of statistics. The variety and detail of the reports have decreased through the years until at present only those for rent reviews, monthly statistical production, and interview totals are prepared.

This is a preliminary description pending transfer of the records.

Series 14B. Memos, Directives, Bulletins, and Operating Orders.

1955-present. 3 cu. ft.

Arranged by type, then chronologically.

Copies of issuances from the director of the public housing management division regarding the administration and maintenance of all

housing projects. Sample topics include fire regulations, personnel guidelines, energy conservation, and cashier procedures.

~~This is a preliminary description pending transfer of the records.~~ *Permanent in department.*

Series 14C. Management Records, Public Housing Projects. 1963-present.

144 cu. ft.

Arranged by housing project, then by subject.

Correspondence, budgetary information, reports, court case records, audits, historical sketches, utility information, personnel information, and other materials concerning the operation of the public housing projects administered by the Housing Authority of Baltimore City.

This is a preliminary description pending transfer of the records.

Series 14D. Scrapbooks. 1937-1945. 0.5 cu. ft. (2 volumes)

No apparent internal arrangement.

Collection of newspaper clippings, reports, correspondence, publications, and legislation maintained by the Public Housing Management Division which documents the early years of the Housing Authority of Baltimore, its concerns and activities. Major topics covered include housing, parking, building codes, municipal markets, parks, roads and highways, slum clearance, the Citizens' Housing Council, and the Citizens Planning and Housing Association.

Social Work Services Division

Series 15. Subject Files, Social Work Services. 1959-76; bulk dates

1973-76. 6.3 cu. ft. (14 boxes)

Arranged by subject.

This division administered tenant social services under BURHA and for the first few years of HCD. In 1972, a separate resident family services division assumed these responsibilities. After an administrative reorganization in 1977, a social work services division continued the work.

Correspondence, primarily memos, constitutes the bulk of this series. All areas of HCD activities on behalf of public housing residents are discussed, as are internal administrative concerns. Reflected are the semi-autonomous workings of five sub-divisions: counseling services, child development, youth services, elderly day care, and community home care. The current arrangement represents a blending of several separate but interrelated files.

A file folder listing is available at the Baltimore City Archives. See series 16 for related material.

Series 16. Chronological Files, Social Work Services. 1972-76.

2.7 cu. ft. (6 boxes)

Arranged chronologically.

Mostly outgoing letters and memos from Helena Hicks, Director of the division. Emphasis of the material is upon internal administration although most aspects of its activities on behalf of public housing residents are reflected as well. This series consists of two separate files ("H-99," 1972-76 and "D-27," 1974-75) similar in content but maintained individually by the division.

See series 15 for related material and the administrative history of the division.

Series 17. Old Program Files, Social Work Services. 1971-present.

2 cu. ft.

Arranged by program.

Copies of programs and proposals, program manuals, memos,

reports, and working papers concerning past programs administered by this division.

This is a preliminary description pending transfer of the records.

^{ship}
Homeowner Development Division

Series 18. Chronological Files, Director's Office, Homeownership
1977-1980 3.26
Development. ~~1971-present.~~ 3 cu. ft.

Arranged chronologically.

Reading files of correspondence and memos with supporting documents and attachments generated by the division director and other administrators such as ~~program coordinator~~ ^{homestead project coordinators} and housing counselors.

~~This is a preliminary description pending transfer of the records.~~

Series 19. Subject Files, Director's Office, Homeownership Development.
1.35
1972-present. 16 cu. ft.

Arranged by subject.

Correspondence, memos, brochures and publications, newspaper clippings, ~~agenda and attachments from budget control committee meetings,~~ ~~monthly reports, tax sale lists,~~ copies of legislation, rules and regulations, and budgetary materials. These records were maintained as a special information series by the division director.

~~This is a preliminary description pending transfer of the records.~~

Series 20. General Files, Otterbein and Barre Circle Homestead Projects,
Homeownership Development. 1975-present. 12 cu. ft.

Arranged by subject.

Correspondence, memos, drawings, records from the architectural review committee, and newspaper clippings relating to the implementation of homesteading projects in the Otterbein and Barre Circle areas of the city.

This is a preliminary description pending transfer of the records.

Administration Division

Series 21. Closed-Out Urban Renewal Project Files. 1960-77. 9.9 cu. ft. (22 boxes).

Arranged alphabetically by project.

Financial files of the urban renewal projects kept by the comptroller's office. These records include grant applications and amendments, budgets, contracts, correspondence, reports, and urban renewal plans for the following projects: Broadway 3A and 3C, Broadway Code Enforcement MD E-5, Camden Industrial Park MD R-1, Community Mental Health Center MD R-37, Community Renewal Program MD R-21, Demolition Grants MD M-1, M-2, M-4 (M-3), Harlem Park I and II MD R-3, R-6, Harlem Park Demonstration Project 314 MD D-2, Historic Park MD R-38, Interim Assistance Program I and II MD I-1, MD I-2, Lafayette Square Community Center, Low Rent Housing Program, Metro Center, Model Cities, Mt. Royal-Fremont I, I Extension, IA, II MD R-12, R-13, R-14, Planner Development Program MD P-89, Shot Tower Industrial Park MD R-4, Steuart Hill Code Enforcement MD E-1, University of Maryland I, II, III, MD R-8, R-9, R-25, Washington Hill, Waterborne Community Development Study, Waverly MD 1-1, and Workable Program for Community Improvement for the Elimination and Prevention of Slums and Blight.

Also included in this series are miscellaneous files and correspondence kept by the comptroller. In addition there are settlement sheets for properties acquired in the following areas: Camden Industrial Park, Community Mental Health Center, Mt. Royal-Fremont II, Shot Tower Industrial Park, and the University of Maryland I, II, III.

The interim assistance program of 1969-71 used federal funds to cities to repair and improve public, riot-damaged properties. The administrative files of this program, as well as the financial ones, are in this series.

A file folder listing is available at the Baltimore City Archives.

Series 21A. Correspondence Files, Director's Office, Administration.

1962-81. 9.90 cu. ft. (20 boxes)

Arranged by subject.

Correspondence, memos, reports, and legal documents relating to all aspects of the Director's responsibility. Subjects cover HCD and HABC policy regarding personnel, financial matters, federal and state government, and court actions.

A file folder listing is available at the Baltimore City Archives.

Series 21B. Studies and Analyses, Administrative Planning and Services, Administration. 1951-present. 4 cu. ft.

Arranged by subject.

Correspondence, memos, reports, analyses, directives, copies of legislation establishing the Housing Authority of Baltimore City and information relating to its organization, property acquisition maps, floor plans, and notes and working papers concerning studies conducted for planning and informational purposes. Sample topics include forms, records storage, sick leave, property control, rent collection, and stockroom operation.

This is a preliminary description pending transfer of the records.

Series 22. Chronological Files, Budgets Unit, Administration.

1974-present. 6 cu. ft.

Arranged chronologically.

Reading files of memos, correspondence, drafts, fact sheets, and reports generated by the budget unit or which the staff has received for their information.

This is a preliminary description pending transfer of the records.

Series 22A. Personnel and Salary Listings, Budgets Unit, Administration.

1971-1974. 0.47 cu. ft. (1 box)

Arranged chronologically.

Monthly computer print-outs of HCD personnel. Only the June and December lists are retained. The print-outs are organized by HCD division and contain the position title and number, the name of the person currently holding the position, their grade, step number, and salary. Some months also include a list of new employees, transfers, promotions, reclassifications, and separations. Included are the HCD classifications and pay rate scales for 1972 and 1973.

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Series 23. Administration, Finance, and Accounting, George B. Murphy Homes, Parcel Folders. 1960-61. 5.9 cu. ft. (13 boxes). Arranged by street address.

Parcel folders which document ownership and acquisition of property by HCD for the George B. Murphy Homes Project 2-18. Folders generally include deeds, memos of settlement, settlement sheets, chattel and tenancy affidavits, notices to tenants, copies of leases and releases, relocation information, ground rent receipts, and photographs of the property.

A file folder listing is available at the Baltimore City Archives.

Series 23A. Comptroller's Subject Files. 1945-70. 7.35 cu. ft. (3 boxes).

Arranged by subject.

The HABC comptroller was responsible for administration of budgets and grants, maintenance of financial records, and supervision of urban renewal project accounting. Soon after the creation of HCD in 1968, the comptroller's office was abolished and its functions transferred to the HABC finance and accounting section.

These files reflect the comptroller's responsibilities in the areas of loan acquisitions, legal negotiations, and urban renewal program development. Other subjects include HABC commission meetings and activities associated with HABC office space in the Equitable Building at Calvert and Fayette Streets.

A file folder listing is available at the Baltimore City Archives. See series 23C for related material.

Series 23B. Housing Authority of Baltimore City Policy and Procedure Files, Administrative Planning and Services, Administration. 1947-present. 2 cu. ft. Arranged by subject.

Correspondence, memos, board of estimates minutes, bylaws of HABC, copies of chapters from the HABC manual of policy and procedure, bulletins and directives, and notes and working papers. These materials represent the evolution of the policies and procedures of the authority and are used in the preparation of the HABC manual.

~~This is a preliminary description pending transfer of the records.~~ *Permanent in department.*

Series 23C. Comptroller's Chronological Files. 1963-67. 1.35 cu. ft. (3 boxes). Arranged chronologically.

Letters, memos, and reports mostly generated from the comptroller's administration of HABC budgets. Subjects include financial status reports, insurance policies, personnel, audits, bond authorizations, bank accounts, and relations with federal, state, and municipal officials.

See series 23A for related material.

Series 23D. Comptroller's Project Files. 1945-72. 3.6 cu. ft. (8 boxes). Arranged by project number.

Correspondence, financial statements, and reports relating to the comptroller's administration of HABC housing project finances. Topics

include audits, insurance coverage, minimum development cost budgets, maintenance charges, property acquisition, tenant accounts, and relations with federal, state and municipal officials.

A file folder listing is available at the Baltimore City Archives.

Planning Division

Series 24. General Files, Planning. 1957-73. 9.9 cu. ft.

(22 boxes).

Arranged alphabetically.

This series contains a wide variety of materials including correspondence, memos, reprints, reports, minutes, agendas, pamphlets, brochures, maps, agreements, contracts, budgets, flyers, newspaper clippings, inserts, proposals, bulletins, finance schedules, feasibility studies, flow charts, organization charts, and blank forms.

These records have been arranged according to their original order. The records illustrate the physical and social consequences of urban planning in the Baltimore metropolitan area, covering such topics as neighborhood structure, the relocation of families and the elderly, low-income housing, small business redevelopment, the inner-city riots of 1968, community relations with the municipal government, neighborhood park and recreation facilities, residential segregation, social desegregation, and Baltimore's system of neighborhood markets.

A file folder listing is available at the Baltimore City Archives.

Series 25. Structural Surveys. 1957-67. 19.8 cu. ft. (44 boxes).

Arranged by block numbers.

Building surveys conducted by BURHA to determine the feasibility of renovating slum dwellings in selected urban renewal areas. For each structure within the blocks covered, there is information relating to the number of stories and dwelling units, rental income, needed repairs or alterations, market value, mortgage payments, and cost for BURHA purchase is provided. Block maps displaying present and planned building uses are occasionally available. See also series 26 and 27 for additional block surveys.

This series also contains a group of administrative records relating to BURHA structural surveys. Included are land use and environmental block surveys (covering roughly blocks 308-556 and 3410-63), maps, cost estimates, and correspondence. Material exists for the Camden Industrial Park, Charles Center, Gay Street I, Harlem Park II, Madison Park South, Mount Vernon, Mt. Royal-Fremont, Oldtown, and Shot Tower Industrial Park urban renewal areas.

A complete list of block numbers surveyed is available at the Baltimore City Archives. See series 26 and 27 for related material.

Series 26. Building Condition Surveys. 1966-68. 12.6 cu. ft.

(28 boxes).

Arranged by block numbers.

Detailed building surveys conducted by BURHA to determine the feasibility of renovating slum dwellings in selected urban renewal areas. For each structure within the blocks covered, there is information relating to type of construction, building use, occupancy, defects, exterior and

interior conditions, and a general condition rating. Forms used and information gathered does vary from block to block. Maps displaying present and future building use are occasionally available. See also series 25 and 27 for additional surveys.

Some of the blocks surveyed were for the following projects:
Community Mental Health Center, Gay Street I, Historic Park, and Washington Hill.

A complete list of block numbers surveyed is available at the Baltimore City Archives.

Series 27. Harbor Study Files. 1958-65. 4.95 cu. ft. (11 boxes).

Arranged by block number.

Detailed building survey conducted by BURHA to determine the feasibility of renovating slum dwellings in the Inner Harbor urban renewal area. For most structures within the blocks covered, there is information relating to building use, number of stories, rentals, specific deficiencies, classification as standard or substandard, and estimated cost of rehabilitation. Forms used and information gathered does vary from block to block. Maps displaying present and future building use are occasionally available. See also series 25 and 26 for additional surveys.

A complete list of block numbers surveyed is available at the Baltimore City Archives.

Series 28. General Files, Research and Analysis Unit, Planning.

1948-present. 24 cu. ft.

Arranged by subject.

Correspondence, memos, reports, background data for studies, maps, drawings, newspaper clippings, budgetary materials, BURHA council minutes, and working papers showing the unit's functions and responsibilities.

This is a preliminary description pending transfer of the records.

Series 29. Maps, Research and Analysis Unit, Planning.

1950-present. 1 cu. ft.

Arranged by subject.

Maps prepared by this unit and collected for reference purposes.

These maps depict a variety of statistics including black occupancy, percentage change in dwelling units, low-rent housing projects, and urban renewal housing projects and areas.

~~This is a preliminary description pending transfer of these materials.~~ Permanent in department.

Series 30. Studies, Research and Analysis Unit, Planning Division.

1959-present. .65 cu. ft. (1.5 boxes)

Arranged by subject.

Studies prepared on various topics relating to public housing and urban renewal activities in Baltimore. Includes a number of publications and a grouping of data used in compiling a study of the Mount Royal-Fremont area.

Series 31. Working Papers for Major or Long Term Studies, Planning.

1975-78. 2 cu. ft. (2 boxes)

Arranged by study.

Preparatory studies and reports, computer generated lists, newspaper clippings, surveys and notes related to various Division projects.

A file folder listing is available at the Baltimore City

Archives.

Series 31A. Chronological Files, Planning. 1979-1980

2.25 cu. ft.

Arranged chronologically.

Reading files of all correspondence, memos, proposals, plans, reports, between the Director of Planning, city planners, community leaders, department heads, and elected officials. Topics discussed include: public housing, development plans, government grants, urban renewal and area development projects of the Division.

Series 31B. Urban Renewal Plans Files, Planning. 1956-present

2 cu. ft. (4 boxes)

Arranged by urban renewal area.

Copies of urban renewal and redevelopment plans and amendments prepared by the planning and commercial revitalization divisions and the Charles Center - Inner Harbor Management Corporation. Plans include project descriptions, land use information, and details concerning acquisition, rehabilitation, and relocation. Maps displaying zoning, acquisition, easement, and rehabilitation within project boundaries also are provided. The planning division maintains additional related material such as correspondence, proposal summaries, and ordinances in expanded files for each urban renewal area.

A file folder listing is available at the Baltimore City Archives.

Series 31C. Development programs, Public Housing Planning, Planning.

1951-present. 2 cu. ft.

not available

Arranged by project.

File for each development program contains the program package itself, miscellaneous working papers, and the various exhibits (maps,

photographs, preliminary site plans, and statements from planning commission and department of education) submitted in support of the plan. These records represent the early planning stages for the newer housing projects in Baltimore City.

This is a preliminary description pending transfer of the records.

Program Management Division

Series 32. Chronological Files, Program Management. 1978-82. 9 cu. ft.
(9 boxes)

Arranged chronologically.

These files date from the department's inception in March 1978 and contain copies of correspondence, memos, reports, and financial records. The major activities of this department were overseeing the Community Development Block Grants (CDBG) and Urban Development Action Grants (UDAG). Other activities included Local Public Authority housing rehabilitation and creating parks. A major function of program management was to act as liaison between HCD and the communities in which CDBGs, UDAGs, and housing rehabilitation were taking place. This was done through the Project Area Committees (PACs). For more detail on PACs see series 36. Communities discussed in these files are Butchers Hill, Coldspring, Coldstream-Homestead-Montebello, Fells Point, Jonestown, Montgomery (Federal Hill, Otterbein), Mt. Winans, Old Town, Park Heights, Poppleton, Reservoir Hill, Ridgely's Delight, Sharp-Leadenhall, Washington Hill, and Upton.

Series 33. Budget Control Committee Records. 1978-80. 0.45 cu. ft.
(1 box)

Arranged chronologically.

This (a part of HCD's program management division) was created to review "significant adjustments to our programs and budgets, particularly the addition of activities which are not included in any budget." The records consist of the agendas on the activities needing funds and the recommendations of the committee. The projects were usually for the acquisition and disposition of vacant housing or for capital improvements. The sources of funds were mainly the 26(h) housing program and Community Development Block Grants.

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Series 34. Project Area Files. 1978-present. 4 cu. ft. (9 boxes)

Arranged alphabetically by project area.

Files of program management's involvement in the various program areas in the city. Included are copies of urban renewal plans and program profiles, contract records, property disposition programs and plans, inspection reports, and copies of permit applications. There is also a separate file on board of municipal and zoning appeal decisions applicable to each area.

A file folder listing is available at the Baltimore City Archives.

Series 35. Community Development Block Grant Files. 1978-present.

~~0.45~~ ^{1.0} cu. ft. (2 boxes) (1982)

Arranged by grant number.

The Community Development Block Grants (CDBG) funded a variety of community programs in urban renewal areas. The grants were administered by the program management division and these records include copies of the grants, reports on the grants' usage and expenditures, minutes from CDBG program performance hearings, lists of activities, and performance reports.

A file folder listing is available at the Baltimore City Archives.

Series 36. Project Area Committee (PAC) Files. 1977-78. 0.45 cu. ft.

(1 box)

Arranged topically.

In order to determine how federal funds were to be spent in renewal areas the federal government funded (through Community Development

Block Grants) community organizations known as Project Area Committees (PACs). Working with HCD staff the PACs helped determine what community projects to fund. The program management division of HCD was responsible for overseeing the PACs and these are the administrative files (for more detail on PAC activities see series 34). These files contain reports on PAC activities, bills from the PAC auditors, minutes from the PAC coalition meetings, and other general reports.

A file folder listing is available at the Baltimore City Archives.

Relocation Division

Series 37. Administrative Files, Relocation Division. 1964-72.

3.6 cu. ft. (8 boxes).

Arranged alphabetically.

This division exists to relocate families, individuals, and businesses displaced as a result of projects undertaken by urban renewal and public housing activities and the state roads commission's implementation of federal roads programs within Baltimore City. Relocation services included assistance in finding acceptable accommodations in areas compatible with the family's needs and means, aid to the displaced family in meeting its rental obligations, assistance in selecting a moving company, and reimbursement for moving costs incurred.

The records include a small number of general administrative files for the relocation division as well as project files on relocation due to new public housing construction or urban renewal projects. The public housing projects include: the Broadway MD 2-25, McCulloh Homes Extension MD 2-23, and Mt. Winans MD 2-29. The urban renewal projects are

Camden Industrial Park, Community Mental Health Center, Gay Street I, Harlem Park, Shot Tower Industrial Park, and University of Maryland I and II.

A file folder listing is available at the Baltimore City Archives.

Series 37A. Relocation Files, Director's Office, Relocation.

1969-present. 8 cu. ft.

Arranged by subject.

Correspondence, memos, copies of reports made to the U.S. Department of Housing and Urban Development, copies of demolition contracts, legislation and regulations, relocation productivity reports, copies of temporary leases, personnel policy materials, news releases from the mayor's office, and records relating to Community Development Block Grants. This series represents the diversified operation of this division.

This is a preliminary description pending transfer of the records.

Series 37B. Reports, Director's Office, Relocation.

1966-present. 4 cu. ft.

Arranged by division unit, then by type of report.

This division generates numerous reports including those concerning vehicle usage, rent collection, inspection of City-owned properties for hazardous conditions, relocation of residents, vacant properties, "quick-take" properties, land acquisition, and various project areas such as Rosemont and Interstate 70N. Temporary lease agreements and related correspondence, work order requests, contracts for repairs,

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requests for discontinuance of rent account and waivers of water department charges, and right-of-entry agreements are also found among these records. These materials show the division's accomplishments.

This is a preliminary description pending transfer of the records.

Series 37C. Case Files, Residential Relocation. 1952-present.

274 cu. ft.

Arranged by project area, then street address.

These files document the cases of displaced residents settled in new homes by the relocation division and are created both by the division's central office and site offices established in relocation project areas. A typical file includes summaries of interviews, correspondence, drawings, relocation property verification sheets, memos, occupancy survey cards, tenancy check lists, claims for residential relocation payments and recommendations concerning those claims, work orders, receipts, certifications for fixed relocation payments, recommendations on claims for moving expenses, site office relocation records, non-residential activity notices, site occupancy reports, photographs, memos of settlement, deeds, notes, and other working papers concerning the individual case.

These records are considered confidential and the use of any personal names found within them is prohibited.

This is a preliminary description pending transfer of the records.

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Series 37D. Case Files, Commercial Relocation Payments. 1965-present.

60 cu. ft.

Arranged by project area.

Records of the settlement of business relocation cases, in particular those in which no differential payments are involved. (A differential payment is made to a business when it relocates on a site within the city which has a higher cost or rent than its previous location).

A typical file contains summaries of interviews, receipts and releases, direct payment orders, recommendations on claims for business relocation payments, summaries of total relocation payments, correspondence, certifications of appraisers, moving cost estimates, bids for moving business concerns, claims for payment of moving expenses and for loss of personal property, work sheets, drawings of sites, photographs, check lists to chart progress of the case, tenancy check lists, documents used to support claims, and other notes and working papers.

The use of any personal names found within these records is prohibited.

This is a preliminary description pending transfer of the records.

Series 37E. Case Files, Differential Payments, Commercial Relocation.

1975-present. 6 cu. ft.

Arranged by project.

The files documenting business relocation cases in which differential payments were made (see the description from Series 37D for an

explanation of differential payments) are comprised of direct payment orders, summaries of interviews, appraisals, photographs, summaries of claims for business assistance, work sheets for determining eligibility, leases, tenancy check lists, recommendations of claims for relocation payments, correspondence, survey cards, comparables, and other notes and working papers concerning each case.

The use of any personal names found within these files is prohibited.

This is a preliminary description pending transfer of the records.

Series 37F. General Files, Business Relocation. 1961-present. 6 cu. ft.

Arranged by subject.

Correspondence, memos, budgetary materials, lists of relocation payments made, legislation and regulations, business relocation payment estimates, plats, copies of urban renewal plans, address lists, appraisals and moving cost estimates, relocation policies and procedures, travel vouchers, audit findings, displacement statistics, relocation productivity reports, area surveys, and working papers. Major topics include businesses to be relocated, reports generated by the commercial relocation staff, and the unit's connections with various governmental agencies (U.S. Department of Housing and Urban Development and Department of Transportation).

This is a preliminary description pending transfer of the records.

Land Development Division

Series 38. General Files, Land Development. 1956-72.

5.7 cu. ft. (9 boxes).

Arranged alphabetically.

This division succeeded the development division of BURHA and was responsible for acquiring and disposing of land and also interpreting and executing governmental policies and legislation pertaining to HCD's real estate work. Because this department took over the work of BURHA's development department there are some BURHA files in this series. Other BURHA development department files are in series 2. Other land development records are in series 41, the design advisory panel records.

The majority of these records concern the land acquisition phase of the department's work. The land acquisition chron files (boxes 1-3) concern properties in the following renewal projects:

Broadway-Orleans, McCulloh Homes, Gay Street, Oldtown, Upton, Madison-Park North and South, Mount Winans, the Used House Public Housing Program (Vacant House), Mt. Vernon, Rosedale Farms, and the Neighborhood Development Program sites of Oliver, Orchard-Biddle, and Chapel. There is material relating to the capital improvement program, and city, state, and federal legislation pertaining to urban renewal.

A file folder listing is available at the Baltimore City Archives.

Series 39. Settlement Folders. 1937-57. 18 cu. ft. (40 boxes).

Arranged by street address.

The majority of this material relates to surveys done by HABC during 1939-41 prior to the construction of public housing projects. The purpose of the survey was to determine the value of land and structures

laying within the boundaries of the project areas. For each address surveyed, the records provide information concerning zoning, number of buildings, use, appraisal, rental income, number of rooms, condition, age, heat, plumbing, and general condition. Photographs of the structure and forms indicating the price paid by HABC for the property are provided as well.

Separate groups of administrative records, including correspondence, maps, and property appraisals, are also available. These records concern 1939-41 Slum Clearance Areas B (McCulloh Homes), F (Perkins Homes), H (Poe Homes), I (Gilmor Homes), K (Somerset and Douglass Homes), along with 1950-57 Housing Projects Md 2-11, 12, and 17 (Cherry Hill Homes), Md 2-13 (Westport Homes), MD 2-14 (Claremont Homes), MD 2-15 (Lafayette Courts), and MD 2-16 (Flag House Courts).

A complete list of street addresses surveyed is available at the Baltimore City Archives.

Series 40. Vacant House Program Real Estate Files. 1969-75.

6.75 cu. ft.

(15 boxes).

Arranged alphabetically.

This program was one in which city-owned vacant properties were rehabilitated. The units were then released to the HABC for use as public housing or in some cases, such as the Rosemont area, subsidized mortgage money was made available and the properties sold to individuals. The program began in 1969 but these files date primarily from October 1971 when it was consolidated in the division of construction and buildings inspection.

The real estate files (1969-75) of the program concern largely the

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acquisition of properties to be used in the program. This entailed much legal work since the vacant properties were purchases, if not already owned, by the city. The files are arranged alphabetically.

The Rosemont vacant house program (1970-75) was somewhat different from other areas rehabilitated under this program since the finished houses were sold to individuals who qualified for FHA subsidized mortgages. The Rosemont files contain information on the sales program. These files also are arranged alphabetically.

A file folder listing is available at the Baltimore City Archives.

Series 41. Design Advisory Panel. 1963-75. 2.2 cu. ft. (5 boxes).

Arranged alphabetically and chronologically.

Organized in 1964, this panel was composed of seven architects (chosen from out-of-town candidates to avoid conflict of interest) who reviewed the development plans for all public urban renewal projects in the city except for Charles Center and the Inner Harbor. These latter two projects were overseen by the Architectural Review Board after which this advisory panel was modeled. The panel members acted as consultants advising on the aesthetic aspects of urban renewal project designs. Urban Renewal Areas covered in these records are Broadway, Coldspring, Madison Park-North and South, Mount Vernon, Mount Winans, Oldtown, Oliver, Orchard-Biddle, the Social Security Administration Complex, Upton, West 28th Street Park Plan, and Windsor Gardens.

A file folder listing is available at the Baltimore City Archives.

Commercial Revitalization

Series 42. Chronological Files, Commercial Revitalization.

1976-present. ^{1.5} cu. ft.

Arranged chronologically.

agreements, minutes, and reports

Reading files of correspondence, ~~and memos~~ generated by the division with supporting documents and attachments. Also included in these files are copies of correspondence and memos prepared for the signature of the commissioner of HCD and of correspondence and memos prepared by other divisions on topics related to the work of the commercial revitalization division.

~~This is a preliminary description pending transfer of the records.~~

Series 43. General Files, Commercial Revitalization.

1973 ^{2.7}
1975-present. ~~1.7~~ cu. ft.

Arranged by subject.

Correspondence, ~~memos~~, grant applications, regulations and legislation, copies of judicial decisions, program proposals, land use and urban renewal plans, newspaper clippings, progress ^{and other reports} reports, minutes from commercial loan committee ^{and merchant association} meetings, ~~and working papers~~, and working papers.

These records document the topics, projects, functions, and activities of this division.

A file folder listing is available at the Baltimore City Archives
~~This is a preliminary description pending transfer of the~~

~~records.~~

Construction and Buildings Inspection Division

Series 44. Correspondence Files, Construction and Building Inspection

1968-³¹77. ^{2.1} ~~4.5~~ cu. ft. ¹⁸ (18 boxes).

Arranged by correspondence type.

Separate groupings of correspondence, primarily orders to investigate complaints or answer questions about procedures and regulations, sent to the division. Included are letters from the mayor (1972-74, 1977) and the HCD commissioner (1972-74, 1977). Also present are memos from the HCD commissioner's office (1968-74, 1977), filed sequentially by item number.

Series 45. Chronological Files, Construction and Building Inspection.

1969-78. 19.35 cu. ft. (43 boxes).

Arranged chronologically.

Central office files relating primarily to division activities in urban renewal areas. Subjects include demolition and construction, contractor bids and agreements, budgets, construction specifications and design, rehabilitation and modernization of structures, and construction change authorizations. Files are grouped according to the division official (often identified only by first name) responsible for specific subjects. Personnel include Rudolf Janssen, Albert Schindler, Robert Kuchta, Richard Aiken, Willard Scott, Edward Avollone, Norbert Beggerow, Richard Murphy, and division directors Ottavio Grande and Vito J. Mangano.

See series 60 for related materials.

Series 46. Subject Files, Construction and Buildings Inspection ~~Files~~.

1964-74. 2.7 cu. ft. (6 boxes).

Arranged by subject.

Correspondence, reports, and forms concerning all aspects of

division activities. Subjects include contractor licensing, building code adjustment and enforcement, building materials selection, civil defense, buildings damaged by riots, urban renewal demolition, personnel, administration of federal and state grants, permit application procedures, and vandalism.

A file folder listing is available at the Baltimore City Archives.

Series 47. Property Files, Vacant House Program, 1964-78. 49.05 cu. ft. (109 boxes).

Arranged alphabetically (the first 90 boxes within each project).

The goal of this program is to provide housing for low and moderate income families and to return abandoned structures to the municipal tax rolls. The program began in 1966 as the Used House Public Housing project (MD2-24, 1966-69) which rehabilitated houses in the Harlem Park Urban renewal area.

The used house grant expired in July 1969 and was replaced by this program, MD2-35, MD2-40, MD2-58, MD2-59, MD2-63, MD2-76. The city-owned vacant houses were sold to a developer who rehabilitated the houses and then sold them to the HABC to be used as rental public housing. In one project area, Rosemont, the houses were rehabilitated and then sold to individuals qualifying for FHA subsidized mortgages.

The files for the programs are similar. There is one file for each property, covering the rehabilitation process. The Rosemont files also include information on the sale of each property. In addition, there are files containing insurance information for contractors used in these projects.

A file folder listing is available at the Baltimore City Archives.

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Series 48. Engineering Correspondence Files, Construction and Building Inspection. 1959-77. ^{8.10 cu. ft. 18} ~~7.65~~ cu. ft. (~~17~~ boxes).

Arranged by project.

Central office files relating to land clearance, demolition, installation of utilities, and construction supervision at various urban renewal and public housing projects. The development department of BURHA handled these functions prior to the creation of this division under HCD in 1968. Subjects covered for each project vary, but generally include lot, block, and area files, correspondence, contracts and agreements, general files, demolition areas, budgets, department of public works liaisons, and razed structures.

A file folder listing is available at the Baltimore City Archives.

Series 49. Structural Drawings of City Owned Buildings.

ca. 1895 - ca. 1960. 6 reels of microfilm. (BCA 896-901).

Arranged alphabetically by building.

Plans and blueprints of municipal buildings kept by the construction and buildings inspection division and its predecessors. Information includes electrical circuits, heating systems, floor plans and plumbing layouts.

A list of buildings is available at the Baltimore City Archives. See series 50 for similar material.

Series 50. Structural Drawings. 1940-52. 11 reels of microfilm. (BCA 902-12).

Arranged by date of issue.

Selected plans maintained by the bureau of building inspection of buildings constructed within the city. Information includes electrical circuits, heating systems, floor plans, and plumbing layouts.

See separate building index at the Baltimore City Archives.

See series 49 for similar material.

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Series 51. Registers of Public Franchises and Minor Privileges.

1878-present. 2 cu. ft.

Arranged by minor privilege number.

Master list of all minor privileges granted. Entries contain the minor privilege number, location, type of privilege granted (such as for sign, steps, brick veneer), name of person to whom the privilege was granted, first year's charge, annual charge, flat charge if any, pertinent remarks, and an indication of whether the privilege is temporary or permanent.

This is a preliminary description pending microfilming of the registers.
1917-1951. *See also RG 65 Series 2 for registers covering the period*

Series 52. 1931 Building Survey. 1931. 49 reels of microfilm

(BCA 595-642).

Arranged alphabetically by street name.

Building use survey conducted by the police department, probably for use by the bureau of buildings (a predecessor of the construction and buildings inspection division). Information for each lot includes number of buildings and apartments, use of building, and type of commercial activity.

A separate listing of streets covered by the survey is also available at the Baltimore City Archives.

Series 53. Master Index Cards, Building Permits. 1924-61. 48 reels of microfilm (BCA 643-90).

Arranged by block number.

Cards used to record applications received and permits issued pertaining to construction, alteration, and uses of structures.

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Information includes address; owner's name; division, section, block and lot numbers; date application was received; purpose of application; permit number and date; construction cost; date of completion; and any pertinent remarks. All work for an individual address is included on one card.

Series 54. Building Permits. 1920-61. 47 reels of microfilm

(BCA 643-90).

Arranged by block number.

Record of permits for building construction and renovation maintained by the construction and buildings inspection division and its predecessors. These records also may be found as part of the file maintained in acetate jackets on each city address with which the division has worked. This series should be consulted in the division's inspection operations office. Information includes date of permit, type of project, project cost, date of completion, and general remarks.

Series 55. Building Permits, Numerical File. 1962-¹⁹⁸⁰~~present~~. 224 reels of microfilm.

Arranged by permit number.

Permits issued for construction and alteration of buildings. These records are filmed daily in order of issuance.

There is no access by address to this series. This is only available in the large series of records concerning individual structures kept in acetate jackets in the offices of the construction and buildings division.

Series 56. Minor Privilege Index Cards. 1900-17. 8 reels of microfilm (BCA 914-21).

Arranged alphabetically by street name.

Record of permission for private individuals to use city space kept by the bureau of minor privileges and its successor, the construction and buildings inspection division. Information includes permit number, property owner's name, description of work to be done, and dates during which the permit was valid. Most entries relate to placement of signs, windows, and doors.

Series 57. Minor Privilege Applications. 1900-76. 60 reels of microfilm (BCA 932-91).

Arranged chronologically by date of permit.

Requests by property owners to the construction and buildings inspection division and its predecessor, the bureau of minor privileges, for permission to use city space. Information covers type of work, location, size, contractor, and materials to be used. Business owners requesting windows and signs constitute the largest number of entries.

Series 58. Minor Privilege Account Revision. 1917-72. 10 reels of microfilm (BCA 922-31).

Arranged by permit number.

Record of changes made in original grants of permission by the construction and buildings inspection division and its predecessor, the bureau of minor privileges, for use of city space. Changes noted include previous mistakes on permit, partial completion of the work, cancellation of permit, and transfer of ownership or property. Other information includes date, holder of permit, and address where work is to be done.

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Series 59. Block File (General File). 1924-61. 168 reels of microfilm.
(BCA 143B-1587)
Arranged by ward, section, block, and lot numbers.

Permits, applications for permits and alterations, records of inspections, violation notices, decisions of board of zoning appeals and the board of municipal and zoning appeals, zoning decisions, and correspondence. These records show the bureau of building inspection's work with city structures.

These records should only be consulted if the ward, section, block, and lot numbers are known. Ready access to this information and all such records, post-1961, is provided by the series of records concerning individual addresses maintained in acetate jackets by the construction and buildings inspection division of HCD.

These records are available on microfilm only (BCA 1431-1587). Researchers should examine listing of contents for all reels since filming appears to have been done in three sections and a particular piece of property may appear in several places.

Series 60. Razing Permits. 1963-present. 4 cu. ft. → 1976
Microfilmed - BCA 1627-1640;
Arranged by street address within each year.

Copies of razing or moving of buildings applications, copies of permits issued, demolition plans, and memos concerning awarding of demolition contracts. These records document destruction of all buildings in Baltimore City from the early 1960s to the present. Material up to 5 years

This is a preliminary description pending microfilming of the permits. From present has been filmed and at the Archives. (5 years to present @ HCD.)

Series 61. Drawings and Plans, Public Housing Projects. Late 1930s-

present. 16 reels of microfilm (BCA 1074-89).

Arranged alphabetically by housing project.

Final approved drawings and plans for all public housing projects. Included are mechanical, electrical, and structural drawings, architect's conceptions, site and landscape plans, plumbing and heating diagrams, property line maps, and drawings for various improvements installed in the projects (such as fencing, playgrounds, handrails, and security system).

There is a file folder listing available at the Baltimore City Archives.

Series 62. Condemnation Files, Building Inspection. 1975-present.

3 cu. ft.

Arranged chronologically.

Notices of condemnation to owners of property, photocopies of condemnation posters, photographs of properties, and related correspondence. These files serve as a formal record of the proper notification of owners that their property has been condemned.

This is a preliminary description pending transfer of the records.

Series 63. Property Files, Design Unit, Construction and Buildings Inspection. 1980-present. 0.25 cu. ft.

Arranged alphabetically by address.

Cost estimates, plats, correspondence, memos and notes and working papers relating to design projects of an unusual nature involving individual properties.

This is a preliminary description pending transfer of the records.

Series 64. Demolition Contractor Files, Permits and Applications.

197⁰₁-present. 1.5 cu. ft.

Arranged alphabetically.

Permits and applications, newspaper clippings, correspondence, razing contractors' address list, bonds, insurance certificates, notices of bonds, and memos. These materials serve as a record of the transactions involved in obtaining a permit to perform demolition work in Baltimore City.

~~This is a preliminary description pending transfer of the records.~~

Series 65. Chronological Files, Construction and Building Inspection,

Building Inspection 1971-77. 4.05 cu. ft. (9 boxes).

Arranged chronologically.

Central office files relating to activities of the inspection operations section of this division. Subjects include inspections of public and private buildings, enforcement of the building code, departmental inspection procedures, comments on pending ordinances, personnel, demolition cost estimates, and departmental policy planning.

See series 45 for related material.

ALSO SEE NEXT PAGE S. 65A

Information Services Division

Series 66. Divisions Files, Information Services. 1966-present.

6 cu. ft.

Arranged by division.

Correspondence, memos, copies of urban renewal plans, project summaries, minutes from meetings, summaries of Community

RG 48

Series 65A Multiple Family Dwelling License Files. 1963-64.

78 reels of microfilm (BCA ~~4125- 4804~~)

Arranged alphabetically by street name.

Files relating to the operation of rooming houses or multiple family dwelling units. Included are licenses; applications; correspondence; inspection records; control cards; and violation notices.

More information about these records can be found in Ordinance No. 994 (1957).

Development Block Grant applications, press releases and reports, publications generated by the divisions, vacant land surveys, and the division's annual reports. These are primarily working files of information the division maintains concerning HCD activities and public housing projects.

~~This is a preliminary description pending transfer of the records.~~ *Permanent in department*

Series 67. Urban Renewal Areas and Project Files, Information Services.

1973-present. 5 cu. ft.

Arranged by project area.

Correspondence, memos, reports, press releases, newspaper clippings, drawings, urban renewal plans, project summaries, and publications for the various urban renewal areas or projects in which HCD has been or is involved.

~~This is a preliminary description pending transfer of the records.~~ *Permanent in department*

Series 68. Urban Development Action Grant (UDAG) and Community

Development Block Grant (CDBG) Files, Information Services.

1978-present. 1 cu. ft.

Arranged alphabetically by area.

Copies of grant applications, legislation and regulations, minutes from grant performance hearings, graphs, reports on grant use, detailed lists of activities, correspondence, memos, and other notes and working papers. These files show the various federal grants which HCD has received or in which it has participated.

~~This is a preliminary description pending transfer of the records.~~ Permanent in department.

Series 69. Organizations Files, Information Services. 1971-present.
1 cu. ft.
Arranged by organization.

Information concerning the establishment and purposes of the various local and national non-government organizations with which HCD works such as the Legal Aid, Johns Hopkins University, and the National Association of Housing and Redevelopment Officials. The files contain primarily publications, press releases, and studies prepared by these organizations.

~~This is a preliminary description pending transfer of the records.~~ Permanent in department

Series 70. Press Releases. 1970-present. 2 cu. ft.
Arranged chronologically.

Files of all press releases issued through information services, files of the mayor's press releases that were prepared by information services or pertain to HCD, and files of the mayor's memos and remarks which are pertinent to HCD. These materials constitute a valuable record of official statements and clearly represent the trends in opinion and function of the agency.

~~This is a preliminary description pending transfer of the records.~~ Permanent in department.

Series 71. City, State, and Federal Government Files, Information Services. 1970-present. 2 cu. ft.

Arranged by level of government, then by individual agency.

Memos, correspondence, publications, reports, planning summaries, and notes and working papers concerning various government agencies such as the department of recreation and parks, civil service commission, police department, Regional Planning Council, and the U.S. Department of Housing and Urban Development and their links with HCD.

~~This is a preliminary description pending transfer of the records.~~

Permanent in department.

Series 72. Chronological Files, Information Services. 1964-74.

2.3 cu. ft. (5 boxes)

Arranged chronologically.

The chronological files contain general letters from citizens and other municipalities on urban renewal and housing as well as letters concerning exhibits, publications, public programs, and dedications sponsored by HCD. The files begin in 1970. There is a separate file on various city bond issues (1964-68), especially the promotion of the 1967 bond issue for the Upton, Mt. Winans, and Oldtown areas.

Series 73. Photograph Files, Information Services. 1955-present.

3 cu. ft.

Arranged by subject.

Black and white and color photographs used by information services for various purposes. Sample categories used to arrange the

collection include: Inner Harbor, neighborhoods, ceremonies and awards, recreation, personnel, and public housing developments.

~~This is a preliminary description pending transfer of the records.~~ *Permanent in department*

Series 74. Slides, Information Services. Late 1950s-present.

0.25 cu. ft.

Arranged by subject.

Color and black and white slides of urban renewal areas and projects in which HCD, HABC, or BURHA has been or is involved. Projects such as Mt. Royal, Charles Center, and Steuart Hill are represented as well as such general topics as public housing and neighborhoods.

~~This is a preliminary description pending the transfer of these materials.~~ *Permanent in department.*

Series 75. Newspaper Clipping Files, Information Services. ¹⁹⁶⁵ 1968-74

32 cu. ft. (68 boxes)

Arranged topically.

These files consist of clippings that pertain to all facets of BURHA and HCD work. Newspapers represented include the Sunpapers, Afro-American, News American, New York Times, Washington Post, Washington Star, and Christian Science Monitor.

After June 1969 the clippings are arranged topically (see container list). From 1965 through May 1969 the clippings are divided either into a file on BURHA (HCD) activities or urban issues. The majority of the clippings concern BURHA-HCD work or with related urban problems in Baltimore. There is a sizeable representation of articles on national urban problems and on programs in New York City and Washington, D.C.

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Series 76. Art Project Files, Information Services. 1974-80. 2 cu. ft.

Arranged by project.

Memos, correspondence, lists of persons to be invited to dedication ceremonies, press releases, newspaper clippings, publications, photographs, drawings, copies of contracts, and notes and working papers concerning paintings and sculpture placed at various locations in the City. These records concern mainly sculpture in the Inner Harbor area, but also cover murals and the "1% for Art" program.

FILE FOLDER LISTING AVAILABLE.

This is a ~~preliminary~~ description pending transfer of the ~~records.~~

Series 77. General Files, Information Services. 1970-present. 5 cu. ft.

Arranged by subject.

Correspondence, memos, biographical material on top agency officials, budgetary information, copies of speeches and articles prepared by the information officer and the commissioner of housing and community development, statistical information, materials relating to publications on radio and television, mailing lists, newspaper clippings, information regarding talks or tours sponsored by or participated in by HCD, personnel materials, City annual reports, and information regarding the Weiss and Sondheim Awards and their yearly recipients. These files serve to document the operation of information services and the topics with which it is concerned.

This is a preliminary description pending transfer of the records.

Series 78. Mayor's Office of Manpower Resources
Deputy Director's Files 1976-1981
9.45 cu. ft.
Arranged by Subject

Records of the administration of Manpower programs and projects. These files include: fiscal and organizational information; evaluations; contracts; correspondence and memos; as well as personnel and office files.

The files were used to evaluate, organize, and administer the programs and projects of the Mayor's Office of Manpower Resources.

There is a file folder listing available at the Baltimore City Archives.

RG 49

CITY HALL CONSTRUCTION
RECORDS
(1867-75)

RG 49 City Hall Construction Records (1867-75)

A number of different buildings housed Baltimore's municipal government prior to the Civil War. By 1867, however, it was determined that a permanent structure designed for the local government's special needs was necessary and a building committee for its construction was formed.

Work proceeded rapidly at first, the cornerstone being laid for the building in October 1867. But after charges of fraud were made against the building committee members in 1868, the municipal government was compelled to cancel all previously awarded contracts. A new committee supervised the reawarding of contracts, but in 1869 it too was dissolved. A third and final committee directed the project from this point until its completion in 1875. Despite these administrative problems, the building actually cost \$225,000 less than what was appropriated for it and the architectural style was widely acclaimed.

In 1975, the city hall was temporarily vacated for a complete restoration. This work ended the following year and the structure continues to serve as the headquarters of the municipal government today.

For further information see Bernard B. Perlman, "The City Hall, Baltimore," Maryland Historical Magazine 47 (March 1952): 40-54; The City Hall, Baltimore: History of Construction and Dedication (Baltimore: Mayor and City Council, 1877); Feasibility Study for the Restoration and Renovation of the Baltimore City Hall (Baltimore: Architectural Heritage - Baltimore, Inc., 1974); and Frank J. Sebold, "History of City Hall," Classified Municipal Employees Association Yearbook, 1935, pp. 7-11.

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Series 1. City Hall Construction Records. 1867-75. 9 cu. ft.
(20 boxes).

Arranged chronologically.

Mostly correspondence from contractors concerning bids. Other records include contracts, bonds, reports, bills, and receipts for all phases of construction.

See separate item index at the Baltimore City Archives.

Series 2. Ledger⁵. 1869-75. ^{2.5}~~1~~ lin. in. ²~~1~~ vol^s.

Arranged chronologically.

Record of financial transactions relating to the building of city hall. Accounts are divided between non-construction, general construction, materials sales, salaries, equipment and supplies, and miscellaneous expenditures. A name index is provided *for volume one only*.

Series 3. Minutes. May-25, 1867 - June 30, 1868. 1.5 lin. in. (1 vol.)

Arranged chronologically.

Handwritten minutes of weekly and monthly meetings of the Building Committee for the New City Hall. The minutes are brief and concern general organizational matters, such as the election of a secretary, superintendent, and architect for the committee. The minutes also discuss the progress of the committee in the proposed construction of City Hall.

Series 4. Building Committee Record Books. December 5, 1870 - October 20, 1875. 2.5 lin. in. (2 vols.)

Arranged chronologically.

These volumes contain records of the committee's progress in constructing the City Hall. The records consist of minutes, superintendent's reports, bills approved for payment, construction contract accounts, salary accounts, and materials and labor reports relating to the building of the new City Hall.

RG 50

CENTRAL PAYROLL
(1930-77)

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RG 50 Central Payroll Division (1930-75)

1

The payroll function of the city government was centralized in one bureau in 1924 on the recommendation of Mayor Jackson's commission on efficiency and economy. Previously city departments handled their own payroll matters. This central payroll bureau began operation in February 1924 and by January 1926 it was responsible for preparing all payrolls for municipal employees. This agency was part of the comptroller's office from 1924 until 1964 when it became part of the newly created department of finance. There have been only two Directors of Payroll, Elmer Bernhardt (1924-62) and Harry Deitchman (1962-present).

For more information see Frederick R. Stieff, The Government of a Great American City (Baltimore: H.G. Roebuck & Son, 1935), p. 352, and the final report of the commission on efficiency and economy found in the mayor's published message for 1927. A brief history of the bureau up to 1947 is in F610 (Bernhardt's personal files) for September 1947.

78 4.95 11

Series 1. Administrative Files. 1930-75. 4 cu. ft. (9 boxes).

1 1 1

Arranged chronologically.

Records concerning the preparation, distribution and correction of the city payroll. The earliest records date from 1930, but these are almost entirely the personal records of Director Elmer Bernhardt. The more complete payroll records begin in 1954.

The bulk of the payroll records concern individual cases such as requests to alter pay records due to incorrect attendance marking, material which is kept five years and then discarded. The records retained permanently are those that delineate general payroll policy. The payroll bureau devised its own filing system assigning each city department a

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number and this arrangement has been retained. A complete listing of these files is available at the Baltimore City Archives.

Elmer Bernhardt was the first director of the bureau and remained in that position until his retirement in 1962. His personal files (1936-52) reveal a dedicated city employee active in a variety of city projects. He was the first president of the Classified Municipal Employees Association (CMEA) and served four subsequent terms. Bernhardt also served as president of the Municipal Employees Credit Union, 1936-62. Through his work with the CMEA Bernhardt was active in the management of the employees retirement system and material on the 1949 election campaign for retirement system trustees can be found in his personal files for November 1949. The bureau in the early years was responsible for disability compensation leading Bernhardt to an interest in safety engineering. There is material on this in his files, 1946-52. A copy of Bernhardt's speech, "Centralization of Workmen's Compensation Procedure," is in the files for 1961. Other activities reflected by Bernhardt's files were a commission on governmental efficiency and economy (see RG 52). He was an early member of this and continued to receive its newsletter, Your Tax Dollar, in the 1940s and 1950s. Bernhardt also headed numerous city employee fund raising campaigns and was a member of several political, social, and musical organizations.

A file folder listing is available at the Baltimore City Archives.

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1865

RG 51 Department of Recreation and Parks (~~1946~~-present)

This department currently is composed of a bureau of parks, bureau of recreation, and bureau of music. The work of these three bureaus was carried on separately until 1946 when they were merged into the present department.

The creation and maintenance of public parks is the oldest of the department's functions. The first board of park commissioners was appointed in 1860 and empowered to select and purchase land for parks, although there had been some publicly maintained areas before 1860 such as the city springs and Patterson Park donated to the city by William Patterson in 1827. The newly appointed board's first major act was the purchase of Druid Hill Park. In 1898 a department of public parks and squares was created and it continued until it became the bureau of parks in 1946.

The beginning of the playground movement in the 1890s introduced another dimension to the work of the park board. The leaders of this movement believed urban children needed areas set aside for play; by 1915 the need for organized recreation had been proven, through the efforts of local groups such as the Childrens Playground Association and the Public Athletic League, and the municipal government added to its charter "the power to establish or maintain directly or by contract reasonable facilities for public recreation." The city worked in conjunction with the Childrens Playground Association and the Public Athletic League which merged in 1922 to form the Playground Athletic League. In 1940 the city formalized the programs in a department of public recreation, and six years later it became the bureau of recreation.

Baltimore's music program began with concerts in the parks as early as 1865. The park board sponsored a band beginning in 1900 and in 1914 increased neighborhood concerts. The following year the city appropriated funds for a municipal symphony orchestra which gave its first concert in February 1916. Two years later the city appointed a director of music to coordinate the city's various musical activities, a position that evolved into the bureau of music and later in the department of recreation and parks.

See Allen Kerr Bond, "The Parks of Baltimore," Baltimore: Its History and Its People, ed. Clayton Coleman Hall, 3 vols. (New York: Lewis Historical Publishing Co., 1912), I: 430-46; F.C. Latrobe, History of the Public Parks in Baltimore (Baltimore, 1896); Kenneth Clark, Baltimore "Cradle of Municipal Music" (Baltimore: City of Baltimore, 1938); res. 227 (1860); Baltimore City Charter of 1915, sect. 6B; Baltimore City Code, 1976 ed., art. 21.

Series 1. Scrapbooks. 1946-80. 5 lin. ft. (33 vols).

Arranged chronologically.

A series of scrapbooks documenting newspaper coverage of the program activities of the department of recreation and parks. The following subjects are frequently discussed in these articles: professional sports such as baseball, football, soccer, and golf; construction and public controversies about the construction and use of Memorial Stadium; segregation in the parks, swimming pools, and golf courses during the 1950s and early 1960s; maintenance and construction of monuments; acquisition and development of public parks; the department's interest and involvement in historic preservation, especially regarding

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sites on or near park land; activities, retirements, and obituaries of prominent department employees; urban renewal projects; environmental issues regarding park land; amateur sports events, primarily golf and tennis, on public facilities; construction of interstates and other transportation facilities near or on public property; and crime and vandalism on or near parks and other recreational facilities.

Most of the newspaper clippings are from the Sunpapers, News American, and Afro-American. The volumes for 1950 and 1951 have rough indexes attached.

Series 2 Leadership Manuals. 1938-1983. .45 cu. ft. (1 box.)

Arranged topically.

Administrative manuals, policies and procedures, memorandums, property inventories, and recreational guidelines generated by the department. Also included is a handbook produced by the National coordinator of Visual Arts and Crafts. A file folder listing is available.

Series 3. Photographs. Ca. 1950-1984
1 lin. ft.
Arranged by subject.

Photographs documenting the activities of the Arts and Crafts Division. Subjects include: recreation centers; projects; exhibitions; shows; and festivals.

A file folder listing is available.

Series 4. Harold Callowhill Collection. 1897-1974.
.45 cu. ft. (1 box)
Arranged alphabetical by subject.

This series, composed of awards, correspondence, newspaper clippings, and photographs, documents the life of Harold Scott Callowhill. Myrtle Callowhill, his widow, compiled and arranged by date the collection in four scrapbooks. In May of 1988 she donated the scrapbooks to the Baltimore City Archives.

Harold Callowhill retired in 1966 as Director of the Bureau of Recreation. His career in athletics and team sports dated from his youth. However, he first became associated with the Municipal Athletic Programs in 1923 when he began working with the Public Athletic League. In 1926 he became a City Field Leader in the League. In this position his assignments involved promoting boy's athletics on a city-wide basis.

When Dr. William Burdick died in 1935 Callowhill became Director of the Public Athletic League. He continued as head when the League was reorganized and became the Department of Public Recreation in 1940. In 1947 the Public Recreation Department became the Bureau of Recreation. Callowhill became Director and continued in that position until his retirement in February of 1966.

During his tenure as Director of the City's recreation and athletic programs Harold Callowhill began a number of programs. Among them were: a "Street Club Program," "Special Service to Youth," "Senior Citizens Program," "Junior and Senior Volunteer Corps," and programs for the physically handicapped.

After his retirement he organized and taught a program in recreation leadership at the Baltimore Junior College (now Community College of Baltimore). Harold Callowhill died on July 15, 1974 fourteen days before his seventy-seventh birthday.

A file folder listing is available at the Archives.

Series 5. Meeting Minutes, Board of Park Commissioners.
1864-1981.
Arranged chronologically.

Minutes and proceedings of the Board of Park Commissioners meetings.

Volumes from 1903 to 1981 are preceded by an Index.

There is a file folder Index available at the BCA.

Note: Became Board of Recreation and Parks in 1947.

Series 6. Annual Reports, Board of Park Commissioners.
1878-1977.
Arranged chronologically.

Annual reports submitted by the Board of Park Commissioners regarding their activities for the previous year.
There is a file folder Index available at the BCA.

Series 7. Park Deeds, Leases, and Condemnations.
1827-1917.
Arranged alphabetically by park.

Copies of deeds, leases and condemnations of property obtained by the Parks Department either by donation or by purchase.

There is a file folder Index available at the BCA.

*RESTRICTED
TO MICROFILM
BCA 5393-5399*

Series 8. Children's Playground Association
 1918-1919
 Arranged chronologically.

 Pamphlets documenting the activities promoted by
the Children's Playground Association of Baltimore.

RG 52

COMMISSION ON EFFICIENCY AND
ECONOMY

(1923-27)

This commission was appointed by Mayor Howard W. Jackson, shortly after he took office in 1923, to survey the organization and functions of the city government. Its purpose was to introduce business methods into the management of the city; to eliminate waste and useless jobs, and to streamline the operation of the municipal government.

During its four-year existence the commission, composed of accountants, auditors, and cost experts from Baltimore's largest businesses, examined and analyzed every municipal office and made numerous recommendations concerning the efficiency and economy of their operation. Major accomplishments of the commission included: consolidation of individual agency payroll departments into a central payroll bureau; creation of the department of public works, a bureau of audits, central purchasing and warehousing operations, and a retirement system; and the preparation of the first complete inventory and evaluation of all city assets, including property.

William F. Broening, Jackson's successor, did not cooperate with the commission, an appointed body, and it was forced to terminate its activities in 1927. It was succeeded by the Commission on Governmental Efficiency and Economy, an independent organization incorporated in 1929 when the Baltimore Association of Commerce and the Real Estate Board of Baltimore became concerned with the need for a permanent, non-partisan organization to continue the analytical work of the original commission.

For additional information concerning the commission see Frederick Philip Stieff, The Government of a Great American City (Baltimore: H.G. Roebuck and Son, 1935).

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Series 1. Inventories. 1926-27. 1.5 lin. in.

No arrangement internally. Groupings from the original binders have been maintained.

Description and valuation of buildings and other structures in Druid Hill Park created as part of the commission's inventory of city assets. Occasional floor plans and calculations of construction costs are scattered through the inventory. Types of buildings and structures represented include zoo cages, picnic grove pavilions, offices, tool sheds, fountains, fences, entrance arches, bath and laundry houses, and repair shops. Also included are some working papers for financial statements for various parks.

Series 2. Photographs and miscellaneous items. 1926-27. 0.5 lin. in.
(5 vols. and 1 folder).

Arranged topically. School photographs in order by school number.

Photographs and drawings created to supplement the commission's inventory of city property. Subjects of the photographs include schools, monuments, fire houses, police stations, libraries, municipal buildings, comfort stations and baths, hospitals, and the city jail. There is one copy of a blueprint showing the topography and contours of the swimming pool in Druid Hill Park.

~~All photographs have been transferred to the Peale Museum.~~

Series 3. Reports. November 2, 1931 - July 28, 1932. 3 lin. in.

Arranged chronologically by report number.

Reports by the fact finding staff of the Commission on Governmental Efficiency and Economy concerning a survey for the standardization of salaries, wages, and the classification of municipal positions. Also included are general correspondence and organizational charts and tables outlining city government agencies. These reports cover the primary components of the Commission's work during Mayor Howard W. Jackson's second term. Subjects of the reports include the Bureau of Audits, Central Payroll Bureau, Bureau of Disbursements, City Register, City Comptroller, Appeal Tax Court and Employees Retirement System.

RG 53

BOARD OF MUNICIPAL AND
ZONING APPEALS
(1949-PRESENT)

RG 53 Board of Municipal and Zoning Appeals (1949-present)

The present board is an outgrowth of a long municipal concern with the problems of the city's development and expansion. In the two decades following the 1904 Baltimore fire, the municipal government became acutely aware of the effects of uncontrolled and unregulated growth on stable, particularly residential, areas. A zoning commission, created in 1921, embodied the first attempt to solve these problems. The city council established this commission for dividing the city into districts according to allowable building height and usage. Once this was accomplished and a draft ordinance prepared, the commission ceased to exist. In 1923 the board of zoning appeals was established to rule on appeals of decisions by this commission. However, this board and two others between 1923 and 1925 were short-lived when the Maryland Courts of Appeals declared them unconstitutional.

The Maryland General Assembly passed a state enabling act in 1927 authorizing the mayor and city council to pass a zoning ordinance. In the same year the city council created a thirteen member zoning commission to again divide the city into zones and draft regulations. Four years later the city council passed Baltimore's first comprehensive zoning law based on the efforts of this commission. This ordinance re-established a five-member board of zoning appeals with broader powers than the original board. This body was authorized to "study zoning, its development, application and relation to public and private municipal development... and submit amendments to this ordinance...."

The next major change in the administration and regulation of zoning occurred in 1946 with several municipal charter amendments. One established a department of municipal and zoning appeals headed by a

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five-member board of municipal and zoning appeals (BMZA). This board became a reality with the adoption of the revised charter in 1949.

The BMZA assumed the functions and powers of the old appeal tax court and the board of zoning appeals, both of which ceased to exist. The functions and powers of the commissioners for opening streets, which was also dissolved, passed to the bureau of assessments. The BMZA became the appellate body for zoning tax and condemnation appeals, and continues as such at the present time. The board hears and decides all pertinent appeals from the state department of assessments, refunds and abatements from the department of finance, footway and alley paving cases from the department of public works, and other miscellaneous appeals.

For further information concerning zoning and the BMZA see ord. 615 (1921); ord. 922 (1923); ord. 522 (1925); Laws of Maryland, 1927, ch. 705; art. 66B, 1927, Maryland Annotated Code; ord. 1247 (1931); res. 18 (1946); Baltimore City Charter of 1949; ord. 711 (1953); ord. 1051 (1971); Baltimore City Code, 1976 ed., art. 30.

Note that only one series of the records described here is available at the Baltimore City Archives. The BMZA is required by law to maintain its records within its own office so as to make them available for public inspection. Only the older correspondence files (series 5) have been transferred to the archives. All other records here described may be examined by contacting the board. Please note also that this record group includes materials from the predecessors to the BMZA which have been so identified where they appear.

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Series 1. Minutes. 1930-present. 8 cu. ft. 1972-1985
Arranged chronologically. RCA 5459, 5460, 5461

Minutes of the weekly meetings of the board of municipal and zoning appeals and its predecessor, the board of zoning appeals. These are primarily a record of their decisions concerning appeals. Two sets of minutes are maintained, one for zoning appeals and one for real estate and miscellaneous appeals.

These materials must be maintained for public inspection in the offices of the board.

Series 2. Annual Reports, 1949-present. 0.25 cu. ft.

Arranged chronologically.

Annual reports recording statistics on both zoning and real estate appeals. The zoning reports include information on the number of appeals heard and pending, the types of questions appealed, conventional uses, and the appeals carried beyond the board into the Baltimore City Court. Real estate reports, covering all non-zoning appeals (assessments, condemnation of streets, and paving refunds), primarily provide a statistical breakdown for the types of appeals considered by the board.

Series 3. Zoning Appeal Case Files. 1931-present. 454 cu. ft.

Arranged by appeal number, within each calendar year.

Records relating to each individual appeal heard by the board and its predecessor, the board of zoning appeals, from its reconstitution in 1931 to the present time. A typical file contains a notice of appeal filed; a copy of the actual appeal; data and status sheets; a copy of the permit application and the disapproval of the permit; blueprints, plats,

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and/or drawings; segments of zoning maps; copies of newspaper clippings; photographs; correspondence; petitions concerning the changes desired by the appellant; an order to post a notice of public hearing; a copy of the notice of the hearing which was sent to the appellant; transcripts of testimony; and notes and other miscellaneous documents relating to the individual case.

These files chronicle only zoning appeals. The records for all other appeals are discarded after five years or the completion of any subsequent appeals or audit, whichever is later.

Reference access to the case files is provided by an index in card form which is arranged by street address. A card is prepared for each case heard and provides the name of the appellant, the appeal number, a description of the nature of the appeal, whether or not the appeal was approved, and the date of this action. The index thereby serves as a permanent record of all zoning cases heard by the board concerning a particular piece of property.

Series 4. Ordinance Reports. 1923-present. 26 cu. ft.

Arranged by file number.

Files maintained on proposed ordinances sent by the city council to the board of municipal and zoning appeals and the board of zoning appeals for review and comment. The materials retained concerning each bill, assigned a file number when it is received by the BMZA, include correspondence, a copy of the proposed ordinance itself, plats and drawings, statements of interest, segments of zoning maps, preliminary examination reports, and copies of any other documents relevant to the evaluation of the proposed ordinance. These reports constitute a

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comprehensive view of all zoning legislation proposed in Baltimore city since the creation of the board of zoning appeals.

The BMZA also maintains copies of all zoning-related ordinances and amendments to them as well as copies of zoning maps, dating from 1923 to the present.

Series 5. Correspondence Files. 1923-present. 20 cu. ft.

Arranged by subject/correspondent.

Newspaper clippings, correspondence, audit reports, memos, transcripts of related proceedings (such as condemnation), publications, schedules of hearings, photographs, reports, drawings and plats, notes and working papers, and other miscellaneous administrative materials generated by the board of zoning appeals and the BMZA. This is primarily a subject file with the addition of correspondence to and from various agencies.

Files created within the last five years are maintained in the offices of the board. All others are housed in the Baltimore City Archives.

RG 54

BUREAU OF ACCOUNTING OPERATIONS
(1832-PRESENT)

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The bureau of accounting operations was established with the reorganization of the department of finance under the 1964 municipal charter and controls the accounting for and disbursement of city funds. Its disbursements and payroll division handles compensation and pensions for all municipal employees, payments to vendors, and any other authorized disbursements. The accounting division is responsible for maintenance of a modern system of accounting for all general accounts and making recommendations for improvements. For more detail concerning the bureau's functions, see the Baltimore City Charter of 1964, art. 7, sects. 7 and 8.

The financial records which comprise this record group have been deemed to have permanent value by the bureau. Their original order may have been disturbed somewhat in an effort to group similar records together.

Series 1. Fixed Asset Records.

A. Valuations of Property. 1925-39. 2 cu. ft. (4 vols.)

Arranged by agency.

An inventory and valuation of properties owned by city agencies. One volume is devoted entirely to the department of education and covers school as well as "general control" properties (administrative buildings, warehouse, repair shop, storage building). Information provided concerning individual school includes the year the building opened and the value of the land, the structure, and any ground improvements and reflects any additions or structural improvements to the original school. The other three volumes cover various agencies (Preston Gardens, the Walters' public baths, fire, health, sewers, street cleaning) and provide a more technical

cost breakdown. The summary for each building owned by these agencies includes a description, the year of installation, present condition, various reproduction and overhead figures, and depreciation calculations. A detailed description of city hall, the court house, and the municipal office building appears in the bureau of buildings section.

B. Fixed Asset Record Revisions. 1927-63. 0.25 cu. ft.

(1 vol.).

Arranged alphabetically by agency.

Listing of entries made to amend fixed asset accounts, primarily for improvements of and additions to these assets, transfers, and re-evaluations of properties and other items of plant and equipment. For each account to be revised, the date of the revision, the order number, a brief description of the change, the unit cost, and the total cost are recorded. Entries of interest include inventories of animals in the zoo and fire equipment.

C. Consolidations. 1931-72. 1 cu. ft. (4 vols.)

Arranged by agency.

Records of accounts consolidated or recapitalized for various city agencies, including water supply, highways, and the conduits division of the mechanical-electrical service. These fixed asset accounts primarily concern the installation and abandonment of assets, such as water meters, paving and curbing, and electrical conduits. Information includes a brief description of installation, quantity, unit cost, and total cost.

Series 2. Water Records

A. Sanitary Sewers. 1906-34. 0.5 cu. ft. (7 vols.)

Arranged by record type, then chronologically.

Inventories and tabulations of sanitary sewers constructed by the Baltimore Sewerage Commission, the bureau of sewers, and the highways engineer. The inventories provide a breakdown of expenditures for sewers built under contract and by day labor, sewers built by private parties and purchased by the municipal government, and sewers built by private parties under the supervision of all three agencies. The tabulations summarize the inventoried quantities and costs of the sewers constructed under the sewerage commission, the highways engineer, and the bureau of sewers. Individual tabulations for each agency serve as indices to the corresponding agency's inventory and also record the number of feet installed and the sewer and manhole costs for each of the four financing categories. The general tabulation records, various cost figures, contributed capital, and installation calculations for house, lateral, trunk, interceptor, and outfall sewers and manholes installed under each financing plan are available also.

B. Storm Water Drains. 1832-1934. 1.5 cu. ft. (20 vols.)

Arranged by type of record, then by constructing agency.

Inventories and tabulations of storm water drains constructed by the city commissioners, city and highways engineers, sewerage commission, sewer division of the highways department, and the bureau of sewers. The inventories provide cost breakdowns for drains installed under the administration of each of these various agencies and cover such items as excavations, manholes, construction materials, repaving

and reconditioning, and underdrains. A variety of financing and acquisition methods are represented, such as contracts, annexation, purchase of drains built by corporations or private parties, and drains built by private parties under the supervision of the municipal government. While information is available back to 1832, the inventories themselves appear to have been created about 1934 and the earlier entries transcribed from other sources.

The tabulations cover the period 1870-1934 and serve as indices to the inventories. The general tabulations provide cost breakdowns for the various types of drains (house, inlet, and slope paved streams) and also include figures for the number of drains constructed and abandoned for the years 1932 through 1934. Tabulations for the individual agencies provide linear footage, drain and inlet costs, and side, corner, grate, and chute numbers for drains constructed under contracts or by day labor, acquired by purchase, gift, or dedication, or built by private concerns under city supervision.

C. Baltimore County Water and Electric Company Valuation

Data. 1919. 0.25 cu. ft. (1 vol.)

Arranged by analytical category.

Inventory and valuation of the properties and appurtenant accounts of the Baltimore County Water and Electric Company. This company was the largest private water supplier serving the almost forty-nine square miles annexed by Baltimore City in 1918. The consulting engineers who studied the problems of water supply in this new territory made many recommendations, including raising the elevation of Loch Raven Dam and purchasing and consolidating all the private water companies in the annexed area. The valuation data contained in this volume was gathered in preparation for the purchase of the Baltimore County Water and Electric

Company by the municipal government in 1922. Information includes net values of property and accounts, a detailed inventory of all company properties with pre- and post-World War I values, and an outline of the corporate history of the company through the valuation of its charter, amended up to 1910.

Series 3. Capital Ledgers. 1932-65. 0.75 cu. ft. (3 vols.)

Arranged alphabetically by agency.

Ledgers recording funding sources, including loans, for capital projects undertaken by various city agencies (aviation, city hospitals, harbors, highways, public welfare, and sewers). Primarily concern property, construction work, materials and supplies, and proprietary interests.

Series 4. "11 x 11" Journals. 1932-71. 1.5 cu. ft. (8 vols.)

Arranged alphabetically by agency.

Books of original entry in which were recorded the summation of construction work orders and memos for capital projects. The entries represent various types of adjustments to the agency's account, such as capitalization, depreciation, installation, abandonment, or transfer of assets, and closing of completed capital projects. Information provided varies with the adjustment to be made but a typical entry would include the work order number, the total cost, the account number, and any other pertinent remarks.

Series 5. Plant Investment Ledgers. 1932-70. 1 cu. ft.

Arranged by department.

Ledgers recording the totals for work orders for capital

projects. These totals are derived from the "11 x 11" journals (series 4). The ledgers serve as records of all plant assets installed or disposed of, primarily land, but also various structures and equipment. Entries provide the date of the summation, the journal entry or sheet number, the work order number, debits (installations), credits (abandonments and selling of property), and the balance following the transaction.

Series 6. Duct Rentals. 1900-41. 0.5 cu. ft. (4 vols.)

No arrangement.

Ledgers recording the rental of conduit space in the municipal conduit system beneath Baltimore. Information provided for each lessee includes the date of the bond issued; the bonding company; the date of the lease; the rate per duct foot; the date of the application for rental; types of duct space occupied and vacated; dates of duct rentals; charges; the date of the rent notice; the date the rental was paid; and any other pertinent remarks. Lessees include federal, municipal, and private concerns (such as the Chesapeake and Potomac Telephone Company, Mercy Hospital, Consolidated Gas and Electric Company, Western Union Telegraph Company, United States Hydrographic Office, United States Department of Agriculture, city engineer, board of park commissioners, Fire Alarm and Telegraph, ^{and} department of education).

Series 7. Plant Distribution Ledgers. 1935-74. 5 cu. ft. (19 vols.)

Arranged chronologically.

Ledgers recording the breakdown of sewer and highway improvement accounts by showing the accumulated costs for assets installed. Types of transactions represented include purchases, renovation of

properties, increases in property values, and the construction of curbing and sewers. Information provided for each adjustment includes the date reported, the work order number, identification of the type of adjustment, the fund number and the cost breakdown.

Series 8. Monthly Financial Statements. 1949-66. 2 cu. ft. (4 vols.)
Arranged chronologically.

Cumulative statements of revenue and appropriation accounts providing an accurate picture of the city's financial status on a monthly basis. The format has varied somewhat through the years but the types of information derivable have remained basically the same: revenue accounts include the balance carried forward, estimated and actual receipts, adjustments net credit, balance; appropriation accounts include the balance carried forward, budget appropriation for the current year, adjustments, net expenditures, encumbrances, and unencumbered balance.

This series reflects a change in the administration of the city's financial affairs. The statements for the period December 31, 1949 to April 30, 1965 were prepared by the bureau of accounts and disbursements in the comptroller's office. With the recreation of the department of finance by the 1964 municipal charter, this responsibility was transferred to the new department and the publication underwent a change in title from Monthly Statements of Appropriations and Revenue Accounts Together with Cash Balances to simply Monthly Financial Statements.

For additional statements prepared by the bureau of accounts and disbursements, see RG 43, series 4. Statements from 1967 to the

present are maintained in the library of the department of legislative reference and those from the current fiscal year are available for inspection upon request to the Baltimore City Archivist.

Series 9. Loan Ledgers. 1924-74. 10 cu. ft. (30 vols.)

Arranged by fund.

Records of all funding sources for capital projects, primarily loans and bonds. The ledger sheet for each fund contains entries for all expenditures from and increments and allotments to that particular account as well as the corresponding unexpended balance. These sheets are supplemented often by encumbrance sheets and contract cards. The encumbrance sheets record potential expenditures to be charged against the fund and provide the loan symbol, construction work order number, agency/division name, date and description of the encumbrance, purchase order or service order number, amount encumbered, and date paid. Contract cards record the amount involved, the contract number, contractor's name, the department involved, purpose of the contract, date of the transaction, the voucher number, amount paid, and any pertinent remarks.

Not all projects represented in these ledgers are complete but accounting has now been computerized so these records will no longer be generated in this form.

Series 10. General Ledgers. 1943, 1945-52, 1955, 1967-78. 15 cu. ft.

(47 vols.)

Arranged chronologically by fiscal years.

Books of original entry showing the balance at year end of

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various city funds. Entries are generally made monthly, recording the totals of debit and credit transactions and the balance of each account.

The ledgers in this series are not entirely uniform. Those from 1943 through 1955 originated in the bureau of accounts and disbursements in the comptroller's department, the predecessor of the bureau of accounting operations, and chronicle a fiscal year of January 1 - December 31. Fiscal years 1966 through 1969 reflect the change to a July 1 - June 30 accounting period with the continuation of the manual accounting system. Beginning with the volume for fiscal year 1971, these records are in computer printout form. The printouts include an additional accounting for each fund, an overall statement control sheet, which provides monthly totals of assets, liabilities, revenues, and expenditures for the entire fiscal year.

Series 11. General Ledger Master File. 1974-present. 0.5 cu. ft.

(2 vols.)

Arranged chronologically.

Audit trails for the general ledgers. Information provided in these computer printouts includes the account number; changes, additions, or deletions; totals of journal entries, cash receipts, disbursements, and payrolls; and the net effect money.

RG 56

CIVIL WAR BOUNTY RECORDS
(1861-67)

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RG 56 Civil War Bounty Records (1861-67)

During the Civil War Baltimore's municipal government offered a series of bounties for the enlistment of troops in the United States Army. These bounties were offered between 1862 and early 1865 and were paid for by the sale of municipal bonds.

These records relate to the administration of the bounty system. The bounty loans of July 1864 and January 1865 were administered by a bounty board, composed of the comptroller and two mayoral appointees, under the authority of the register's office; the minutes of this board and other bounty records can be found in RG 32, series 11. The administrative records of the municipal government and its involvement in the Civil War can be found in the records of the mayor, RG 9, and the city council, RG 16.

Ords. 52, 56-57, 60, 62, 64, 66, 68 (1862); ords. 42, 50-51, 54-57, 64 (1863); ords. 27, 61, 85-86; and Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899), pp. 307-09.

Series 1. Administrative Records. 1861-65. 0.45 cu. ft. (1 box)

Arranged sequentially by HRS assigned numbers.

Requisitions for supplies, receipts for expenditures, inventories of goods, cancelled checks for various expenditures, lists of bounty claims, requests for equipment, claims allowances, absentees and deserters lists, and other various records related to the general administration of the military in Baltimore.

Separate item index available.

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Series 2. Uniform Bonds. 1862-63. 0.45 cu. ft. (1 box)

Arranged sequentially by HRS assigned numbers.

Bonds for the acquisition of uniforms providing soldier's name, rank, and company. Regiments represented include the Fifty-third Regiment, Baltimore City Guards, and the Washington Light Infantry.

Separate item index available.

Series 3. Bounty Applications. 1862-67. 6.75 cu. ft. (15 boxes)

Arranged sequentially by HRS assigned numbers.

Applications for bounties providing name of soldier, wife's name, address, soldier's company, date of enlistment, and number of children under the age of fourteen years. Regiments represented include Alexander's Battery, Baltimore Light Infantry, Delaware Volunteers, Dix Light Infantry, Patapsco Home Guards, Purnell's Legion, First and Eastern Shore Home Guards, First Maryland Artillery, First Maryland Light Artillery, First through Eighth Maryland Regiments, First Maryland Cavalry, Potomac Home Brigade, Captain Snow's Battery, Captain Cole's Battery, Thirtieth Maryland Regiment, and Thirty-ninth Maryland Regiment.

Separate item index available.

Series 4. Bounty Correspondence. 1862-67. 1.35 cu. ft. (3 boxes)

Arranged sequentially by HRS assigned numbers.

Correspondence about the subjects of relief money, bounty certificates, receipts for payments, absentees, requests for relief by spouses, presentations of claims, and legal rulings on these subjects.

Separate item index available. Several non-indexed items are included at the end of this series.

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Series 5. Bounty Payments. 1862, 1864, 1866. 0.45 cu. ft. (1 box)

Arranged sequentially by HRS assigned numbers.

Records of bounty certificates surrendered and paid.

Separate item index available.

Series 6. Enlistment Certificates. 1862-64, 1866. 0.90 cu. ft.

(2 boxes)

Arranged sequentially by HRS assigned numbers.

Certificates of enlistment with soldier's names, regiment, and residence. Regiments represented include Purnell's Cavalry, Baltimore Battery Light Artillery, First Cavalry, First through Eighth and Tenth through Eleventh Maryland Regiments, Second Eastern Shore Maryland Regiment, and Maryland Volunteers.

Separate item index available.

Series 7. Muster Rolls. 1862-67. 1.80 cu. ft. (4 boxes)

Arranged sequentially by HRS assigned numbers.

Records of soldiers belonging to various regiments including the Alexander's Battery, First and Second Eastern Shore Regiment, Purnell's Cavalry, First Maryland Light Artillery, First through Third Maryland Cavalry, First through Sixth, Eighth, Tenth, and Eleventh Maryland Regiments, Fourth Regiment of U.S. Colored Troops, Wisconsin Fourth Cavalry, First, Fifth, and Tenth West Virginia Volunteers, Fifteenth U.S. Infantry, and Nineteenth, Thirtieth, and Thirty-ninth Maryland Colored Troops.

Separate item index available.

Series 8. Discharges. 1864-67. 1.35 cu. ft. (3 boxes)

Arranged sequentially by HRS assigned numbers.

Discharges with soldier's name, rank, regiment, dates of enlistment and discharge, reason for discharge, place of birth, age, and height and other physical characteristics. Regiments represented include First, Third and Seventh Maryland Cavalry, First through Fifth, Seventh through Ninth, Eleventh, Thirteenth, Nineteenth, Twentieth, and Thirty-ninth Maryland Regiments, Purnell's Legion, Alexander's Battery, First, Second, and Fifth Maryland Light Artillery, Potomac Home Guards, Thirtieth and Thirty-ninth Maryland Colored Infantry, Second Maryland Eastern Shore Regiment, and Second West Virginia Regiment.

This series also includes discharges from 1865 which were not indexed by the HRS. Most of the regiments listed above are represented among these records with the addition of the First, Second, Third, and Fifth Maryland Veteran Volunteers, Second, Third, and Thirteenth Maryland Infantry, the Second Battery of the Veteran Reserve Corps, the Patapsco Guards, Fifth Artillery New York Volunteers, and the First Regiment of Connecticut Cavalry. Three naval discharges are also included, from the U.S. Princeton, the U.S. Lieutenant Lawrence, and the U.S. Winooski.

Separate item index available.

Series 9. Oaths of Lost Certificates. 1863. 2 lin. in.

Arranged sequentially by HRS assigned numbers.

Forms with soldier's name, company, and certification by company's officer regarding the misplacing of bounty certificates.

Separate item index available.

Series 10. Railroad Passes. 1863. 2 lin. in.

Arranged sequentially by HRS assigned numbers.

Records of passage granted to soldiers and their relatives.

Separate item index available.

Series 11. List of Bounty Payments. 1865. 0.5 lin. in. (1 vol.)

Miscellaneous list of payments with names of payee, dates of payment, and amount of payment. No indication of regiment or compiler of volume is available.

Series 12. Death Benefit Claims. 1865-66. 4 lin. in.

Arranged sequentially by HRS assigned number.

Requests for payment of death benefits by relatives, usually soldier's wife.

Separate item index available. One non-indexed item is included at the end of this series.

Series 13. Power of Attorney Forms. 1865-67. 6 lin. in.

Arranged sequentially by HRS assigned numbers.

Forms to give power of attorney for the collection of bounties from the municipal government. Name of soldier and regiment, soldier's legal representative, and date of agreement.

Separate item index available.

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Series 14. Enlistment Identifications and Death Certificates. 1867.

0.25 lin. in.

- Arranged sequentially by HRS assigned numbers.

Certificates attesting to the rank and regiment of soldiers
and letters regarding the deaths of soldiers probably for bounty claims.

Separate item index available.

RG 57

ENOCH PRATT FREE LIBRARY
(1867-PRESENT)

RG 57 Enoch Pratt Free Library (1867-present)

Late in 1881, Enoch Pratt, a Baltimore merchant, financier, and philanthropist, broke ground for the city's first free public circulating library. On January 21, 1882, Pratt wrote to the mayor and city council stating his intention to erect a library and offering it to the city, a proposal accepted along with the \$50 thousand annuity established as a condition of the gift. In March 1882 the state legislature incorporated the first board of trustees for the library and in October of the same year the voters approved the library issue by a large majority.

Construction of the central library was completed two years later and the building was formally transferred to the trustees on October 1, 1884. The following month Dr. Lewis H. Steiner was appointed head librarian and the formal organization of the Enoch Pratt Free Library began.

The library opened to the public on January 5, 1886 and within two months, the four branches, for which Pratt had also donated funds, began operations. At the end of the first year, these five libraries had a total of 45,109 volumes on their shelves and 25,963 registered borrowers; circulation totalled 410,215.

From these auspicious beginnings the library continued to grow and expand its services. This necessitated the construction of a new and larger central facility, completed in 1933 on the site of the original building, and the addition of branches throughout the city; at present, the extension division consists of thirty-two branch agencies and the bookmobile service, inaugurated in 1949. The library's patrons also benefitted from the opening of the Maryland and audio-visual departments; the initiation of deliveries of library materials to home-bound borrowers;

the deposit of the papers of H.L. Mencken; the merger of the George Peabody Library of rare books and genealogical information into the Pratt system from 1966 to 1982; and the designation of the Pratt as the state library resource center.

At present the Enoch Pratt Free Library sustains a reputation as one of the most innovative and highly respected urban library systems in the United States.

For additional information about the library see Philip Arthur Kalisch, The Enoch Pratt Free Library: A Social History (Metuchen: Scarecrow Press, 1969) which also includes an excellent bibliography; the library's annual reports; and the publicity scrapbooks maintained in the Pratt's public relations office. There is also an extensive list of sources in the query file in the Maryland department. References in ordinances or resolutions are usually for appropriation purposes.

A list of the library's directors is appended.

Researchers should note that all records here described remain in the Pratt system. Their location, in the various departments or offices, is indicated at the end of each series description. For further information concerning these materials, contact the city archivist or the chief of the central library.

Sub-group 1. Board of Trustees

Series 1. Minutes. 1883-present. 1 cu. ft. (8 vols.)

Arranged chronologically.

Handwritten and typescript minutes of monthly meetings of the library's board of trustees. Earliest minutes are preceded by transcriptions of correspondence between Enoch Pratt and the mayor and city council and of pertinent legislation. Most recent minutes also include meeting agenda and attachments.

Available in the assistant director's office.

The YEARS 1972-1985 are available at the BCA.

Sub-group 2. Director's Office

Series 1. Letterbooks, 1884-1926. 4.5 cu. ft. (38 vols.)

Arranged chronologically.

Letterpress volumes of correspondence sent by the director and other members of the library staff. Each volume indexed by name of addressee.

Located in "archives cage".

Series 2. Reports of the Librarian. 1892-1902. 13 lin. in. (1 vol.)

Arranged chronologically.

Handwritten quarterly reports of Director Bernard C. Steiner to the board of trustees. Items usually discussed include circulation, acquisitions, publications, special projects, registration of borrowers, and staffing.

Located in "archives cage".

Series 3. Directors' Office Files. 1886-present. 92.5 cu. ft.

Arranged topically within each administration.

Correspondence; memos; budgetary information; reports; internal studies; information concerning special projects undertaken by the library; book lists; financial statements; personnel information; speeches; questionnaires; publications; newspaper clippings; policy and procedure materials; information concerning national library organizations; agenda and minutes, with attachments from board of trustees meetings; files

concerning the library's departments and branches; and other administrative materials generated by the director. The director also receives copies of most materials generated throughout the library system; therefore this series represents a fairly complete overview of all aspects of the Pratt's functions and operation.

These files are located both in the "archives cage" and the director's office; in general, files preceding Director Ernest Siegel's tenure (1976-81) have been retired to the "archives cage".

Series 4. Publications and Reports. 1887-present. 8 cu. ft.

Arranged by type of report or publication.

Annual reports of the director to the board of trustees, typescript annual reports submitted by all departments and branches, and copies of internal publications (such as The Staff Reporter). Maintained in bound form, primarily for quick reference.

Located in the director's office.

Sub-group 3. Assistant Director's Office

Series 1. Assistant Director's Office Files, 1959-present. 12 cu. ft.

Arranged topically.

Memos; correspondence; publications; project and committee reports; copies of grant applications, newspaper and magazine articles, and press releases; personnel policy statements; and records from committees on which the assistant director serves. These files represent the departments and functions supervised by the assistant director.

Available in the assistant director's office.

Sub-group 4. Senior Administrative Assistant

Series 1. Office Files, Executive Assistant to the Director, 1931-79.

4 cu. ft.

Arranged topically.

Files of Rolf T. Halverson when he served as the executive assistant to the director, the predecessor of the senior administrative assistant. They contain correspondence; memos; reports from internal study committees; policy and procedural information; materials concerning special programs; agenda and minutes from staff meetings; copies of press releases; budgetary materials; lists of new films and filmstrips; specifications for repairs and equipment purchases; copies of annual reports and information used in their preparation; calendars of events; copies of questionnaires used in the study of library services; publications; and notes and working papers relating to the duties and functions of the executive assistant.

Located in the "archives cage".

Series 2. Office Files, Senior Administrative Assistant. 1954-81.

4.5 cu. ft.

Arranged topically.

Materials used in the compilation and amendment of the staff manual, reports, drafts, correspondence, memos, responses to questionnaires, materials used in compilation of annual reports, and notes and working papers. The senior administrative assistant compiles reports, answers questionnaires and handles other administrative responsibilities

assigned by the director.

Files located in the senior administrative assistant's office.

Series 3. Staff Instruction and Statistical Manuals. 1938-65.

11 lin. in. (2 vols.)

Arranged chronologically.

Past editions of policy and procedural manuals. Instruction manuals record methods and practices in use in all departments and branches and also include the history of the library, its organization, and samples of forms in use. Statistical manuals instruct staff concerning the keeping of statistics and the integration of records kept by various departments.

Located in the "archives cage".

Sub-group 5. Public Relations

Series 1. Office Files. 1962-present. 7 cu. ft.

Newspaper clippings, correspondence, memos, budgetary materials and background statistics, copies of press releases, information on special Pratt programs and other projects in which the library has participated, drawings and histories of the library, brochures concerning equipment maintained in the departments, newsletters and other publications, various reports, and notes and working papers. This is the primary administrative series, documenting the operation of the public relations office.

Located in the public relations office.

Series 2. Discontinued Publications. 1886-1926. 1 cu. ft. (49 vols.)

Arranged by type, then chronologically.

Copies of the Enoch Pratt Free Library Bulletin (1895-1926) and the Enoch Pratt Free Library Finding List (1886-1905). The Bulletin listed additions to the collection of the central library and occasionally the collections of the branches. The Finding List was a condensed catalog of the books and magazines in the library's collection; an indication of branches' holdings also was included from time to time.

Maintained in the "archives cage".

Series 3. Archival Copies of Publications. 1920s-present. 68 cu. ft.

Arranged by type of publication.

Copies of all Pratt publications produced. Examples include The Staff Reporter, memos, flyers, bulletins, letters, forms, calendars of events, Chickory, You are the Critic, Menckiana, lists of books added, branch newsletters, and the Administrative Bulletin.

One set is maintained in the printing and publications division of the office; another set, not as complete, is kept in the public relations office itself.

Series 4. Correspondence Files, Printing and Publications.

1965-present. 2 cu. ft.

Arranged topically.

Correspondence, memos, brochures and other publications, policy and procedure information, publicity materials for the Annis J. Duff lectures given in honor of a former children's book editor of Viking Press, and notes and working papers. These files represent the production of past

publications and are useful in determining the procedures followed and decisions made.

Maintained in the public relations office.

Series 5. Publicity Scrapbooks. 1906-present. 8 cu. ft.

Arranged chronologically.

Scrapbooks of clippings from local newspapers, magazines, and library journals concerning the library and its activities.

Maintained in the public relations office.

Series 6. Official Photographs. 1947-present. 2 cu. ft.

Photographs released for publicity purposes and utilized in other phases of public relations work. Subjects include administrative staff, library departments and events, branch agencies, members of the board of trustees, and displays.

Maintained in the public relations office.

Series 7. Window Photographs and Item Lists. 1960-present. 1.5 cu. ft.

Arranged chronologically.

Photographs of displays in the Cathedral Street windows of the central library and item lists of the displays' contents. The practice of taking photographs was discontinued in 1973-74 and replaced by the item lists. These records are useful for security purposes and for alerting reference staff to potential questions from patrons regarding items in the windows.

These records are kept in the public relations office.

Series 8. Slides. 1970s-present. 0.5 cu. ft.

Black and white and color slides of branch agencies, programs, personnel, activities, and events. These are mainly utilized for in-house presentations.

Maintained in the public relations office.

Sub-group 6. Library Planning and Finance

Series 1. Cash Books. 1883-1910. 11 lin. in. (2 vols.)

Arranged chronologically.

Records of deposits in and expenditures from the library's cash accounts.

Maintained in the "archives cage".

Series 2. Petty Cash Journals. 1885-1926. 11 lin. in. (9 vols.)

Arranged chronologically.

Records of amounts expended from the petty cash fund for small or miscellaneous items, such as postage, transportation, supplies, and equipment.

Maintained in the "archives cage".

Series 3. Statements of Expenses. 1885-1926. 11 lin. in. (7 vols.)

Arranged chronologically.

Ledgers listing all expenses incurred by the library, for staff salaries, supplies, books, binding, construction of branches, and utilities. Occasionally working papers are inserted between the pages of the volumes. Special features of note include lists of personnel on the staff and yearly cumulations of receipts and expenditures.

Located in the "archives cage".

Series 4. Cash Receipts Journals. 1886-1926. 14 lin. in. (2 vols.)

Arranged chronologically.

Daily records of monies collected by the departments of the central library and the branch agencies. Categories of receipts include fines and publication sales.

Maintained in the "archives cage" ¹/₁

Series 5. Day Books. 1896-1925. 11 lin. in. (15 vols.)

Arranged chronologically.

Daily itemized records of receipts and expenditures from general funds.

Maintained in the "archives cage" ¹/₁

Series 6. City Appropriations Account Ledgers. 1911-25. 1 cu. ft.

(11 vols.)

Arranged chronologically.

Daily records of expenditures charged against the municipal government's appropriation to the library, starting in 1908. Categories of expenditures include maintenance for branches; lectures; automobile maintenance; completing the catalog; purchase, binding, and cataloging of books; construction; and salaries. Some miscellaneous working records are also filed within the pages, including cumulations of yearly expenditures.

Maintained in the "archives cage" ¹/₁

Series 7. Contracts, Drawings and Specifications. 1908-75. 13 cu. ft.

Arranged by branch.

Specifications, proposals, contracts, and bond booklets for

furniture, equipment, and building construction; copies of contracts; drawings and blueprints for buildings and furniture; and manufacturers' brochures. These records cover both the central library and the branches.

The primary set of these records is maintained in the buildings and maintenance office. Records relating to the construction of the new central library building (1930-33) can be found in the "archives cage" and the director's office.

Sub-group 7. Processing Division

Series 1. Acquisition Records. 1888-94. 12 lin. in. (1 vol.)

Arranged by accession number.

Ledger recording acquisitions on a daily basis. The entry for each title includes the acquisition number, author title, classification number, the number of volumes in the title, and the purchase price. This ledger book also was used to record monthly circulation figures (1910-20) breaking down by classification category the number of books and magazines circulated each day; who maintained these statistics is unknown.

Located in the "archives cage".

Series 2. Office Files, Book Selection Room. 1947-81. 4 cu. ft.

Arranged topically.

Correspondence, bibliographies, newspaper clippings, selection policies, surveys of branches, budgetary materials, publications and brochures, calendars of events, and memos. These materials document the operation of the book selection room which, prior to 1977, was part of the adult services division. This service coordinates the ordering of new

materials for the entire library system.

Files of special interest within this series concern the selection of controversial books.

These records are maintained in the book selection room.

Sub-group 8. Personnel Services

Series 1. Personnel Files, Inactive, Individual Employees.

1923-present. 53.5 cu. ft.

Arranged alphabetically.

Applications for appointment to staff; entry, change, and cut-off tickets; correspondence; memos; personnel evaluations; newspaper clippings; leave and attendance records; salary cards; notices of promotion; designations of insurance beneficiaries; records of in-service training, workshops attended and other staff development activities; requisitions for verification of employment; and other miscellaneous records relating to the employment of library staff and changes therein.

This series of files is not a complete record of all persons who have been employed by the library since the 1920s because, until the late 1970s, personnel services destroyed the records of individuals who were not high-ranking staff, retirees, or who died while in the employ of the library.

The extant personnel files are closed to the public for seventy-five (75) years from the person's date of employment or until the death of that person.

These materials do not in any way duplicate records kept by the Baltimore City Civil Service Commission.

Older personnel files are located in the "archives cage"; more

recent ones are kept in the personnel services office.

Sub-group 9.. Circulation Control

Series 1. Circulation Records. 1886-1931. 1 cu. ft. (14 vols.)

Arranged by branch agency, then chronologically.

Records of the branches' earliest circulation of books and magazines described by types (adult and juvenile fiction and non-fiction) and classification categories.

Maintained in the "archives "cage".

Series 2. Court Case Records. 1969-present. 0.25 cu. ft.

Arranged chronologically.

Correspondence, copies of newspaper clippings and other publicity, samples of proper procedures, lists of materials outstanding, statements of claims filed in the District Court of Maryland, and statistical charts keeping track of the cases. These files represent the prosecution of patrons with numerous books or other library materials outstanding which the library has been unable to collect through its usual procedures or patrons with large amounts of unpaid fines.

This series is maintained in the circulation control office.

Sub-group 10. Volunteer Services

Series 1. Administrative Files. 1975-present. 1.5 cu. ft.

Arranged topically.

Lists of volunteers, publications and brochures, publicity materials, correspondence, memos, evaluations of the program by volunteers themselves, statistical and narrative reports, grant and budgetary

materials, newspaper clippings, and notes and working papers. Major topics covered include the Mayor's Council on Voluntarism, volunteer programs within Pratt, and volunteer programs of other libraries.

The volunteer program began officially in 1975 as a Library Services and Construction Act (LSCA) grant; prior to that time, however, the library did enjoy the aid of volunteers although the program was much smaller and less structured.

Those records are located in the office of the coordinator of volunteer services.

Sub-group 11. Adult Services

Series 1. Office Files. 1938-present. 26 cu. ft.

Arranged topically.

Correspondence; memos; policy and procedural information; newspaper clippings; publications and brochures; use studies; plans for library services; information concerning special services such as for the deaf, Spanish-speaking staff, etc.; job descriptions and duties of staff; grant proposals; statements of circulation and service to readers; flyers for branches' activities; information concerning staff members' involvement with various committees; budgetary materials and statements of expenditures; calendars of events; book lists; annual departmental reports; notices and minutes of meetings of various staff groups; information on special programs they have sponsored such as film series, lectures, and institutes; and notes and working papers.

These files document the functions and operation of the adult services office and its varied responsibilities include the preparation of book lists, distribution of promotional or informational materials,

development and coordination of programs for adults, assistance with adult education programs, and aiding book selection.

Older files are in storage on the first stack level; more recent materials are maintained in the adult services office.

Sub-group 12. Children's Services

Series 1. Administrative Files. 1927-present. 5.5 cu. ft.

Arranged topically.

Correspondence, memos, outlines of programs and program reports, lists of stories, book selection policies, book lists, reading lists from Baltimore City schools, program files, newspaper clippings, photographs, staff manual and training materials, and notes and working papers. These files document the functions and activities of the children's services office.

Maintained in the children's services office.

Series 2. Reports. 1929-present. 2.3 cu. ft.

Arranged by type.

Annual reports for the central library's children's department, the children's departments in the branches, and the coordinator of work with children; book budget reports and statements of circulation and service to readers; records of stories told by children's librarians and coordinators; reports on activities of branch librarians and coordinators; and accounts of programs held and school visits conducted. These records cover the primary components of the office's work with children.

Maintained in the children's services office.

Series 3. Summer Reading Clubs and Activities Files. 1940-present.

2 cu. ft.

Arranged chronologically.

Brochures, flyers, and other publicity materials; correspondence; memos; project reports from branches; copies of invoices for supplies; newspaper clippings; press releases; and notes and working papers. These records represent the various special programs the division has run during the summer for children; past efforts have included film series, reading clubs and games, and other types of contests.

These files are maintained in the children's services office.

Sub-group 13. Young Adult Services

Series 1. Administrative Files. 1937-present. 12 cu. ft.

Arranged topically.

Correspondence, memos, departmental annual reports, photographs, annual lists of titles added, files on special programs, newspaper clippings, book lists and reading lists, policy and procedural materials, reviews from film previews, calendars of events, statistical reports, budgetary materials, flyers for programs, and notes and working papers. This is the primary series of records documenting the activities and functions of young adult services, an office responsible for programming, book selection, and coordination of activities for adolescents.

These files are maintained in the young adult services office.

Series 2. Book Talks. 1940s-present. 2 cu. ft.

Arranged alphabetically by title.

Typescripts of book talks given by young adult librarians and coordinators.

Located in storage on the first stack level.

Sub-group 14. Chief of the Central Library

Series 1. Office Files. 1972-present. 6 cu. ft.

Arranged topically.

Correspondence; memos; agenda and minutes from committee, staff, and study group meetings; brochures and publications; annual reports from the central branch's public departments; policy statements and procedural information; library use studies; newspaper clippings; proposals for special projects; circulation and attendance statements; budgetary materials; records of special funds; and notes and working papers. These files represent the operation of the central library and the duties and functions of its director.

The first chief of the central library was appointed in 1973. Prior to this time, the assistant director controlled the central library and all public services for the entire Pratt system.

This series is maintained in the chief of central's office.

Sub-group 15. Audio-Visual Department (Central Library)

Series 1. Archival Film Collection. 1920s-present. 10 cu. ft.

Catalogued in order of receipt.

Films and videotapes depicting library events, Baltimore, and Maryland. Types of materials found in the collection include news films,

public affairs programs, poetry recording, and interviews. Other films and videotapes serve to chronicle library events (such as the H.L. Mencken centennial, meetings, and concerts and presentations in Wheeler Auditorium) and city events (such as mayoral inaugurals and visits of distinguished persons).

A catalog has been developed to provide access to these materials but as yet many items found in the collection have not been examined in their entirety and are not included in this record.

The archival film collection will be maintained permanently in the audio-visual department. None of these items circulate.

Sub-group 16. Fine Arts and Recreation Departments (Central Library)

Series 1. Office Files. 1927-present. 5 cu. ft.

Arranged topically.

Correspondence; memos; book lists; annual departmental reports; book selection policies; brochures; budgetary materials; newspaper clippings; acknowledgements of gifts; equipment inventories; policy and procedural information; questionnaires; lists of filmstrips, films, slides, and videotape cassettes owned by the library; results of surveys; information concerning publicity for exhibits and special projects; and notes and working papers. The files represent the operation and functions of the department as a whole.

Materials specifically concerning the picture collection and the record room, which also fall under this department's jurisdiction, primarily consist of policies and procedures about the department's routines. Other documents maintained concerning the picture collection include correspondence, use statistics, lists of framed pictures, and

some copies of bills.

This series is maintained in the office of the fine arts and recreation department.

~~Sub-group 17. Peabody Department~~

~~Series 1. Archival Material. 1868-1962. 8 cu. ft.~~

~~Arranged by record type.~~

~~The staff of the department has identified and maintained the following items, which they consider to have archival significance: accession records, 1868-1958; book catalog, 1883-1905; Peabody Institute annual reports, 1868-1944; Peabody Institute scrapbook, 1870; exhibit catalogs, 1952-62; books and articles concerning George Peabody.~~

~~These materials are available at the Peabody Library (17 E. Mt. Vernon Place).~~

~~Series 2. Correspondence File. 1867-present. 3 cu. ft.~~

~~Arrangement varies with section of the file.~~

~~Correspondence received and letters sent by members of the Peabody's staff. This file is divided into three parts: manuscript correspondence, c.1867-1908; 1950-66, the transitional period of the Peabody's placement in the Pratt system; and 1966-present correspondence maintained in the administrative files. This file contains the earliest administrative records of the Peabody Library, which was founded in 1867.~~

Peabody Library became part of Johns Hopkins University
in 1982.

These records are maintained at the Peabody Library (17 E. Mt. Vernon Place).

Series 3. Administrative and Subject Files. 1944-present. 6 cu. ft.

Arranged topically.

Memos; correspondence; information on the Peabody's collection, its history, and related topics; newspaper clippings; catalog and shelf list from the Maryland Diocesan Library; policy and procedural materials; personnel information; bibliographies of collections; statistical reports; budgetary materials; recent annual reports; and notes and working papers. These records show the daily operation and functions of the department.

Available at the Peabody Library (17 E. Mt. Vernon Place).

Series 4. Annual Reports. 1868-present. 1 cu. ft.

Arranged chronologically.

Accounts of the department's annual activities and accomplishments dating from its first year of operation to the present time. After 1944 the reports are scattered and progressively less detailed.

Maintained at the Peabody Library (17 E. Mt. Vernon Place).

Peabody Library became part of Johns Hopkins University in 1982.

Sub-group ¹⁷18. Maryland Department

Series 1. General Correspondence and Office Files. 1926-present.

34 cu. ft.

Arranged alpha-topically.

Correspondence, memos, annual departmental reports,

bibliographies, budgetary materials, policy and procedural information, circulation and reference statistics, materials concerning special collections and features of the department, equipment inventories, acknowledgements of gifts, want lists of Baltimore and Maryland documents, training materials for staff, and notes and working papers. Files of correspondence with Maryland State and Baltimore City agencies, while technically a part of this series, are maintained separately. This series represents the operation and functions of the department - a specialized, almost archival, collection concerned with the history of Baltimore and Maryland - and the reference demands made upon it.

These files are maintained in the Maryland department.

Series 2. Dealers' List. c.1934-57. 1.25 cu. ft.

Arranged alphabetically by author.

Items clipped from dealers' catalogs concerning Maryland and Baltimore topics or special collections within the Library. Information provided in these blurbs includes title, author, publication date, publisher, size, number of pages, dealer's asking price, and names and addresses of the dealers. This list was begun as a project of the Works Progress Administration.

This series is maintained in the Maryland department.

Sub-group ¹⁸~~19~~. Extension Division

Series 1. Administrative Files, Office of Chief of the Extension Division. c.1951-present. 6 cu. ft.

Arranged topically.

Memos; correspondence; annual reports for the division and

the individual branch agencies; various other reports such as absence and security; information concerning past and present programs, including grants; lists of equipment in individual agencies; book allocation information; budgetary materials; policy and procedural information; branch surveys; capital improvement program records; newspaper clippings; calendars of meetings; minutes from committee meetings; and notes and working papers. These files chronicle the overall operation of the division.

Maintained in the division chief's office.

Series 2. Branch Files, Office of Chief of the Extension Division.

1935-present. 3 cu. ft.

Arranged by branch number.

Photographs, memos, correspondence, population data, branch publications, flyers from programs, information concerning branch buildings, newspaper clippings, and press releases. Primary topics covered include branch history, problems at branches, and interaction with the community.

Somewhat more extensive materials concerning the history of individual branches are maintained in the administrative files of each branch.

This series is available in the division chief's office.

Series 3. Administrative Files, Region I Office. 1969-present.

13 cu. ft.

Arranged topically.

Correspondence; memos; brochures and publications; flyers

for programs; annual reports for the library, the region, and the individual agencies that form Region I; policy and procedural material; calendars of events; budgetary materials; circulation statistics; job descriptions; information concerning special Pratt programs; field worker reports; library surveys; newspaper clippings; agenda and minutes from staff meetings; and notes and working papers. These records represent the administration of the region which at present consists of ten branch libraries, four library centers, and the bookmobile offices.

These files are located in the Region I office (115 W. Franklin Street).

Series 4. Branch Files, Region I Office. 1971-present. 3 cu. ft.

Arranged by branch number.

Publicity flyers for programs; memos; correspondence; reports of break-in, vandalism, or theft; accident reports; and newspaper clippings. These records concern primarily branch activities, remodeling, and related problems.

Maintained in the Region I office (115 W. Franklin Street).

Series 5. Urban Service Program Files. 1965-81. 4.5 cu. ft.

Arranged topically.

Book orders, budgetary materials, information concerning the termination of the program, invoices for the purchase of films, records of each of the centers, monthly reports of the Urban Services Agency, memos, library regulations, statistical reports for the centers, property inventories, and notes and working papers.

These materials serve to document the urban service program, a

system of deposit collections of library materials maintained in eight of the municipal government's public housing projects. The program was discontinued in 1981 due to budgetary constraints and the two collections which remain are not administered by the library.

These records are available in the Region II Office
(Hollins-Payson Branch, 31 S. Payson Street).

Series 6. Administrative Files, Bookmobiles. 1947-present. 1 cu. ft.

Arranged topically.

Accident and break-in reports, memos, Pratt annual reports, acquisitions lists, information concerning bookmobile equipment and maintenance, and photographs. Files of special interest concern other bookmobiles and services in operation in the late 1940s when the Pratt was organizing its own service.

These files are maintained at bookmobile headquarters (Clifton Branch, 2001 N. Wolfe Street).

Series 7. Scrapbooks. 1946-65. 1 cu. ft. (3 vols.)

Arranged topically.

Collections of newspaper clippings and other publicity materials of the extension division's activities and concerns. One volume covers the 1947 library loan campaign, one covers branches, and the third volume is divided between library stations, the tuberculosis hospital, bookmobiles, and new libraries.

Located in the "archives cage" .

Sub-group 19. Enoch Pratt Free Library Training Class

Series 1. Miscellaneous Records. 1928-48. 2 cu. ft.

Arranged topically.

Policy statements, circulars of information, correspondence, memos, constitution and bylaws of training class alumni, newspaper clippings, drafts for press releases, yearbooks, syllabi, lists of training classes in the United States (1930-31), and the report of survey of the training class.

This limited collection of materials is basically all that remains to document the yearly class the library conducted to train future librarians, the last of which was held during 1945-46. The class, in its time, was a highly respected route into the library profession and many of its students through the years moved on to careers within the Pratt system.

The syllabi are maintained in the director's office. The rest of the series is located in the "archives cage".

Sub-group 20. Service Reports.

Series 1. Statistical Records. 1927-32. 4 cu. ft.

Arranged chronologically.

Detailed breakdowns of service statistics on a yearly and monthly basis. These records cover the entire Pratt system, the central library and its departments, and the branch agencies. Statistics include circulation (by classification categories), non-book materials loaned, books added and withdrawn, cost of books added, net fines, and registration.

Located in the "archives cage".

RG 58

COMMISSIONERS FOR OPENING STREETS
(1828-1924, 1953-74)

Baltimore's original 1730 survey consisted of several streets in a traditional grid pattern. As the town slowly expanded streets were extended from the original grid and the acquisition of property for new streets was relatively easy because land was either publicly owned or worth very little. By the 1780s, however, Baltimore was growing very quickly and the process of street improvement became more complex. Dozens of streets had to be extended and many others required widening and straightening. Each of these actions was expensive and also required acquisitions of privately owned property considered more valuable.

In 1783, the state legislature authorized the Baltimore Town Commissioners to widen Hanover Lane when two-thirds of the property owners fronting it agreed to divide the cost for the work. Money was to be collected through payments of benefits (the assessed increase in value of private property adjacent to the improved street) and a special tax levy. Damage costs (the value of private property condemned for public use) were credited to property owners against benefit charges. The process of carrying out benefit and damage assessments required the preparation of a plat detailing proposed improvements and a public notice of intent.

Basically the same procedure preceded every street improvement project in Baltimore for the next fifty years, except that a specially appointed team of assessors handled the job of benefit and damage assessment. The 1797 charter did not give the municipality condemnation power or the authority to levy benefit charges. Every type of street improvement requiring these actions still depended upon approval by the state legislature.

In 1817, the state legislature authorized a plat of all

existing Baltimore streets along with representation of any necessary street improvements. The municipality was empowered to execute any of the improvements noted on the plat, provided two-thirds of those who were to have property condemned for a project approved. In 1836, and again in 1839, the legislature transferred general condemnation power to the municipal government.

To make the most of this authority, the municipality in 1841 created a board of commissioners for opening streets. This body was to perform all the duties associated with obtaining property for street improvements, including preparation of plats, public notification, and assessment of benefits and damages. An attempt to streamline the city's government led to the abolition of this board in 1861 and transfer of its responsibilities to the Appeal Tax Court. After five years, however, the board was re-established.

The work of the board greatly increased beginning in the 1880s, primarily because bond issues such as the "Five Million Loan" of 1882 and the "Six Million Loan" of 1892 provided large sums for street improvement. The 1888 annexation also expanded the number of streets requiring attention. From 1904 to 1907 the board devoted most of its efforts to acquiring property for widening streets in the area burned during the 1904 fire. During the 1920s, the agency's activities reached a zenith after the municipality acquired hundreds of new streets through the 1918 annexation.

No significant changes have been made regarding the process of improving streets during this century, but administrative responsibility for the process has changed somewhat. The 1946 city charter did away with the board of commissioners of opening streets and placed its duties in a

department of assessments. In 1975, an authority over street properties was placed in the department of public works, where it remains today.

For further information see Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899); Leonard O. Rea, The Financial History of Baltimore, 1900-1926 (Baltimore: Johns Hopkins Press, 1929); Laws of Maryland, 1817, ch. 148, 1835, ch. 390, and 1838, ch. 226; ord. 46 (1836); ord. 10 (1841); ~~ord.~~ ord. 945 (1975); and the Baltimore City Charter of 1946.

Series 1. Opening and Closing Streets Books. 1828-1924; 1953-74.

115 lin. ft. (1113 vols.)

Arranged chronologically and numbered consecutively.

Series of volumes relating to municipal improvements of streets, lanes, and alleys within the city boundaries. For each improvement project (usually a section of one street between two cross streets) there is a separate volume containing a description of the property to be worked on, copies of public notices, and listings of financial benefits and damages to individuals whose property is affected by the procedure. Some of the earlier volumes contain plats, correspondence and other items associated with specific street improvements. In addition to the main series there is also a group of loose volumes with similar content, ca. 1860-80.

See street name index in card file. Books dating from 1953-74 (nos. 1 to 154) are on microfilm (BCA 1063-69). A group of unbound material, including detailed plats, dating from 1972 to 1974 are also on microfilm (BCA 1070).

Series 2. Minutes. May 1905 - December 1913. 1 lin. ft. (9 vols.)

Arranged chronologically.

Official minutes of the commissioners of opening streets including inquiries by individuals regarding street improvements and listings of actions taken in the opening and closing of streets. There are also references to properties sold and transactions with other city agencies.

Series 3. Permits for Opening Improved Paving. November 1911 - May 1915. 6 lin. in. (3 vols.)

Arranged chronologically.

Record of permissions granted to Consolidated Gas, Electrical Light and Power Company, United Railways, Chesapeake and Potomac Telephone Company, and various municipal agencies to excavate paved streets and sidewalks. Each permit contains information relating to name of party, description of work, location of work site, charges and date paid, and occasionally extenuating circumstances associated with the request.

Series 4. Ledger. 1884-93. 1 lin. in. (1 vol.)

Arranged chronologically.

Financial accounts relating to expenses incurred from opening and closing streets and related activities of the commissioners.

Series 5. Ordinances Relating to Street Openings and Closings. 1882-87. 1 lin. in. (1 vol.)

Arranged chronologically.

Transcribed copies with name and subject index.

Series 6. HRS Indexed Records. 1900-24. 2.7 cu. ft. (6 boxes)

Arranged sequentially by HRS assigned numbers.

Assorted records relating to opening and closing streets.

Principal types of materials are certificates of damages, surrender of properties, receipts for damages, and title certificates. These items usually include name of property owner and the location of property by street, block, and lot. There is a large body of material pertaining to municipal acquisition of property in the area affected by the 1904 fire.

Researchers should note that all HRS material dating prior to 1900 and relating to street openings and closings is located in RG 3, series 1.

A separate item index is available at the Baltimore City Archives.

RG 58 S7

Minutes, Board of Assessors for the Opening of
Pratt Street. February 10, 1812 - November 8, 1813.

2 lin. in. (1 vol.)

Arranged chronologically by month, day, year.

The Maryland General Assembly created this Board of Assessors in November 1811, to determine the benefits and damages of the opening and extension of Pratt Street, in the City of Baltimore. This volume contains the minutes of the Board of Assessors for Pratt Street, which consist of a list of board members in attendance and a short account of the board's actions such as: appointments, elections of assessors, votes on expenditures and accountings of these expenditures.

Series 8. Street Books. 1868-1905. 4 lin. in. (2 vols.)
Arranged chronologically.

Information concerning street work. Includes the name of the street, the approval date of the ordinance, and expenses related to the work, including damages, benefits, and other costs.

There is an index in each volume.

See Series 4 for similar material.

RG 59

STATE OF MARYLAND PAPERS
PERTAINING TO BALTIMORE
CITY
(1812-1904)

Throughout the history of the City of Baltimore, its government has been closely connected with the state government. From 1729, when the state legislature created the Baltimore Town Commissioners to supervise the organization of Baltimore Town, to the present time, the bonds have gradually relaxed to the point where the city won home rule in the election of November 1918. Even with the incorporation of the city in 1796, the state retained control over the real and personal property tax rates, holding them to a fixed low amount, thereby sharply limiting revenues and the services the new municipal government could provide. Dramatic increases in population and social problems as well as the improved outlook of Baltimore's economy placed great strain on these arrangements and in 1818 the Maryland General Assembly enlarged the powers of the municipal government while maintaining the city's dependency upon the state legislature. This transfer of authority has continued until the present time as well as the close inter-relationship between the interests of the municipal government and the actions of the general assembly, and the whole of the state's governing structure.

The documents which comprise this record group primarily represent the legislative connections between the municipal and state governments and illustrate the careful supervision of Baltimore City and its government which the Maryland General Assembly has long exercised. There are numerous other documents reflecting this relationship, especially in the mayoral (RG 9) and city council (RG 16) records. The militia records included in series 2 concern a portion of the state's defense in which Baltimore played a central role.

For more detailed information see
Municipal Journal [6-19-31; vol. 19
25; p. 4]

Series 1. Maryland General Assembly Papers. 1812-1910. 1.80 cu. ft.
(4 boxes)

Arranged sequentially by HRS assigned numbers.

Correspondence, copies of acts of the assembly and pending bills, petitions and memorials, newspaper clippings, miscellaneous pages from the Journal of Proceedings of the assembly, and annual reports of state-chartered charitable institutions. The majority of these documents are copies of legislation, either printed or handwritten, reflecting the close connections between the general assembly and the municipal government. The acts pertain to a variety of issues including inspection regulations, opening or modifying streets, construction of bridges and other public improvements, markets, cemeteries, taxation, issuance of city stock or bonds, incorporation of institutions or businesses, and changes in the Code of Public Local Laws.

One box of drafts of legislation, not previously indexed by the HRS, has been included at the end of this series.

Series 2. Maryland Militia Papers. January - May 1818. 0.25 lin. in.

Arranged sequentially by HRS assigned numbers.

Certifications of various individuals' unfitness to serve in the militia and printed notices of their assignments to the companies of the Baltimore-based Twenty-seventy Regiment. These notices also include a listing of parade dates and corresponding court-martial hearings to try these men who were absent from the parades.

At the end of the Revolutionary War, Maryland had five full regiments in regular service, many of whose men were converted into militia. The Maryland militia became the present-day Maryland National

Guard in 1867 by act of the state legislature.

For more information concerning the history of Maryland's militia see Hapson Hiss, "The Maryland National Guard," Outing Magazine 20 (May and June 1892): 149-54, 217-23.

RG 60

DEPARTMENT OF PLANNING
(1932-PRESENT)

Planning activities in Baltimore are undertaken by a planning department which is headed by a commission. The present department was created in 1946, but its predecessors date from the early nineteenth century.

The first of several bodies to carry on planning activities was the Thomas H. Poppleton survey authorized in 1812 and completed in 1823. With the annexation of 1888 came the need for another survey, and the Topographical Survey Commission was created in 1893. The Baltimore fire of 1904 presented another opportunity for planned development which was carried out by the Burnt District Commission. The immediate predecessor to the current Planning Commission was the Commission on the City Plan. Created in 1910, this commission was under a Department of Public Improvements and investigated proposed plans for public highways and other public improvements. The commission was reactivated in 1932, reorganized in 1939, and renamed the Baltimore City Planning Commission in 1947. A good history of planning activities in Baltimore appears in the Planning Commission minutes, May 25, 1939.

While the commission determines what areas need to be studied and makes the final decisions on plans, the survey and drafting work associated with planning has been carried on in a variety of city agencies. In 1926 a new Bureau of Plans and Surveys in the Baltimore City Department of Public Works was created by combining the Topographical Survey Commission, the Bureau of Drafting, and the Municipal Surveyor's position. Twenty years later all planning activities of the city were combined into the present department in the 1946 charter.

The records in this record group include the minutes of the Planning Commission from 1932, the general administrative files of the Planning Department from 1974, and a variety of the maps, plats, and studies done by the Department to carry out its planning mandate.

See: Laws of Maryland, 1910, ch. 114; Baltimore City Charter of 1927, art. 85A, sect. 8; Baltimore City Charter of 1946, sects. 102-22; and Baltimore City Charter of 1964, art. 7, sects. 65-84.

Series 1. General Administrative Files 1974-Present
47.35 cu. ft. (99 boxes)
Arranged alphabetically by topic

Central administrative files of the department with material on general topics as well as files on the department's divisions. The files for 1969-73 and some from 1964-68 are housed at the University of Baltimore's Baltimore Regional Institutional Studies Center (BRISC), and the whereabouts of the 1946-63 files are unknown. The BRISC collection also has a large amount of supplementary material especially cartographic records, books and pamphlets, reports, and routine files such as purchase orders and time sheets. The supplementary material dates from 1939, although the bulk is from the 1960's.

A file folder listing is available at the Baltimore City Archives.

Series 2. Reader Files 1974-79
5.0 cu. ft. (5 boxes)
Arranged chronologically

The reader files contain copies of correspondence, memos, and other material generated by administrative divisions of the department. Material in this central file is duplicated in the topically arranged general administrative files (series 1).

Series 3. Planning Commission 1932-66, 71, 80-85
4 reels of microfilm (BCA 1100-03) 5454
Arranged chronologically

76-79 (under stairs)

Minutes begin with the first meeting of the reorganized Commission on the City Plan on April 7, 1932. In September 1947 the Commission on the City Plan was again reorganized and renamed the Planning Commission, but there is no break in the minutes. The minutes for May 25, 1939 give a lengthy history of city planning in Baltimore.

Series 4. Subdivision and Development Plats 1950s-77
71 reels of microfilm (BCA 1104-74)
Arranged by drawer and plat number;
chronologically

These plats were used by the Baltimore City Planning Commission, and each plat is stamped with the date of the commission meeting at which it was discussed. A duplicate file of these plats is kept on apperature cards at the department. The plats are arranged by department drawer and plat numbers with a descriptive index to the plats in each drawer at the beginning of each reel. The drawers, however, were not filmed in numerical sequence. Beginning in 1965 the plats are arranged chronologically.

Series 5. Master Plans 1940s-60s, 1971
2 reels of microfilm (BCA 1175-76)
Arranged by function

These master plans were prepared from the 1940s-1960s and a few in 1971 and arranged by function. A letter (1940) concerning the preparation of master plans is at the beginning of the film. Plans include: park plans, police and jail, libraries, markets, recreation, airport, port, bath houses, water, street cleaning, rapid transit,

residential blight and slums, sewers, schools, fire departments, and street plans.

Series 6. Statistical Data Folio 1939-60
 1 reel of microfilm (BCA 1177)
 Arranged topically

The Commission on City Plan began in 1939 compiling statistics on various aspects of the master city plan. Parts on the plan covered are: Master Park Plan (1939-51), Master Plan on Residential Blight and Slum Areas (1946), Master Street Plan (1939-57), Fire Department Plan (1941-61), Bath Houses and Comfort Stations Plan (1941-60), Master School Plan (1939-51), Master Water Plan (1943, 1945), Master Recreation Plan (1944-50), and Master Plan for Rapid Transit (1946). The data consists of the location of existing and proposed facilities in each of the areas covered.

Series 7. Square Mile Sheets 1962-64
 1 reel of microfilm (BCA 1178)
 Arranged by location

These are square mile sheets of the city, all revised in the period 1962-64. They are arranged on the film by location beginning with the northwest and ending with the southeast. Film of subsequent square mile sheets is in the department.

Series 8. Transportation Division Plans 1930s, 1960s
 6 reels of microfilm (BCA 1179-84)
 Arranged by plan number

These plans were prepared by other city agencies and used for transportation planning. The plans were filmed by plan number, but there does not seem to be any organization to the plans. The types of plans represented are Bureau of Highways plans on specific streets, urban renewal plans, interstate highway system plans, census tracts, and square mile sheets.

Series 9. Traffic Survey 1967
1 reel of microfilm (BCA 1185)
Arranged by street corner

In order to determine pedestrian usage of downtown streets, interviews were conducted at various downtown street corners in 1967. The data consisted of sex of interviewee, starting point, and destination.

Series 10. Pictures 1950s
1 reel of microfilm (BCA 1185)
Arranged alphabetically by title

In 1959 the Planning Department had slides made of graphic material relating to various planning projects. The material, collectively called "pictures," includes renderings, sketches, plans, close sections, profiles, and maps. These were done in the 1950s. This film is copies of these pictures and the following projects are represented: Camden Redevelopment (Area 7); Broadway Urban Renewal Area (Area 4); Hilton Street and Frederick Ave.; St. Mary's Industrial School; Carlin's Circle; Edmondson Ave. and Hilton St.; Inner Harbor Basin; Baltimore-Washington

Expressway; East-West Expressway; Mount Vernon Place; Jones Falls Expressway; Harbor Tunnel; Stiles St.; and Battle Monument.

Series 11. Park Blue Prints n.d.
1 reel of microfilm (BCA 1185)
Arranged by park

Plats of various parks prepared by the Commission on Efficiency and Governmental Economy, Engineering Committee. Parks included are: Herring Run, Wyman, Carroll, Clifton, Venable, Druid Hill, park board property, Gwynns Falls, Patterson, Broening, Swann (Moale Point), Garrett, Riverside, Latrobe, Easterwood, Franklin Square, Union Square, Harlem Square, Lafayette Square, Collington Square, Perkins Spring Square, City Springs Park, Mt. Royal Terraces, Johnson Square, Madison Square, Bo-Lin Square, Maple Park, Fulton Ave. Squares, Mt. Vernon Place, Jackson Square, Park Space, Broadway Squares, Eutaw Place, Wilkens Ave. Squares, Philadelphia Road Squares, Cold Stream Park, Friend's Park, and Taylor Park.

Series 12. City Council Bills 1975-79
54 reels of microfilm
(BCA 1769-88; 1790-1823)
Arranged numerically by bill number

Files created by the Planning Department when researching and making a recommendation on city council bills referred to them. The files contain printed city council bills, correspondence, draft testimony, newspaper

clippings, plans, petitions, and rough drafts of resolutions.

Series 13. **Institutional Survey 1967**
 4.50 cu. ft. (3 boxes)
 Arranged alphabetically by
 type

The Planning Department hired Morton Hoffman and Company (consultants) to prepare and conduct a survey of downtown or Central Business District III (CBD III) institutions. This survey provided the Planning Department with project space needs for future use. Separate questionnaires were designed for each of four types of institutions: hospitals, health and welfare agencies, educational, and religious institutions.

The various institutions surveyed are arranged alphabetically first, under their appropriate organizational category and then, by the name of the institution. In addition to the questionnaires the files contain: correspondence, articles, programs, brochures, interviews, published histories, analytical and annual reports, plats, and slides.

A container list is available at the Baltimore City Archives.

Series 14. Board of Municipal and Zoning Appeals
1976-88
 15.30 cu. ft. (34 boxes)
 Arranged alphabetically by street name

Files created by the Planning Commission when requests were made for renovations and zoning changes. The files include: plats, correspondence, plans, newspaper clippings, petitions, and hearing decisions.

Series 15. Economic Development Reports 1914-80
 1.80 cu. ft. (4 boxes)
 Arranged alphabetically by subject

Reports of studies and proposals done and issued by the Planning Department concerning industrial and commercial development in the city.

There is a container listing available at the Baltimore City Archives.

RG 61

DEPARTMENT OF AUDITS
(1959-PRESENT)

History

Initial responsibility for municipal auditing activities lay with the register (RG32). Mounting duties in this area compelled the establishment in 1852 of an auditor (RG6), an office that was responsible for auditing municipal tax collections. The following year, however, the auditor's duties were changed to tax collection only, and all auditing duties were transferred back to the register. Another administrative change occurred in 1857 with creation of the comptroller's office (RG43). The comptroller, along with other powers, acquired complete control over all auditing procedures. In 1898, the new city charter provided for the position of an audit clerk under the comptroller. The clerk assumed most of the comptroller's auditing duties.

In 1955, the state published a report on Baltimore market conditions. The document stressed the importance of markets and urged that both the Marsh and Camden markets be relocated because of heavy traffic congestion. During the same year the state created the New Marsh Wholesale Produce Market Authority as an "instrumentality" of the mayor and city council with the powers "to acquire land for and to locate, build, alter, repair, maintain, own, and operate a wholesale produce market." The reason for creation of the authority was the need for the market's relocation. Accordingly the authority constructed a new market on Pulaski Highway in 1960. Another study in 1966 urged the organization of a wholesale market in the Baltimore-Washington corridor, and the state selected the authority as the best candidate to accomplish this. In 1967 the state established the Greater Baltimore Consolidated Wholesale Food Market Authority with the provision that the body absorb the New Marsh authority "at such time as the [new] market has reached such a state of completion that the tenants of the New Marsh Wholesale Produce Market Authority may move their business operations to the market." This was accomplished in late 1975.

RG61 S1 Administrative Files. 1959-1974. 14 boxes (6.30 cu. ft.)

Arranged by year and thereunder alphabetically by subject.

Records relate chiefly to audits of various municipal agencies.

There is information relating to budgets, special appropriations, contracts and allegations of fraud and financial misconduct. Material relating to the Department of Audits' daily internal operations, such as policy statements and personnel actions, is also available.

Note: the files up to 1964 were bound by the Department into multiple volumes. Many of these volumes are currently missing

A separate file folder listing is available at the Baltimore City Archives.

Series 2. Bureau of Audits. Reports. 1926-1932 and 1944. 1.5 cu. ft.
(8 vols.) 4 1989

Arranged chronologically.

The Bureau of Audits examined, on an annual basis, the financial records of various city departments and major revenue accounts. This series contains the carbon copies of these reports of audit findings compiled for the years 1926 through 1932. The volume for 1944 is the report to Mayor Theodore McKeldin concerning the special examination of the accounts of the employees' retirement system undertaken by the bureau.

Departments covered by the reports include the Free Public Bath Commission, Enoch Pratt Free Library, police, sheriff, board of park commissioners, harbor master, board of school commissioners, fireman's pension fund, and the commissioners of finance and city register. Among the major revenue accounts represented are rentals, street opening and footway paving assessments, markets, and various types of taxes including real estate, flat water, tangible and tangible personal, intangible, special paving, and Maryland corporation.

RG 62

CHARLES CENTER-INNER HARBOR
MANAGEMENT, INC.

RG62 Charles Center - Inner Harbor Management, Inc.

The Charles Center - Inner Harbor Corporation, officially founded in 1965, was an out-growth of the Planning Council of the Greater Baltimore Committee and the Committee for Downtown. In June 1959, Walter Sondheim, Jr., chairman of the Commission of the Baltimore Urban Renewal and Housing Agency (BURHA), announced the appointment of J. Jefferson Miller as General Manager of the Charles Center Project. The following year, Martin Millspaugh left the United States Urban Renewal Administration to become Miller's Deputy General Manager. These two men, responsible for the Charles Center Project from 1960-65, ran the office based on personal contract with the city.

In 1965, BURHA asked Miller and Millspaugh to administer the redevelopment of the two hundred forty acres adjacent to the Central Business District. To carry out this project, they formed Charles Center - Inner Harbor Management, Inc. (CC-IH) as a non-profit corporation. Miller became Chairman of the Board and Millspaugh became President. On September 1, 1965 CC-IH and the Mayor and City Council implemented a contract. Under this contract, CC-IH, constituted as a quasi-public development corporation, performed such city agency functions as purchasing property and overseeing rental properties, demolition and construction; the corporation was accountable to the Baltimore Urban Renewal and Housing Commission, since renamed Commission of Housing and Community Development.

In 1970, CC-IH assumed responsibility for the administration of Metro-Center, overseeing private and public development throughout downtown Baltimore. At that time, Walter Sondheim, General Manager of the Metro-Centro program, was appointed Vice Chairman of the Board. At Miller's death in 1975, Sondheim became Chairman.

In 1984, as a result of several administrative changes implemented by Mayor Schaefer, Martin Millspaugh became Chairman of CC-IH. Replacing him as president was Albert M. Copp. Walter Sondheim, former Chairman, left the Board to become head of the Mayor's Office of Special Projects.

CC-IH continues to function as a private corporation providing specialized services on a contractual basis. Responsible for the development of downtown Baltimore, the corporation acts in a third party role, able to represent both the city and developers in the rebirth of downtown Baltimore.

Series 1. Studies, Reports, and Project Proposals. 1965-present.

13 cu. ft.

Arranged alphabetically by project areas.

This series consists of printed materials maintained by the staff of the Charles Center - Inner Harbor Management Corporation to document the various projects proposed and implemented in the urban renewal areas of the city that they administer. Included are feasibility studies, developers' portfolios and proposals, appraisals, urban renewal plans, progress reports and environmental impact statements.

Additional urban renewal plans appear in RG48 S31B.

A separate listing of the project areas and companies represented is available.

Series 2. Inner Harbor Rental Records, Individual Properties and Overall Administration Records. 1966-1980. ^{6.75}~~7.2~~ cu. ft.
Arranged in alphabetical and topical order.

The major portion of the series (Boxes 1-~~13~~) consists of rental records concerning properties in the Inner Harbor area owned by the city and slated for demoliton.for Inner Harbor projects. Files for individual properties contain correspondence, leases, rent receipts, relocation reports, court summons, blueprints, and other miscellaneous materials pertaining to the rental. The remaining files (Boxes ¹⁴⁻¹⁶~~15-16~~) contain general records dealing with the administration of the rental program. Included are monthly collections and expense reports, options on property, staff meeting minutes, acquisition reports, demolition reports, and miscellaneous correspondence.

A file folder listing is available for Boxes 14 and 15.

Series 3. Project Files, 1959-1982, 95 cu. ft. Arranged by project area.

This series contains detailed information concerning the development of the projects undertaken by Charles Center-Inner Harbor Management: Charles Center (1958), Inner Harbor Project One (1965), Inner Harbor West (1968), and Inner Harbor East (1971). Records include: correspondence, memorandums, reports, leases and agreements, appraisals, drawings, photographs, and newspaper clippings. There is much information concerning individual properties, particularly in the Inner Harbor West and East project files.

Other information concerning these urban renewal projects can be found in Record Group 48, the records of the Department of Housing and Community Development.

A file folder listing is available for this series.

RG 63

SEWERAGE COMMISSION

Baltimore's concern for its system of sewerage dates back to its earliest days. The first attempt to provide for a system of sewerage was an ordinance in 1797, shortly after the incorporation of the municipal government, which established the Baltimore City Commissioners. These commissioners, in addition to their other duties, had the power to enter upon lots and construct and repair sewers. They held this responsibility until 1859 when a Sewer Commission was appointed because the existing system of sewerage for underground drainage was inadequate and "property was in constant danger of injury, and life had actually been lost by the overflow of water into cellars, basements and first story rooms during and after heavy rains."

The 1859 commission, composed of three competent citizens, was appointed to examine and report upon the development of a sewerage system as well as upon how the existing system of underground drainage could be altered or adapted to a new system. In completing this study the commissioners were to consult eminent medical men and engineers concerning the sanitary advantages of the proposed alterations. The commission published its first report in 1862. No action was taken on these proposals until after the Civil War; in 1868, an ordinance was passed to empower the commission to deal with the regulation and construction of sewers in Baltimore. This ordinance stated that there would be a special joint committee formed combining the Commission for Opening Streets and Sewers with the City Commissioners. The combined committees would then constitute a board that would make inquiries toward establishing a more equitable mode of building sewers. This sewerage system would be a source of economy for the city and a means of satisfaction for taxpayers.

Real progress on the proposed system was not visible until twenty-five years later, when in 1893 public interest was aroused due to the adoption of National Quarantine Regulations in response to epidemics in other countries. This interest led Mayor Ferdinand C. Latrobe to appoint a new commission whose members were Mendes Cohen, chairman, F.H. Hambleton, and E.L. Barlett. These commission members served from 1893 to 1899.

In January 1904 by Act of General Assembly of Maryland ten million dollars was issued for the projection, construction and establishment of a new sewerage system. Mayor E. Clay Timanus appointed a new commission consisting of Chairmen, Retired Brig. Gen'l. Peter Learey, Jr., Dr. Ira Remsen and himself. Between 1905 and 1914 the commission membership expanded to include Morris Whitridge, William R. Kines, Gustav Siegmund, Thomas J. Shryock, engineer, Charles Hendrick, secretary, Harry W. Rodgers and ex-officio member James M. Preston and in 1914 a new chairman, Charles England was appointed

The work of the Sewerage Commission reached a state of practical completion in the early part of 1916 and ended with the transferral of the sewage works to the Highway Engineers Department.

For additional information about the Sewerage Commission see the Sewerage Enabling Act Chap. 349, sec. 1-10; Ordinance 14 (1797); Resolution 248 (1859); Resolution 395 (1860); Resolutions 189 and 212 (1893); Ordinance 25 (1895) and Resolution 2 (1900). Related records may be found in RG30 S14, Electrical Commission, Sewerage Commission Records; RG 16 S1, Baltimore City Council, Administrative files; RG3 S1 and 2, Baltimore City Commissioners, Administrative files and City Commissioners Reports; RG 9 S13, 14 and 35, Mayor's Office, Timanus, Mahool and General Mayoral Records 1860-1919 respectively; RG47 S1 and 3, Department of Public

Works, Directors Correspondence and City Engineers Records; and RG54 S2 Bureau of Accounting Operations, Water Records. A set of published reports is available for 1862, 1893-1899, and 1905-1914. See also Theodore C. Schaetzle, Nine Years Operation of the Baltimore Sewage Works (Baltimore: July 14 and 21, 1921); Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins Press, 1899) and Sherry H. Olson, Baltimore: The Building of an American City (Baltimore: Johns Hopkins University Press, 1980).

RG63 S1 Correspondence. January 2, 1893 - March 2, 1897. 2 vols.

(3.25 lin. in.)

Indexed alphabetically and chronologically.

Letter press copies of correspondence relating to storm sewers and drains generated by the 1893 Sewerage Commission. The letters, written by Mendes Cohen, Chairman; Kenneth Allen, Assistant Engineer to the Chairman; C.L. Rector, Clerk to the Commission; and N.S. Hill, Jr., Secretary, were sent to the various engineers, consultants, city commissioners, mayors and other business contacts. Inquiries concerned existing sewerage systems established in other areas in the United States and any new innovations in the field that would aid the commission in constructing a feasible system in Baltimore City.

RG 64

BALTIMORE CITY JAIL

RG64 Baltimore City Jail

Long before Baltimore became a city, it served as a county seat with both a courthouse and a jail. Its first public prison was built in 1768 at the intersection of Madison Street and the Jones Falls. A new jail, to be built on the same site, was planned when the city was incorporated in 1797. Approved by the General Assembly, this structure was designed and completed in 1808 by Robert Carey Long.

As the city grew, the jail was enlarged and remodeled as needed until 1856. In that year construction began on a third building, part of which remains today. Designed by Thomas Dixon, in the ^{? Gridley I.F. Bryant?} architectural style of the time, castellated Gothic, whose high walls it was hoped would deter any thoughts of escape, the new jail took three years to complete. Located at Buren and Madison Streets, near the Maryland State Penitentiary, the jail was hailed as "a progressive step forward." Prior to 1859 the original jail housed prisoners together without regard to age or criminal experience. In addition the new jail cells were constructed to provide separate and solitary confinement so that prisoners "could commune with their souls and reflect over their wickedness."

From the outset the jail was owned and operated by both Baltimore City and Baltimore County. Two groups directed this joint operation: the Levy Court of Baltimore County from 1768 to 1820 and the Visitors of the Jail of Baltimore City and County from 1820 to 1853. By November 1853 the joint operation between the city and county had dissolved and in its place a separate, city-owned and operated Baltimore City jail was established. It was governed by a board entitled the Visitors of the Jail of Baltimore City. This body later became a division of the Department of Charities and Corrections, created by

the 1898 city charter. Since 1949, the jail's operation has been the responsibility of an independent Jail Board.

The majority of prisoners during the pre-Civil War years were jailed for disturbing the peace and drunkenness. People were also being locked up for the most insignificant of causes, all of which contributed to the jail's ever-present chronic problem, overcrowding. For example, among the jail's prisoners were six children incarcerated for stealing a cup of sugar, and a man imprisoned for four months for stealing a rope valued at three cents. In 1859 the Visitors of the Jail called for an end to the arrest and imprisonment of persons for such trivial causes. They also recommended that before someone was jailed significant proof be brought against that person. Unfortunately, these proposals were not implemented to alleviate the crowded conditions.

With the advent of the Civil War a new population was consigned to the Baltimore City Jail, Confederate prisoners-of-war. They became the second largest component of the prison population, after that of inebriates and disturbers of the peace. During 1862 the jail processed 650 POWs; this total increased to 1,1154 for 1863. During the final two years of fighting the jail saw the Confederate POW population decline to 462 then 322 prisoners, respectively.

The remaining years of the nineteenth century saw the prison population grow from a daily average of 241 in 1865 to 647 in 1899. Faced with such a marked increase, the jail managed to obtain the funds to construct an annex in 1885 to house their women prisoners. But overcrowding still remained the dominant problem into the early twentieth century. In 1901 the jail reported housing as many as 820 prisoners when they only had room for 356. In addition, throughout this time, wardens frequently complained about the deteriorating internal conditions

of the jail. Corrective measures taken, using mostly prisoner labor, included repairing prison walls, improving the ventilation system, building a new kitchen and painting the jail.

While the jail and the city grappled over how to combat overcrowding, they did make some key administrative decisions. One was to scrap the city's patronage system of electing the warden and replace it with the merit system. The beneficiary of this new law was Harry C. Martin who, after working twenty-five years for the jail, became the first warden under this system in 1925. Two years later Grace M. Hartnett became the first woman elected to the Visitors of the Jail Board.

After World War II, the voters approved a 2.5 million dollar bond issue for renovating the city jail. When the renovation was completed in 1946 Mayor McKeldin urged that the new jail segregate first offenders and young inmates from older and repeat offenders.

Because of overcrowded conditions, Baltimore City voters again in 1952 approved a 6 million dollar bond issue to construct a new jail. After arguing for two and a half years where the new jail would be built, the city approved the Jail Board's recommendation to rebuild the jail on its original site.

Another significant administrative change that occurred in this period was the establishment in 1949 of the Jail Board. The Board consists of six members all of whom are appointed by the Mayor to four year terms. Their function is to maintain and manage the Baltimore City Jail. And one of the board's most important duties is to appoint the warden and his assistants.

The next three decades witnessed the modernization of the jail's security measures as well as other significant construction projects,

such as the four-story Women's Detention Center completed in 1971 and the 1983 renovation of the jail's food service building.

At present one of the jail's main emphases is upon rehabilitation of prisoners. In 1980 the jail initiated family day whereby family members could spend several hours in the jail recreation yard visiting prisoners. The jail felt that close family ties should have a strong influence on keeping ex-offenders from criminal activities. Another important program is the Eager Work Release Center which allows qualified prisoners to keep working while in prison. In addition to these efforts the jail still maintains its responsibilities for pre-trial custody and care and pos-trial short sentence care and custody.

For additional information see Jacob H. Hollander, The Financial History of Baltimore (Baltimore: Johns Hopkins University Press, 1899); John Thomas Scharf, History of Baltimore City and County, 2 vols. (Philadelphia: Louis H. Everts, 1881); Annual Reports of the City Jail, and Baltimore City Jail Scrapbooks (RG64 S1).

Series 1. Scrapbooks. 1900-35. 4 lin. in. (2 vols.)

No arrangement.

Two oversize volumes containing numerous newspaper clippings and some correspondence concerning the history of the Baltimore City Jail and its operation. Among newspapers represented are the Baltimore News, The Marylander, New York Times, Baltimore Sun, Baltimore American, and Baltimore Daily Post. Specific topics covered include appointments of wardens and members of the Jail Board and Board of Visitors to the City Jail; inmate work programs; building maintenance; health care; prison population; regulations; individual prisoners and cases; education and entertainment programs; pardons issued; and juveniles in the jail and reform institutions.

RG 65

BUREAU OF TREASURY MANAGEMENT

RG65 Bureau of Treasury Management

The Bureau of Treasury Management, part of the Department of Finance, was organized in 1964. It is responsible for all city monies, covering debt, bond issues, cash management, licenses, permits, and liens. In additon the bureau handles legal action on tax delinquents.

Prior to the 1964 reorganization, the Bureau of Collections and the Bureau of Receipts carried out the duties of Treasury Management.

RG65 S1 Tax Sale Docket Books. 1917-1951. 7 reels of microfilm.

(BCA 1598-1604)

Arranged chronologically by docket (13-⁵⁹~~26~~).

Record of the sale of property for delinquent taxes.

Each docket begins with an index arranged alphabetically according to street names. Entries include name of assessed person, purchaser's name, assessment, breakdown of costs, sale price, and final disposition of the deed.

The first sixty-six pages of Docket 13 are on the last reel of Minor Privilege Registers (see RG65 S2, BCA 1607). Pages 88-90 of Docket 19 are on the beginning of the Bureau of Markets - Status of Stalls (RG42 S7, BCA 1596).

RG65 S2 Registers of Minor Privileges. 1917-1951. 3 reels of microfilm.
(BCA 1605-1607)

Arranged by minor privilege number.

Master list of all minor privileges granted. Entries contain the minor privilege number, location, type of privilege granted (such as for signs, steps, brick veneer), name of person to whom privilege was granted, first year's charge and any subsequent charges, pertinent remarks, and an indication of whether the privilege is temporary or permanent.

Researchers should also consult the Registers of Public Franchises and Minor Privileges for 1878-present which constitute RG48 Series 51.

A portion of Docket 13 of the Bureau of Receipts Tax Sale Dockets appears at the end of the third reel (BCA 1607). It begins with an index arranged alphabetically by street and includes the first sixty-six pages of the register. Inclusive sale dates are June 11, 1917 through July 8, 1918. Entries include purchaser's name, assessment, breakdown of costs, sale price, and final disposition of the property.

Series 3. Defunct Banks Escheat Funds. 1907-1974.

The defunct bank escheat funds are records of unclaimed funds of defunct banks. When a bank was liquidated receivers were appointed by the Circuit Court to locate depositors or free shareholders to pay them a pro rata share of the funds received from the Receivers based upon the amount of the dividends declared unto them. Chapter 46 of the State Legislative Acts of 1945 provided that funds unclaimed after seven years under the Court's direction, shall be payable to the Mayor and City Council of Baltimore for the benefit of the Public schools. However, the City had to hold the funds in trust so that if any of the claimants or depositors should produce their pass books and assert their claim the City is required to pay them at the pro rata share.

A. Administrative Files. 1940-1974.
 7.35 cu. ft. (7 boxes)
 alphabetical then chronological
 arrangement by name of bank.

The administrative files document the efforts of the court appointed receivers to locate and pay depositors. The files contain correspondence, lists of depositors, legal depositions, cancelled checks, notices of death, and certificates of indebtedness.

A container listing is available at the Archives.

B. Passbooks. 1907-circa. 1930s.
1.35 cu.ft. (3 boxes)
arrangement is first alphabetical by
bank, then chronological by bank book
number.

This series contains the bank passbooks of depositors who have claimed their funds from the defunct banks. The majority of passbooks are for Baltimore Banks, including ethnic building and loans. However, there are passbooks for two Eastern Shore banks.

The passbooks provide the date and amounts of deposits and withdrawals. Several of the ethnic banks often contain that organization's constitution and by-laws.

A container listing is available at the Archives.

1

RG 66 MODEL CITIES
AGENCY
PUBLICATIONS 1972-74 AND
UNDATED

Series 1. Publications. 1972-1974 and undated. 1 cu. ft.

Arranged by document type.

This series of published materials generated by the Model Cities Agency was maintained by a staffperson of the Women Infants Children (WIC) program which was an outgrowth of the Model Cities Iron Fortified Milk Program. It consists of progress reports, demonstration plans, directories, and newsletters or news magazines. Topics covered include descriptions of the various programs that comprised the agency and their achievements and funding.

A container listing is available at the Baltimore City Archives.

RG 67

SUPREME BENCH OF BALTIMORE CITY

RG67 Supreme Bench of Baltimore City

The 1867 Maryland Constitution established the Supreme Bench of Baltimore City. A chief judge and four associated judges, elected by the qualified voters of Baltimore City to 15 year terms, originally composed the Supreme Bench.

Major duty of the judges was to preside over one of five courts of the Eighth Judicial Circuit: The Supreme Court of Baltimore City, Court of Common Pleas, Baltimore and the Criminal Court of Baltimore City. However the primary function of the judges lay in making rules of Practice, appointing and qualifying all court officials, and performing other administrative duties that the individual judges of the above name courts had previously done independently.

With the passage of time the number of judges and the administrative responsibilities of the Supreme Bench expanded. By 1973 21 judges sat on the Supreme Bench and their responsibilities included overseeing the separate law, equity and Criminal Courts and a Department of Probation.

The first full-time Probation Officer for the City of Baltimore was hired in 1908 as a member of the Prisoner's Aid Association. In 1916 the association created a Department of Probation within their organization that served the city courts until it was transferred to the Supreme Bench in 1921.

In 1931 the Maryland Legislature passed the probation Act for Baltimore City that authorized the Supreme Bench of Baltimore City to create a Probation Department for use in the courts of Baltimore City. The act empowered the Supreme Bench

to hire and fire personnel. Parole officers were made available to the judges of the courts within the Eighth Judicial Circuit to make investigations and perform probationary services.

In 1973 the Maryland General Assembly approved Senate Bill 851, which transferred the Probation Department of the Supreme Bench to the Maryland State Division of Parole and Probation. This bill, which took effect on July 1, 1973, also brought the Probation Departments in the County District Courts under the direct supervision of the Maryland State Division of Parole and Probation.

For further information on the Supreme Bench see the 1867 Maryland Constitution. (Art. 4, part 4, secs. 27, 31-37), Laws of Maryland, 1931 (ch. 132, sec. 351 A), City of Baltimore Municipal Handbook - 1974 (p. 130). See also the article by Harry Adelberg, "Probation in its Practicle Application" (The Daily Record, Baltimore November 15, 1935.) and "The Records of a City: Baltimore and Its Historical Sources," by Richard J. Cox and Patricia M. Varnoy (Maryland Historical Magazine vol. 70 (fall 1975), pp. 286-310.)

Series 1. Probation Department-Personnel Files. 1942-1974.

1.8 cu. ft. (4 boxes)

Arranged Alphabetically by surname.

These files are for employees of the Probation Department of the Supreme Bench who were deceased, chose not to transfer to the State Division of Parole and Probation, or had left the employ of the Probation Department prior to 1973. The reason for those employees who left the Probation Department prior to 1973 were voluntary resignation or dismissal. The personnel files contain applications for employment, letters of recommendation, entry tickets, identification cards, test results, college transcripts, attendance records, evaluations, signed loyalty oaths, letters of resignation or termination, exit interviews and evaluations, etc.

A container list that serves as a name index to these records is available at the Baltimore City Archives. The use of the records is restricted until 2024.

RG 68

PUBLISHED REPORTS
(1854-1985)

This record group is a compilation of various departments or agencies which submitted yearly statements of their operations. The majority of them are Annual Reports, however some departments include only a statement summation. Although not originally maintained together, these reports have been combined for the convenience of researchers. Ordinances for Inspectors (1826/18/238), City Health Commission (1824, R. (Mar. 12) p. 93) and Heads of Departments (1859, R. 163) illustrate the requirement for such reports to be made on a yearly basis to the Mayor and City Council. Researchers in need of more information can consult similar Record Groups.

Series 1. Airport Board of Baltimore. 1947-1963.

5 lin. in. (1 folder).

Arranged chronologically.

These reports contain background information on the creation of the Board and the beginning of the Airport. They also include financial statements, information about passengers, cargo, operations, and air traffic.

Series 2. Bureau of Audits. 1927-1932.

2 lin. in. (5 volumes).

Arranged chronologically.

Included are certain statements from various departments of the City government which were examined for the purpose of an audit.

Series 3. Free Public Bath Commission. 1900-1954.

1.5 lin. in. (3 folders).

Arranged chronologically.

Statistical reports of the operation of the Commission with pictures. This series is missing the reports from 1920-1939, 1941-1949, and 1951.

Series 4. Burnt District Commission. 1904-1906.

.5 Lin. in. (6 volumes).

These reports of years 1904 through 1906 give summations and statistical accounts of yearly and semi-yearly activities of the Burnt District Commission.

see oversize drawer 96

Series 5. Inspector of Buildings. ¹⁸⁷²⁻¹⁹¹³ ~~1901.~~

.25 lin. in. (1 volume).

This report shows the work done by this agency in the form of a summary and tables, illustrating permits, inspection and repairs to the City.

Series 6. Charter Revision Commission. 1898-1964

4.25 lin. in. (20 volumes).

Arranged chronologically.

Included are reports of the Commission's activities, along with drafts of proposed amendments and revisions and Public Local Laws. There is also a Report of Hearings on Proportional Representation conducted by the Advisory Committee of the Charter Revision Commission (1944). This series is missing years 1899, 1901-09. 1911-14, 1916-17, 1919-26, 1928-33, 1935-37, 1939-43, 1945, 1947-48, 1950-63.

Series 7. Citizen's Relief Committee. 1904.

.25 lin. in. (1 item).

This is the report of the committee that was appointed due to the Great Baltimore Fire (February 7 and 8, 1904). It lists members of the committee along with an itemized summary of their achievements. For related material see RG17, records of the Burnt District Commission (1904-1907).

Series 8. City Collector. ^{1858,} 1865-1933.

2 lin. in. (2 folders).

Arranged chronologically.

The City Collector's report provides a summary of activities as well as a comparison of monies collected from year to year. The series is missing reports for the years ~~1869~~, ~~1871~~, ^{1902, 1906-08} ~~1876~~, ~~1889~~, ~~1896~~, ¹⁹¹⁹ ~~1900~~-1922, and 1925-1928.

Series 9. City Commissioner. 1866-1899.

.6 lin. in. (12 volumes).

Arranged chronologically.

The Commissioners reports include a summary of the improvements made by this department along with tables illustrating financial matters concerning the city. This series only includes reports for 1866-67, ^{1869, 1871, 1873} 1872, 1874-~~79~~, and ~~1882~~-1899.

Series 10. Comptroller. ^{1858, 1869-1959} ~~1902-1959~~.

4.5 lin. in.

Arranged chronologically.

Detailed reports of the receipts, appropriations, expenditures, assets and liabilities of the city of Baltimore.

This series does not include the years ^{1902, 6 08} 1904-1914, ~~1917~~, 1919-20, 1923-1949, and 1951-1958.

Series 11. Chief Engineer of the Electrical Commission. 1898-1914.

2 lin. in. (1 volume)

Arranged chronologically.

These are the reports made by the commission's chief engineer starting with the organization of the commission (1898). They summarize the commission's activities and accomplishments, providing tables and maps. *see oversize drawer 23 + 68*

Series 12. City Engineer. 1888-~~1915~~ 1915.

2 lin. in. (5 volumes).

Arranged chronologically.

A detailed report of street improvements and funds used by the department. Charts are provided. This series only contains reports for the years 1888 and ¹⁹⁰⁰~~1900~~-05, 1909-1915

Series 13. Financial Reports. 1869, 1933-1962, 1981-84.

1 cu. ft. (52 volumes).

Arranged chronologically.

These are the annual reports given by the Commissioners of Finance to show the financial conditions of the city. Included are summaries of the Commissioner's operations and various financial statements. Missing from this series are the years 1935-46, 1951, 1954, 1958-59, and 1963-1980.

City of Baltimore Budget in Brief, Fiscal '85
" " *Operating + Capital Plan*
" " *Personnel Detail*
" " *Fiscal 1982 Budget in Brief*

This series also includes the Department of Finance -
Bureau of Accounting Operations, Monthly Financial Statements:

Fiscal Year ending June 31, 1981
as of April 30-December 31, 1981 (9 items)

Fiscal Year ending June 30, 1982
as of January 31-December 31, 1982 (12 items)

Fiscal Year ending June 30, 1983
as of January 31-December 31, 1983 (12 items)

Fiscal Year ending June 30, 1984
as of January 31-June 30, 1984 (6 items)

*
See
preceding
page
for
listing

Series 14. Fire Inspector and Commissioners. 1860-1961.

1.5 cu. ft. (2 boxes)

Arranged chronologically.

The Fire Inspector's reports outline his operations over the given year with tables illustrating the number of fires, alarms of fires, and their causes. The reports of the Board of Fire Commissioners summarize the workings of the Fire Department with tables, ordinances, and rules and regulations of the Department. Missing from this series are the 1861, 1863-67, ¹⁹⁰²~~1870~~,

[¹⁹⁰³⁻⁰⁴~~1893-94~~, 1897, 1901-~~02~~], and 1925-60 reports.

see box card which indicates that these years include Board of Fire Commissioners only

Series 15. Inspector of Gas and Illuminating Oils. 1875-1926.

3.5 lin. in. (5 folders).

Arranged chronologically.

These reports show the expenditures and work performed for a given year. This series is missing the reports for ~~1876~~, ~~1900~~, and 1925.

1900 - see Superintendent of Lamps + Lighting
Bound Volume (Library)

Series 16. Grand Jury. 1926-1963.

1.5 cu. ft. (4 boxes).

Arranged chronologically.

Included along with the Grand Jury Reports is a Foreman's Report and tabulations of all the cases brought before the Grand Jury each term. There are also detailed reports of the Jury's five committees which usually include Nuisance and Health Committee, Liquor License Committee, Penitentiary Committee, Hospital Committee, and Juvenile Delinquency Committee. Missing are the years 1943-1946 and 1948-1952.

~~1850-1869~~
Series 17. Health Department. ~~1895-1985~~ ¹⁸⁵⁰⁻¹⁹⁸⁵.

1 cu. ft. (45 volumes).

Arranged chronologically.

Summaries and tables of the work done by the City Health Department. Also included is an organizational chart;

Industrial Hygiene Reports for 1950, 1954, 1957, 1965; the Board of Medical Examiner's Report for 1984-85; and a publication titled *RESEARCH + PLANNING, 1960* ^{3rd} ^{with} ^{2nd} ^{edition}

Administering Health Services in Maryland (1960). The Health Department Reports are missing the years ~~1850-1869, 1911, 1982-1993~~ ^{1850-1869, 1911, 1982-1993} ~~1895-1924, 1961,~~ and 1963-65.

Baltimore City Health Department... the first Thirty-five Annual Reports 1815-1849 (see: Reference library)

~~FOR A COMPLETE~~

~~SEE: RG. 19, S. 11~~

Series 18. Highways Engineer. 1915-1936.

2.25 lin. in. (2 folders).

Summaries and statistical statements outline yearly operations of the Highway Engineer. Included are figures for labor and material expenditures. There is also a letter dated 1930 to the Chief Engineer in reference to suggested recommendations. Years 1918-19, 1921-22, and 1925-35 are missing.

Series 19. Baltimore City Jail. 1958, 1963. 1858, 1869-73, 1875-1905,
1909-1918
.25 lin. in. (2 volumes).

Arranged chronologically.

This is a report of activities and statistical comparisons of the Baltimore City Jail for the years 1951 and 1963.

Series 20. Baltimore City Liquor Board. 1940.

.25 lin. in. (1 folder).

This series contains the annual report for 1940, a statistical review of the Board's efforts over the past year to limit the number of licenses, control already licensed establishments, and regulate the sale to minors. The restaurant question and Sunday sale are also issues which are addressed.

see office 1858, 1869-97, 1899, 1901-03, 1909,
Series 21. Mayor's Messages. 1917-1965, 1971, 1976.
11

3 lin. in. (4 folders).

Arranged chronologically.

This series is the Mayor's report to the City Council concerning the city's activities and the condition of its finances. Statistical charts are included. Years 1917, 1928-29, 1931-42, and 1949-62 are missing.

1858,
Series 22. Park Commission. 1861-1964.

.45 cu. ft. (8 folders).

Arranged chronologically.

Reports of the Park Commission concerning annual activities. Included are descriptions of improvements, financial statements and expenditures, visitor statistics and property inventories. Annual reports are missing for years 1863, 1865, 1868, ~~1870-74~~, ~~1892-93~~, 1897, ~~1912~~, ~~1915-17~~, ~~1919~~, and ~~1963~~.

see oversized drawer 96

1913, 14, 1958, 1960-62

Series 23. Paving Commission. 1911-1924.

1.5 lin. in. (3 folders).

Arranged chronologically.

Reports of Paving Commission concerning annual activities. Reports include financial statements and expenditures, contracts, maps of pavements laid, personnel lists, tables of material dimensions, and photographs. Annual report is missing for year 1919.

See oversized drawer 23

Series 24. Central Payroll Bureau. 1926-1938.

2.25 lin. in. (3 volumes).

Arranged chronologically.

The reports generated from this bureau include the years 1926, 1934, and 1938 only. They provide statements of the bureau's activities over these three years along with accomplishments and pertinent forms.

Series 25. City Plan Commission. 1940-1946.

.1 lin. in. (2 folders).

Arranged chronologically.

Included in this series is a summary of present and proposed physical facilities, providing maps (1942); the master plan status (1946); and Rules of the Commission for Land Subdivision (1940). *See oversize drawer 23*

Series 26. Police Commissioner. 1868-1964.

.1 cu. ft. (57 volumes).

Arranged chronologically.

Annual charts and statements listing statistical data on organizational and interworkings of a police department. Year 1920-21, 1930, 1934, 1940-42, 1948, and 1956-1963 are missing.

Series 27. Department of Public Works. 1936-1963.

9.5 lin. in. (8 volumes).

Arranged chronologically.

These annual reports record statistical information pertaining to Public Works operations. Some photographs supplement information. Years 1940-1958 and 1960 are missing.

see oversize drawer 23

Series 28. Central Purchasing Bureau. 1928-1935.

.25 lin. in. (1 folder).

Arranged chronologically.

These are reports of all purchases made by department heads through the Central Purchasing Bureau. Not included in this series are the reports for 1929, 1930, and 1931.

Series 29. City Register. 1863-1924. 1858

8 lin. in. (7 folders).

Arranged chronologically.

The City Register's report contains various financial statements outlining the condition of the Treasury at the close of each year, and estimating receipts and expenditures for the next year.

* Series 31 A. Commissioners of Public
Schools 1846, 1852, 1867-71, 1873-89, 1895-1919
.25 lin. in. (1 item)

Reports of the Commissioners of the
Public Schools on activities of schools
and faculty members. Years missing
are 1906-1908.

Series 30. Employee's Retirement System. 1923-1952.

Arranged chronologically.

These reports include balance sheets, summaries and tables illustrating the financial condition of the system. Reports are missing for the years 1924-1928, 1942-43.

Series 31. Salary and Wage Scale. 1941-1962.

1 lin. in. (2 folders).

Arranged chronologically.

Listings of occupational classifications and statisticals determining salary policies. Missing are years 1942-45, 1947, 1950, 1952, 1955 and 1956.



Series 32. Sewerage Commission. 1862-1939.

10 lin. in. (6 volumes).

Arranged chronologically.

A series of reports containing statistical data, maps, and photographs pertinent to the Sewerage Commissions yearly operations. Included is a sewerage system report prepared in 1939.

See oversize drawer 23 + 96

Series 33. State's Attorney. 1931-1963.

.25 lin. in. (1 folder).

Arranged chronologically.

Annual reports of statistics and important case summaries. Years missing are 1933-53 and 1956-61.

Series 34. Commissioner for Opening Streets. 18⁶⁹~~70~~-1946.

3 lin. in. (5 folders).

Arranged chronologically.

Reports of the operations of this department for the given years 1871-76, 1881-82, 1884, 1886-90, 1895-96, 1898-1900, 1903-05, 1907, and 1929-30. *See oversize drawer 23*

Series 35. Supreme Bench. 1938-1964.

1.5 lin. in. (4 folders).

Arranged chronologically.

Reports of information relevant to People's Court (1938), Juvenile Causes Court (1944-1959, 1963) and Probation Department (1958, 1961, 1963-64).

Series 36. Tax Commission. 18¹⁸⁸¹~~80~~-1958.

1.25 lin. in. (3 folders).

Arranged chronologically.

Summaries of Tax Commissions activities. Included also are statistical annual reports of the Bureau of Assessment and Appeal Tax Court. Tax Commission includes years ¹⁸⁸¹1885, 1908, 1939, 1945, 1958. The Bureau of Assessment is missing 1941's report and Appeal Tax Court is missing reports for 1927, 1932, 1934, 1941 and 1942.

Series 37. Traffic and Transit Department. 1923-1963.

1 lin. in. (2 folders).

Arranged chronologically.

Reports of yearly functions of the Department of Traffic and Transit. Provided are statistical information and lists. Years included are 1923, 1950, 1955, 1957, and 1960-63.

Series 38. Water Department. 1854-1934.

1 cu. ft. (44 volumes).

Arranged chronologically.

Various annual report summations of the Water Department's operations. Statistical statements and lists are included. Series missing years 1856-62, 1874-79, 1896, 1901-02, 1904-10, 1913, and 1919-23.

Series 39. Public Welfare. 1944-1964.

1.5 lin. in. (2 folders).

Arranged chronologically.

Summaries of programs concerning the annual operations of the Department of Public Welfare. Included are various statistical charts. Reports missing include years 1945-46, 1948-50, 1952, 1960-61, and 1963.

Series 40. Board of Zoning Appeals. 1925.

.25 lin. in. (1 ~~fold~~er).

This series contains the Second Annual Report of the Board. The report gives a brief history of the Board and the Zoning Commission of 1921, along with statistical charts, maps, and information relating to the boards activities over the past year.

RG 69



COMMUNITY COLLEGE OF BALTIMORE

Series 1. President's Administrative Files

- A. Bard Administrative Files. 1955-71
 11.8 cu. ft. (26 boxes)
 Arranged by subject

Dr. Harry Bard was the first President of the Baltimore Junior College (later Community College of Baltimore). Born in 1907 he grew up in east Baltimore, and attended City College. Dr. Bard received his B.S. from Johns Hopkins University and his M.A. from Columbia University. He later went on to earn his Ed.D. from the University of Maryland and L.L.D. from Morgan College, now known as Morgan State College.

He began his career with the Baltimore City School System as a history teacher at Hamilton Jr. High School. Dr. Bard progressed through the school system, holding positions such as Head of History Department, Forest Park High School, Supervisor of History Curriculum, Director of Curriculum Bureau, and Director of Instructional Services for the Baltimore Department of Education. In October of 1959, Dr. Bard was appointed Dean of Baltimore Junior College filling Dr. Paul Johnson's post.

Dr. Bard went on to increase the reputation of the college by his active participation in city, state, and national politics involving BJC in nationwide growth of Jr. Colleges. His membership and chairmanship on several committees including the Baltimore City Councilmanic Redistricting and Maryland Constitutional Convention earned for him a prominent place in

Dr. Harry Bard died on 10 October 1976 while still in office. His major accomplishments were the campus constructed at Liberty Heights Avenue in the early sixties and the Inner Harbor campus completed just before his death.

Dr. Bard's files contain a variety of correspondence with various members of the college faculty and Board of Trustees, as well as, letters to fellow committee members and legislators both state and federal. The majority of correspondence is concentrated between 1961 and 1967. Subjects range widely from housekeeping memos involving the College's physical plant to Dr. Bard's work supporting the United Nations. A good deal of material can be found involving Dr. Bard's work on the 1967 Councilmanic Redistricting and 1969 Maryland Constitutional Convention.

Some of the more interesting letters include a "Thank you" note to Pinchas Zuckerman, a letter from Sen. Lyndon Johnson to Paul Johnson, Dr. Bard's predecessor, and a letter from Dean Rusk to Jack Nichols involving the Maryland Assoc. of Jr. Colleges. Also included are minutes to department and committee meetings, student and faculty bulletins, and newspaper clippings dealing with BJC and Baltimore in general.

Series 1, President's Administrative Files.

B. Cortada Administrative Files. 1971-1982
5 cu. ft. (11 boxes)
Arranged by subject

Dr. Rafael Cortada was appointed the second president of the Community College of Baltimore. Following the death of Dr. Harry Bard in 1976, an interim president, Dr. William Hammond, was appointed while a search was conducted for Bard's successor. Cortada served as President from 1977 to 1982.

Born in 1939, Dr. Cortada attended Fordham and Columbia Universities. While serving as a desk officer at the State Department, from 1966 to 1969, he earned his PhD at Fordham. In 1974, Dr. Cortada began his career as a community college president in Minneapolis. He left Baltimore in 1982 to become president of a community college in California.

Dr. Cortada's main accomplishments at CCB were dealing with severe cuts in state and federal aid, improving the College's physical plant, and arranging the creation of a College day-care center. During the late '70s, CCB experienced the same deep cuts in education spending and declining enrollment as other community colleges across the nation. The College also needed to renovate its physical plant, as deteriorating facilities were beginning to tarnish its good image. and in 1979 the federal government raised requirements for handicapped access to public institutions. Although Dr. Cortada strongly supported this change, it strained the College's already overburdened resources. By cutting administrative and overhead costs and finding alternative sources of funding, Dr.

Cortada was able to maintain enrollment and fund the much-needed repairs. He was also able to open a day-care center for children of students, fulfilling a long-term goal of the College dating back to the Bard administration.

During the Cortada administration, the Community College of Baltimore made a special effort to become a resource for city employees, the elderly, prisoners, and others who would normally not have gone on to college.

Cortada, like his predecessor, was quite active in community affairs. This is reflected in his files, the bulk of which cover the years 1977-1982, and contain a great deal of correspondence with city and state officials, as well as members of Congress. Throughout his term as President he continued to maintain his international ties, especially with UNESCO. He also wrote and gave talks on a wide variety of subjects. His papers include these articles and talks from 1971 to 1982.

Dr. Cortada's files also include correspondence with faculty as well as letters of support for several education bills. Many of the papers document the College's interaction with national junior and community college associations, particularly concerning the budgetary crisis. Finally, a number of files are concerned with construction of the new day care center.

A container listing is available at the Archives.

Series 2. Photographs. 1964
 ¼ lin. in. (9 items)
 Arranged by subject.

Black and white photographs of students at the Mercy
Hospital School of Nursing and Operation Collegiate Horizons.

These materials have been removed to the Photographic
Collection. There is a file folder listing available, and they are
included in the index to the Photographic Collection as well.

Series 3. Board of Trustees Meeting Minutes

1961-~~1987~~ **PRESENT**
5.40 cu. ft.
Arranged chronologically

The meeting minutes of the Community College of Baltimore's Board of Trustees from 1961 to the present. There are a few meeting minutes from 1961 to December 1968, but the majority are found within the Board of School Commissioners Minutes, Baltimore Junior College (RG 31 S1A).

A list of Board members present at each meeting is given. Topics discussed are general recommendations, personnel items, progress reports, curriculum, student enrollment and activities, funding budgets, technical reports, planning goals, reports to the Maryland State Board for Higher Education, test results, programs, and other pertinent information.

see also RG. 31 S. 15.

RG.70 CITY FAIR
1970-1986

City Fair

RG 70

City Fair

The City Fair is Baltimore's annual event to celebrate neighborhood comradery and enthusiasm for city living. The idea began when Robt. C. Embry, Jr., Commissioner of the Department of Housing and Community Development was approached by Stanley Panitz. He wanted suggestions as to how he might promote townhouses he had built in Bolton Hill. Embry referred Panitz to Hope Quackenbush and Sandra Hillman, who were public relations aids in HCD. A decision was reached to not only promote the townhouses in Bolton Hill, but Harlem Park Community, since HCD had invested millions of dollars in urban renewal funds there. Although these communities were initially unreceptive, further collaboration produced an acceptable idea. Thus originated the City Fair as an urban equivalent to its successful counterpart . . . the County Fair. Neighborhood leaders assembled to formulate plans. To cover the problem of overhead expenses, each participating neighborhood was required to pay a deposit of \$200 which was not refundable should the fair be unsuccessful. However neighborhoods would be permitted to keep the proceeds generated from any booth sales. These funds would be a source of revenue for neighborhood improvements.

Since the City Fair had no precedent of operation, its officers began on a shoestring, using whatever was available. The first office became the then vacant Benson furniture building at Charles and Franklin Streets. Office equipment was the cast-off desks from the

city school system. As the News American reported "George Piendak, the City's budget director, who was also the fair's first treasurer, inherited his volunteer job by walking into the City Fair office to inquire what was happening there."

Although an atmosphere of informality existed, considerable time and effort including money were donated. Monies from ticket admissions helped defray operating costs.

The City Fair proved to be a phenomenal success in drawing large crowds of otherwise apprehensive Marylanders to the downtown area. Even competitive city bureaucracies joined in civic cooperation. This attitude continues to prevail as the standard for today's City Fair.

Series 1. General Files 1970-1986
 1 cu. ft. (2 boxes)
 Arranged alphabetically by subject

 This series consists of material relating to the organization and operation of a City Fair. The bulk of information centers around topics concerning administrative, financial, planning, advertising and the internal functions of a City Fair. Also included are newspaper clippings covering years 1970 to 1985, various brochures, sample schedules, contracts, agreements, and numerous other correspondence, notes and lists. Of special interest is a copy of "Your Guide To Baltimore's Neighborhoods."

 A file folder listing is available at the Baltimore City Archives.

RG 71 Easter Sunrise Service
1930-1971

Easter Sunrise Service

RG 71 Easter Sunrise Service

The annual Easter Sunrise Service began in 1929 in Druid Hill Park. In 1935 the service was moved to Memorial Stadium where it ~~was~~ continued to be held until its demise. The program was modeled after the Resurrection of Jesus held in the famed Hollywood Bowl in California. The service was intended to firmly impress in the public's mind the resurrection of Christ and His promise of eternal life. It also brought an interdenominational fellowship of churches a cooperative effort of offering all citizens, regardless of race, creed, or social position, the opportunity to worship together. In the beginning attendance was reported to be as high as 35,000. Peak participation occurred during war time. However enthusiasm began to diminish in future years due to lack of interest from young members, money, and competition from other Sunrise Services. The Service was no longer held as of 1971.

Series 1. General Files, 1930-1971
 .45 cu. ft.
 Arranged alphabetically by subject.

The material in this series is a collection of programs, scripts, correspondence, newspaper clippings and assorted ephemera which contributed to a yearly play production for an Easter Sunrise Service. In oversize Box 1A is an album containing numerous newspaper clippings of earlier year performances. Some programs and publicity brochures included. Materials taken from album (scripts, financial reports, etc.) are included in series 1. Pages that were unable to be removed were photocopied to make documents complete.

Series 2. Photographs, 1930-1938
 10 items

Includes photographs depicting earlier performances around the 1930s.
A container list is available.

Series 3. ~~Audio-Visual Tapes~~ *Tape Recordings*, 1968-1970
 2 items

Recorded background accompaniment for Sunrise Service in oversize Box 1A.

RG. 

72

BALTIMORE CITY
Trustees RECORDS

Series 1. Minutes, 1982-1983.
(BCA 2076-2077)

Available on microfilm only. Arranged alphabetically by subject.

Series 2. Plots, 1982-1983.
(BCA 2072-2075)

Drawings for different projects. Arranged numerically. Container list available.

RG. 73

War Memorial Commission

1921 - 1978

The War Memorial was designed as a "place of meeting for all veteran, patriotic and civic organizations, a depository for trophies of wars in which our country has engaged, and a tribute to those citizens of Maryland who gave their lives and services to their country in World War I."

In 1919 the Governor of Maryland and the Mayor of Baltimore appointed a joint building commission. Subsequently they selected an architectural advisor and, through a nationwide architectural competition, a building design which fulfilled the purposes of the memorial. The winning design was that of Baltimore architect Lawrence Hall Fowler.

On November 22, 1921, ground was broken at the southeast corner of Lexington and Gay Streets by Ferdinand Foch, Marshall of France. The cornerstone was laid by Acting Secretary of War, Colonel Dwight F. Davis, the Governor of Maryland, Albert C. Ritchie, and the Mayor of Baltimore, William F. Broening on April 29, 1923. The War Memorial was dedicated on April 5, 1925. The War Memorial was constructed at a cost of \$1,100,000.00, exclusive of the site. Both the state and city governments have always shared the expense of the building and its maintenance. On November 6, 1977, Mayor William Donald Schaefer rededicated the building as a memorial to the Marylanders who gave their lives in all of America's twentieth century wars.

The War Memorial and the Memorial Plaza cover two city blocks, and face City Hall. The large white building with its six columns and broad steps houses a number of offices which serve as administrative headquarters for veterans of the armed forces. In addition, it houses an assembly room that is used by various civic and veteran groups for community meetings and social functions. On the second floor there is a 1000-seat auditorium. The names of all Marylanders who died during World War I are inscribed on the walls, and large shields bear the insignias of many military divisions.

Around the top of the building is inscribed the names of all the counties of Maryland and Baltimore City. On the terrace in front of the building on the west facade, are two sculptured sea horses, the work of Edmond R. Amateis of New York, which represent the "Might of America crossing the seas to aid our allies." Against one of these horses is carved the coat of arms of the State of Maryland surmounted by an osprey representing the Navy; and against the other the coat of arms of the City of Baltimore, surmounted by an eagle representing the army.

The War Memorial Building is supervised by the War Memorial Commission. The Commission is a ten-member group of veterans, five of whom are appointed by the Secretary of General Services with the Governor's approval and the other five of which are appointed by the Mayor of Baltimore.

**Series 1. Correspondence regarding erection of
War Memorial Building
1921-1923**

Correspondence between the Jury of Awards and architects submitting designs for the War Memorial Building. Also included is a program of competition for the selection of an architect. Correspondence between the commission and interested parties and notice of meetings is also included.

On microfilm only (BCA ~~5339~~). 5340

**Series 2. Cornerstone laying ceremony
April, 1923**

Copy of the official invitation, program, list of invited guests and stenographer's record of the exercises. A copy of the Baltimore Municipal Journal highlighting the ceremony is also included.

On microfilm only (BCA ~~5339~~). 5340

**Series 3. Minutes of the War Memorial Commission
1921-1934; 1961-1965; 1971-1978**

Meeting minutes of the War Memorial Commission concerning the operation and activities of the War Memorial Building.

On microfilm only (BCA ~~5339~~). 5340

**Series 4. First Annual Report
31 December 1925**

Report issued by the War Memorial Commission describing its activities for the previous year. There is a financial statement of expenses incurred.

On microfilm only (BCA ~~5339~~). 5340

RG. 74

TRAFFIC COMMISSION of
BALTIMORE CITY

RG.74 TRAFFIC COMMISSION OF BALTIMORE CITY 1951-53

The Traffic Commission of Baltimore City was created as a result of legislation passed by the city council and approved by the mayor on May 23, 1951 (ord. no. 1678). The city council adopted the ordinance after the Board of Estimates, on January 24, 1951, unanimously recommended its passage.

The purpose of this commission was "to provide for the safe and expeditious movement of traffic in Baltimore City, and to protect the safety of the citizens using the streets." The members of the commission consisted of the following: the police commissioner, the director of Public Works, the president of the city council, the Planning Commission chairman, and an outstanding citizen of the city. The chairman of this commission was appointed by the mayor. Each member served for a term of four years and received no compensation for the office.

The Traffic Commission was granted full power and authority to: (1) collect and analyze all physical and economic data needed to measure existing, and to estimate future, street and highway traffic characteristics and needs, including parking needs; (2) conduct engineering analyses of traffic accidents and engineering investigations of traffic conditions; (3) prepare and submit to the mayor an annual report of the progress and operations of the commission; (4) make recommendations to the mayor and city council for the improvement of traffic conditions; (5) determine the design, timing, type, size, and location of all signs, signals, markings, etc. for guiding and regulating vehicular and pedestrian traffic; (6) designate intersections as "STOP" intersections; and (7) approve or disapprove bus stop locations. By this legislation all employees of the Traffic Division of the Baltimore Police Department became permanent employees of the Baltimore Traffic Commission.

The Traffic Commission of Baltimore City was abolished as a result of legislation passed by the city council and approved by the mayor on July 14, 1953 (ord. no. 786). This legislation established the office of Director of Traffic, which assumed all of the duties and responsibilities previously held by the Traffic Commission.

Series 1. Meeting Minutes 1951-53
 .90 cu. ft. (2 boxes)
 Arranged chronologically

Minutes and proceedings of monthly meetings held by the Traffic Commission of Baltimore City. The minutes begin with the first meeting held on July 6, 1951 and continue through the 113th and final meeting held on July 14, 1953. This is a complete run of the meetings.

Series 2. Reports 1951-53
 .45 cu. ft. (1 box)
 Arranged alphabetically by committee

Reports filed by the various committees of the Traffic Commission of Baltimore City.