# Bureau Of Highways
## Executive Division

85

| | Report No. | Titles | Date of Record |
|---|---|---|---|
| 2-23-40 | 1 | (Ordinance and Street Locations) | 1827--. |
| 2-23-40 | 2 | (Agreements held for Contracts) | 1937--. |
| 2-26-40 | 3 | "Press Clippings" | 1933--. |
| 10-31-39 | 4 | (Correspondence) | 1939-- |
| 10-27-39 | 5 | (Streets Improved) | 1920--. |
| 2-26-40 | 6 | (Accounts Collected) "General | 1911-1927 |
| " | " | Ledger of Various Accounts" | inclusive |
| 10-31-39 | 7 | (Albard Index To Correspond- | 1920--. |
| " | " | ence) | " |
| 10-27-39 | 8 | (Charged Accounts) "Ledger | 1912-1927 |
| " | " | of Distribution" | inclusive |
| 10-27-39 | 9 | (Index To Contracts) | 1891--. |
| 10-27-39 | 10 | "Bonds and Agreements" | 1891--. |
| 10-31-39 | 11 | (Correspondence) | 1920--. |
| 10-31-39 | 12 | (Main Card Index) | 1924--. |
| 10-31-39 | 13 | (Personnel of Office) | 1918--. |
| 10-31-39 | 14 | (Correspondence) | 1927--. |
| 11-2-39 | 15 | Minutes of Paving Com- | 1911-1925 |
| " | " | mission) | " |
| 10-31-39 | 16 | "Monthly Estimates of | 1927--. |
| " | " | Payments on Contracts" | " |
| 11-2-39 | 17 | (Assignment of Badges | 1918--. |
| " | " | to Employees) | " |

Washington, and to Headquarters, 3d Corps Area, Baltimore. Filed by subject. (Older records, rarely; current records, daily, official.) 10 x 15 envelopes, 3 ft. 9 in., in 2 drawers of steel filing case. Company Clerk's Office (Bldg. B). (2601)

420. MISCELLANEOUS COMPANY RECORDS, May 1934 to date. Morning reports, duty roster, daily sick reports, payrolls, service record; clothing records, extracts from service records, and document or correspondence file. Filed alphabetically. (Daily, official.) 4 x 8 loose-leaf booklets, 1 ft. 9 in., in field desk. Company Clerk's Office (Bldg. B). (2602)

421. COMPANY COMMANDERS' FILES, May 1936 to date. Check books, council books, and vouchers for each company. Filed by company number. (Daily, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. Adjutant's Office (Bldg. B). (2603)

(Records of First Motor Repair Battalion, Company C, in the Custody of the 53d Heavy Maintenance Regiment)

422. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, daily sick reports, duty rosters, clothing records, extracts from service records, payrolls, and document or correspondence file. This company was organized May 1, 1936 and is now known as Company E, 23d Truck Corps. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2604)

(Records of First Motor Repair Battalion, Company D, in the Custody of the 53d Heavy Maintenance Regiment)

423. MISCELLANEOUS COMPANY RECORDS, 1929 - 1936. Morning reports, daily sick reports, duty rosters, clothing records, extracts from service records, and document or correspondence file. (Seldom, official.) 4 x 8 loose-leaf booklet, 4 ft. 4 in., in foot locker. Company Clerk's Office (Bldg. B). (2605)

(Records of First and Fourth Motor Repair Battalion, Company A, in the Custody of the 53d Heavy Maintenance Regiment)

424. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, duty rosters, sick reports, payrolls, extracts from service records, and document or correspondence file. These are regulation boxes made of heavy wood, with tops securely fastened. Filed alphabetically. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2606)

(Records of First and Fourth Motor Repair Battalion, Company B, in the Custody of the 53d Heavy Maintenance Regiment)

425. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, daily sick reports, duty rosters, payrolls, extracts from service records, document or correspondence file. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2607)

# Bureau Of Highways
## Executive Division

| | Report No. | Title | Date of Record |
|---|---|---|---|
| 11-1-39 | 18 | (Visit Requests For Paving) | 1938-1939 |
| 11-1-39 | 19 | "Roster Absentee Report" | 1937--. |
| 10-1-39 | 20 | (Bureau of Stores Requisition) | 1934-1935. 1939--. |
| 2-27-40 | 21 | (Index Cards of Records | 1900-1928 |
| " | " | sent to Bureau of Archives) | " |
| 11-9-39 | 22 | "Requisitions" | 1934--. |
| 10-3-39 | 23 | (Office Personnel Time Book) | 1931--. |
| 11-3-39 | 24 | "Service Orders" | 1930--. |
| 11-8-39 | 25 | (Service Entry Ticket) | 1920--. |
| 11-7-39 | 26 | (Requests for Temporary | 1920--. |
| " | " | Appointments) | " |
| 11-8-39 | 27 | (Change of Classification | June, 1920--. |
| " | " | of Employee) | " |
| 11-7-39 | 28 | (Employee's Transfer Ticket) | 1920--. |
| 11-7-39 | 29 | (Employees Cut Off Ticket) | 1920--. |
| 11-6-39 | 30 | (Notice of Permanent Lay-off) | 1939--. |
| 11-6-39 | 31 | (Vacation Requests) | 1938--. |
| 11-7-39 | 32 | "Termination of Employment" | 1938--. |
| " | " | (For Physical Reasons) | " |
| 2-29-40 | 33 | "Per Diem Employee's" | 1933--. |
| " | " | (Weekly Report) | " |
| 11-7-39 | 34 | (Departmental Estimates) | 1926--. |

Washington, and to Headquarters, 3d Corps Area, Baltimore. Filed by subject. (Older records, rarely; current records, daily, official.) 10 x 15 envelopes, 3 ft. 9 in., in 2 drawers of steel filing case. Company Clerk's Office (Bldg. B). (2601)

420. MISCELLANEOUS COMPANY RECORDS, May 1934 to date. Morning reports, duty roster, daily sick reports, payrolls, service record, clothing records, extracts from service records, and document or correspondence file. Filed alphabetically. (Daily, official.) 4 x 8 loose-leaf booklets, 1 ft. 9 in., in field desk. Company Clerk's Office (Bldg. B). (2602)

421. COMPANY COMMANDERS' FILES, May 1936 to date. Check books, council books, and vouchers for each company. Filed by company number. (Daily, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. Adjutant's Office (Bldg. B). (2603)

(Records of First Motor Repair Battalion, Company C, in the Custody of the 53d Heavy Maintenance Regiment)

422. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, daily sick reports, duty rosters, clothing records, extracts from service records, payrolls, and document or correspondence file. This company was organized May 1, 1936 and is now known as Company E, 23d Truck Corps. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2604)

(Records of First Motor Repair Battalion, Company D, in the Custody of the 53d Heavy Maintenance Regiment)

423. MISCELLANEOUS COMPANY RECORDS, 1929 - 1936. Morning reports, daily sick reports, duty rosters, clothing records, extracts from service records, and document or correspondence file. (Seldom, official.) 4 x 8 loose-leaf booklet, 4 ft. 4 in., in foot locker. Company Clerk's Office (Bldg. B). (2605)

(Records of First and Fourth Motor Repair Battalion, Company A, in the Custody of the 53d Heavy Maintenance Regiment)

424. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, duty rosters, sick reports, payrolls, extracts from service records, and document or correspondence file. These are regulation boxes made of heavy wood, with tops securely fastened. Filed alphabetically. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2606)

(Records of First and Fourth Motor Repair Battalion, Company B, in the Custody of the 53d Heavy Maintenance Regiment)

425. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, daily sick reports, duty rosters, payrolls, extracts from service records, document or correspondence file. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2607)

# Bureau Of Highways
## Executive Division

| | Report No. | Title | Date of Record |
|---|---|---|---|
| 11-6-39 | 35 | (Copies of Miscellaneous | 1931. |
| " | " | Paid Bills) | " |
| 11-3-39 | 36 | (Money Paid and Retained | 1930--. |
| " | " | On Paving Contracts) | " |
| 11-7-39 | 37 | "Maps of Baltimore City" | 1919. |
| 3-1-40 | 38 | "Maps of Baltimore City" | 1928. |
| 11-9-39 | 39 | "Maps of Baltimore City" | 1926. |
| 3-1-40 | 40 | "Maps of Baltimore City" | 1919. |
| 11-8-39 | 41 | Maps of Baltimore City" | 1919. |
| 11-9-39 | 42 | (Notice of Contracts to be | 1920--. |
| " | " | Awarded) | " |
| 11-9-39 | 43 | (Weekly Reports of Paving | 1939--. |
| " | " | Operations) | " |
| 11-10-39 | 44 | (Preliminary Authority to | 1925--. |
| " | " | Contract) | " |
| 11-10-39 | 45 | (Refund Percentage of | 1928--. |
| " | " | Money Deposited for Paving) | " |
| 11-10-39 | 46 | "City Collector" (Cash | 1918--. |
| " | " | Deposit Slips) | " |
| 11-8-39 | 47 | Congressional Map of | no dates |
| " | " | (Baltimore City) | " |

Washington, and to Headquarters, 3d Corps Area, Baltimore. Filed by subject. (Older records, rarely; current records, daily, official.) 10 x 15 envelopes, 3 ft. 9 in., in 2 drawers of steel filing case. Company Clerk's Office (Bldg. B). (2601)

420. MISCELLANEOUS COMPANY RECORDS, May 1934 to date. Morning reports, duty roster, daily sick reports, payrolls, service record, clothing records, extracts from service records, and document or correspondence file. Filed alphabetically. (Daily, official.) 4 x 8 loose-leaf booklets, 1 ft. 9 in., in field desk. Company Clerk's Office (Bldg. B). (2602)

421. COMPANY COMMANDERS' FILES, May 1936 to date. Check books, council books, and vouchers for each company. Filed by company number. (Daily, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. Adjutant's Office (Bldg. B). (2603)

(Records of First Motor Repair Battalion, Company C, in the Custody of the 53d Heavy Maintenance Regiment)

422. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, daily sick reports, duty rosters, clothing records, extracts from service records, payrolls, and document or correspondence file. This company was organized May 1, 1936 and is now known as Company E, 23d Truck Corps. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2604)

(Records of First Motor Repair Battalion, Company D, in the Custody of the 53d Heavy Maintenance Regiment)

423. MISCELLANEOUS COMPANY RECORDS, 1929 - 1936. Morning reports, daily sick reports, duty rosters, clothing records, extracts from service records, and document or correspondence file. (Seldom, official.) 4 x 8 loose-leaf booklet, 4 ft. 4 in., in foot locker. Company Clerk's Office (Bldg. B). (2605)

(Records of First and Fourth Motor Repair Battalion, Company A, in the Custody of the 53d Heavy Maintenance Regiment)

424. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, duty rosters, sick reports, payrolls, extracts from service records, and document or correspondence file. These are regulation boxes made of heavy wood, with tops securely fastened. Filed alphabetically. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2606)

(Records of First and Fourth Motor Repair Battalion, Company B, in the Custody of the 53d Heavy Maintenance Regiment)

425. MISCELLANEOUS COMPANY RECORDS, 1920 - 1936. Morning reports, daily sick reports, duty rosters, payrolls, extracts from service records, document or correspondence file. (Seldom, official.) 4 x 8 loose-leaf booklets, 6 ft. 8 in., in wooden box. Company Clerk's Office (Bldg. B). (2607)

# Bureau Of Highways
## Executive Division

| | Report No. | Title | Date of Record |
|---|---|---|---|
| 11-8-39 | 48 | "Councilmanic Maps of Baltimore | no dates |
| " | " | City" | " |
| 11-10-39 | 49 | "Weekly & Semi monthly | 1903--. |
| " | " | Pay Rolls" | " |
| 11-9-39 | 50 | "Maps of Baltimore City" | no dates |
| 11-1-39 | 51 | (LABORERS INDEX TIME RECORDS) | 1918--. |

# THE CIVIL SERVICE COMMISSION

## INTRODUCTION

The United States Civil Service Commission was created by an act of the Congress approved January 16, 1883.[1] Its main work has been the certification of persons eligible to appointment to the Federal civil service, and it has also had supplementary duties concerned with retirement and personnel classification activities.

The Commission has divided the country into thirteen districts, each with its own headquarters. Maryland is in District No. 4, which likewise comprises the states of Virginia, West Virginia, and North Carolina, and the District of Columbia.

The offices maintained in Maryland by the Civil Service Commission do nothing but dispense information and conduct examinations. The main examining offices are in Baltimore, Cumberland, Easton, Hagerstown, and Salisbury. Other offices exist mainly for disseminating information about civil service examinations. In practically all instances the offices are located in local post office buildings, and each is under the administrative supervision of the main office of District No. 4, in Washington.

Most of the Commission's representatives in Maryland are not full-time employees, but have been detailed from other branches of Federal service (e.g., the postal service) and perform the Commission's duties without additional compensation. Recently the unprecedented number of applications for examinations has much increased the work of the local offices.

## ABERDEEN

### LOCAL BOARD OF EXAMINERS

Odd Fellows Lodge, Philadelphia Rd. and Belair Ave.

This office was established in 1919. All records are sent to District No. 4 Headquarters, Washington.

---

1 22 Stat. L. 403.

14a J-JB-
WOK-JW 10/27/39

Revised

WALL (Worker's full name) 2/23/40 (Date) #1 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING. ROOM 303-304.
(Name of building, room number, street address)

1. Title (ORDINANCE AND STREET LOCATIONS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1827.--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5- FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF CARDS PERTAINING TO ORDINANCES PASSED BY THE CITY COUNCIL, GRANTS AND PERMITS ISSUED TO UTILITIES CORPORATIONS, FOR THE PURPOSE OF LAYING TRACKS AND PAVING STREETS. THEY SHOW THE NAME OF STREETS FROM STREET TO STREET, NAME OF UTILITY COMPANY SEEKING FRANCHISE, ORDINANCE NUMBER AND DATE ORDINANCE WAS PASSED. ALSO SHOWS STREETS THAT HAVE BEEN
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

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6. Contents--continued PAVED, GIVING NAME OF STREETS, ALSO SHOWS INDEX NUMBER AND CONTRACTORS NUMBER.

7. Arrangement ALPHABETICALLY - BY NAME OF STREETS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing CARD INDEX.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PRINTED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER- 4"X 5½"X 15" SIZE OF CARDS 3"X 5" APPROX 5000 CARDS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN CABINET, ON TOP OF CABINET FILE, 5 FILE DRAWERS EAST SIDE ROOM 303 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, sholf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD, PRIOR RECORDS FILED IN VAULT 3RD FLOOR, MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

_____
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER # 1.5

ADDENDA EXECUTIVE DIVISION BEU. OF HIGHWAYS

| | | | |
|---|---|---|---|
| 1 | FILE DRAWER | LABELED | STREET RAILWAYS - STEAM R.R. |
| 1 | " | " | STREET RAILWAYS |
| 1 | " | " | COMPLETED STREETS A.- L. |
| 1 | " | " | COMPLETED STREETS M.- Z. |
| 1 | " | " | STREETS SELECTED FOR IMPROVEMENT |

HAT-WHL-JB-WO'K-
TW. 10/27/39

Revised

WALL 2/23/40 #2
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of ageney or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION
(Offiee of custody) (Offiee which made the reeord, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 303-304.
(Name of building, room number, street address)

1. Title (AGREEMENTS HELD FOR CONTRACTS)
(Give present full title in quotes; assigned title, if any, in braekets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1937 TO DATE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1937 AND 1938 AGREEMENTS.
(Explain fully; years; numbers; letters; number of reeords so labeled)

5. Discontinued and missing records NONE.
(If record diseontinued, give reason and state whether same information shown in another record. Explain why rcords are missing, if possible)

6. Contents RECORD CONSIST OF CORRESPONDENCE ESTIMATE SHEETS AND BLUE PRINTS PERTAINING TO CONTRACTS TO BE AWARDED. RECORDS SHOWS CORRESPONDENCE TO AND FROM CITY SOLICITOR AND EXECUTIVE DIVISION OF BUREAU OF HIGHWAYS. ESTIMATE SHEETS SHOW ESTIMATE NO. SHEET NO. APPROX. ESTIMATE OF PAVING COST STATUS ORDINANCE NO., SPECIAL AGREEMENT, PAVING TAX. THEY ALSO SHOW NAME OF STREET TO BE PAVED FROM
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making reeord, their headings, ete. If a very general or miseellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are deseribed by other Forms 12-13HR, such Forms should be filled out and attached)

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6. Contents--continued STREET TO STREET; MATERIAL, AS CONCRETE, AND DEPTH, LENGTH AND WIDTH, AS TO SIZE OF AERA TO BE PAVED. BODY OF FORM SHOWS KIND OF MATERIAL TO BE USED FOR THE NO. OF SQ. YDS. AT PRICE PER SQ. YD. AND TOTAL AMOUNT FOR NO. OF SQ. YDS. TO BE PAVED.

7. Arrangement CHRONOLOGICALLY BY DATE OF AGREEMENT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 3½" X 10" X 17"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 FILE DRAWERS IN CABINET EAST SIDE ROOM 303 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

NaJ-WHL-JB-
WOK-JW. 10/26/39

Revised

WALL (Worker's full name) 2/26/40 (Date) #3 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS-EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING. ROOM 303.
(Name of building, room number, street address)

1. Title "PRESS CLIPPINGS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1933--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 LEDGERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF PHOTOGRAPHS AND NEWS PAPER ARTICLES RELATIVE TO CONDITION OF STREETS, HOUSES, BRIDGES; ALSO COMMENT ON VARIOUS PROJECTS SUCH AS BRIDGES HIGHWAYS, AIRPORT SEWER AND WATER LINES.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

X7

6. Contents--continued

7. Arrangement Chron. by date of clipping.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing Indexed alpha. by subject in front of volumes
(Self-contained--describe what it shows. If separate, fill out a form for it, giving page number.
and place cross reference here to that form by title and identification number)

9. Writing NEWS PRINTS IN BALTIMORE PAPERS (SEE ADDENDA)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LEDGER 13"X 16"X 3" APPROX 450 PAGES TO EACH LEDGER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 LEDGERS ON TOP OF FILE CABINET EAST SIDE OF ROOM 303.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD - NO PRIOR RECORD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Addenda sheet

WPA Form 12-13HR
Report #3

# "Press Clippings"

3 Volumes labeled as follows.

Press Clippings Jan. 1, 1933 to Nov. 20, 1935
Press Clippings Nov. 20, 1935 to Feb. 28, 1939
Press Clippings Feb. 28, 1939 to ———

*7

official.) 4 x 8 loose-leaf books, 2 ft. 4 in., in drawer of steel filing case. Orderly Room (Bldg. FF). (507)

1372. PERSONNEL FILE, 1923 to date. File 201, personal correspondence on enlisted men of this detachment; also requests for permission to marry, own an automobile, or live on the post, etc. Filed alphabetically. (Older records, rarely; current records, daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of steel filing case. Orderly Room (Bldg. FF). (505)

1373. CONFIDENTIAL FILE, 1929 to date. Discharge, check books, council books, and restricted papers. (Occasionally, official.) 4 x 9 and 8 x 11 bundles, 4 in., in steel safe. Orderly Room (Bldg. FF). (505)

1374. DETACHMENT FUND VOUCHERS, 1930 to date. Used for subscriptions of magazines, post exchange dividend paper, statement of accounts of commissary, newspaper bill, etc. Filed chronologically. (Frequently, official.) 10 x 15 folders, 1 ft. 2 in., in 2 drawers of wooden filing case. Orderly Room (Bldg. FF). (508)

1375. MISCELLANEOUS COMPANY RECORDS, 1930 to date. Morning and sick reports, duty rosters, clothing records, service records, extracts from service records relating to men transferred or discharged from the service; also a document file with correspondence. Filed chronologically. (Older records, rarely; current records, daily, official.) 4 x 8 loose-leaf books, 5 ft. 7½ in., in 2 field desks. Orderly Room (Bldg. FF). (509)

1376. GENERAL FILE, 1932 to date. Reports of changes of personnel, miscellaneous donations, efficiency reports, payrolls of company, clothing allotment data, weekly general reports, soldiers' deposits, general and special orders, training memoranda, etc. Filed according to the War Department Correspondence File. (Older records, rarely; current records, daily, official.) 10 x 15 folders, 5 ft. 10 in., in 3 drawers of wooden filing case. Orderly Room (Bldg. FF). (504)

1377. MESS STATEMENTS AND ACCOUNTS, 1934 to date. QMC Form 86. Number of men rationed, total value of rations for day, day's income from boarders or other sources, purchases from commissary, and certification of mess sergeant. Filed chronologically. (Daily, official.) 10 x 12 envelopes, 3 in., in drawer of steel filing case. Orderly Room (Bldg. FF). (506)

## Quartermaster Corps Detachment

1378. GENERAL CORRESPONDENCE FILE, 1917 to date, incomplete. Records show expenditures, contracts, complaints, protests of contractors, and financial data. As contracts are filled they are removed from files and destroyed. Filed according to the War Department Correspondence File. (Older records, rarely; current records, daily, official.) 10 x 15 folders,

H.A.T-W.H.L-J.B.-W.O'K. 10/31/39. #4
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-303-304 MUNICIPAL BDG.
(Name of building, room number, street address)

1. Title (CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939- -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4-DRAWER, CARD INDEX FILE CABINET.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE-ADDENDA-ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORDS CONSISTS OF CARD INDEX USED AS A CROSS REFERENCE TO FILE OF CORRESPONDENCE. RECORDS SHOWS NAME OF STREET, PROPERTY OWNER'S NAME, DATE OF NOTIFYING PROPERTY OWNER, NAME OF PROPERTY MAKING COMPLAINT. THE DATE OF NOTIFYING FOOTWAY DIVISION CHIEF. ALSO, REMARKS AS TO NOTICE HELD OR RETURNED BY FOOTWAY CHIEF.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS IS A CARD INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE-WRITTEN ON RULED CARD. 3"X5" APPROX. 4000.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 4"X5¼"X15" SIZE OF CARD 3"X5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 4000 CARDS

11. Location by dates and quantities 4 FILE DRAWERS ON FLAT-TOP DESK ROOM, 303 EAST SIDE OF MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS & EQUIPMENT GOOD PRIOR RECORDS IN VAULT.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

(SPECIAL NOTICE)

THESE CARD ARE DESTROYED AT THE COMPLETION OF WORK.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SER. # 4

(ADDENDA)-(ROOM-303-304)-(MUNICIPAL BLDG.)
EXECUTIVE-DIVISION-BUREAU-OF-HIGHWAYS.

| | | |
|---|---|---|
| 1 | FILE. | DRAWER LABELED TO BE FILED. |
| 2 | " 'S. | " " CORRESPONDENCE RETURNED. |
| 1 | " . | " NO LABELING. |

Total $.....

Received payment in full

JB-HAT-WHL-TW-WOR- 10-27-39- #5
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND-

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG- ROOM 303-304
(Name of building, room number, street address)

1. Title (STREETS IMPROVED)
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 LEDGERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA-
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD PERTAINS TO IMPROVED STREETS,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
THE COST OF WHICH IS BORNE, BY THE STATE ROADS COMMISSION, + THE MUNICIPAL GOV'T. IN OTHER CASES COST OF PAVING, IS BORNE, BY DEVELOPMENT COMPANYS + THE MUNICIPAL GOV'T, ON A 50-50 BASIS. IN SOME CASES THE WHOLE COST OF CONTRACT IS PAID BY CITY. RECORD SHOWS NAMES OF STREETS TO BE PAVED, FROM STREET TO STREET. DATE SELECTED FOR PAVING, DATE MATERIAL SELECTED, APPROX- LENGTH

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued OF PAVING, DATE CITY ACQUIRED TITLE, DATE SENT TO PUBLIC IMPROVEMENT COMMISSION, DATE APPROVED BY COMMISSION, DATE ADVERTISED FOR UTILITIES, DATE DEPTS. + CORPORATIONS NOTIFIED, DATE PLANS APPROVED - DATE PLANS SENT TO DEPTS. + CORPORATIONS - CONTRACT NO - { SEE ITEM 12

7. Arrangement CHRONOLOGICALLY BY DATE OF ENTRY -
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED LEDGER PAGE -
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF 3 LEDGERS 15" x 20" x 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " 1 " 13" x 16 1/2" x 1 1/4"
APPROX 500 PAGES.

11. Location by dates and quantities ON TOP FILE CABINET EAST SIDE ROOM 303 -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
1 LEDGER - JANY 1920 - DEC. 1926
1 " - 1922 — 1927 AND 1 LEDGER 1923 - 1939 -
ON TOP DESK NORTH SIDE ROOM 306 - 1 LEDGER APL. 1928 - JULY 1939 -

12. Other information RECORDS + EQUIPMENT GOOD -
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT -
3rd FLOOR - MUNICIPAL BLDG -

FROM - ITEM 6 -

DATE CONTRACT ADVERTISED, DATE BIDS OPENED, DATE CONTRACT AWARD, DATE SPECIAL NOTICE TO RWYS., DATE SCHEDULED FOR COMMENCEMENT DATE COMPLETED, DATE CITY SURVEYOR ESTABLISHED GRADE, DATE REPORTED TO APPEAL TAX COURT, DATE APPROVED BY CITY PLAN COMMITTEE, DATE AGREEMENT EXECUTED, DATE DEPTS. NOTIFIED, DATE

~~13. (For use in Florida.) Early imprints~~ DEPOSIT MADE, DATE BALANCE
~~(Author)~~ ~~(Publisher)~~
ADJUSTED, DATE CITY SOLICITOR NOTIFIED OF COMPLETION.
~~(Place of publication)~~ ~~(Date of publication)~~

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SERIAL #5

ADDENDA - EXECUTIVE DIVN - BUREAU OF HIGHWAYS -

| | | | |
|---|---|---|---|
| 1 | LEDGER | LABELED - | STREET PAVING SCHEDULE |
| 1 | " | " | FROM NOV. 1920 - TO - OCT. 1926. |
| 1 | " | | NO LABELING |
| 1 | " | | NO LABELING |

NaJ-gB-WOK-
JW. 10/27/39

Revised

WALL 2/26/40 #6
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS. EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING. ROOM 303
(Name of building, room number, street address)

1. Title (ACCOUNTS COLLECTED) "General Ledger of Various Accounts"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1911 TO 1927 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BOUND LEDGER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling GENERAL LEDGER OF VARIOUS ACCOUNTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records DISCONTINUED SINCE 1927.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSIST OF VARIOUS ACCOUNTS. COLLECTED AMOUNTS, AND DATES OF COLLECTION, AND ACCOUNTS, TO BE CREDITED, COLLECTED BY MUNICIPAL GOV. RECORD SHOWS COMPTROLLERS ACCTS., CASH ACCTS, ADMINISTRATIVE SALARIES, CONSTRUCTION SALARIES, EXPENSE ACCTS., INCIDENTALS, IMPROVED PAVING, TESTING MATERIAL, INT. ON SPECIAL PAVING TAX NOTES, BALANCE OF ADMITTED LIABILITY OF UTILITY CO., CAPITALIZATION SPECIAL PAVING TAX, UNEXPECTED BALANCES, ANTICIPATED RECIEPTS, EXPENSE ACCTS. OF STATIONARY, TRANSPORTATION, MAINTENANCE OF AUTOMOBILE ETC.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents--continued STREET IMPROVEMENT, INT. ON SPECIAL PAVING, TAX NOTES, SPECIAL PAVING TAX COLLECTED, WORKMANS COMPENSATION LIABILITY FUND, AGREEMENT DEVELOPERS, FIFTY FIFTY PAVING, PAVING COMMISSION DEPOSIT ACCT., SPECIFICATIONS, NEW ADDITION ORDINANCE 739, CITY STREET ORDINANCE.

7. Arrangement CHRONOLOGICALLY BY DATE OF ENTRY
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LEDGER 16" X 11½" X 2½" (400 PAGES)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 LEDGER ON TOP OF CABINET EAST WALL ROOM 303
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

JB-HAT-WHL-TW-WOK- 10-31-39 #7

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 302-304
(Name of building, room number, street address)

1. Title (A CARD INDEX TO CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 — —
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 FILE BOXES AND 6 FILE DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents A CARD INDEX OF CORRESPONDENCE RELATING TO MATTERS IN CONNECTION WITH THE CONDITION AND PAVING OF STREETS - AND RELATED SUBJECTS - RECORD SHOWS NAME OF COMPANY - OR CORPORATION - OR INDIVIDUAL - OR NAME OF STREET WHERE WORK IS TO BE PERFORMED - DATE OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



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6. Contents—continued CORRESPONDENCE - AND SUBJECT MATTER - ALSO FILE NO - & BUREAU SYMBOLS RECEIVING INFORMATION - THIS RECORD IS A CROSS FILE FOR CORRESPONDENCE PERTAINING TO MAINTENANCE OF HIGHWAYS -

7. Arrangement ALPHABETICALLY BY NAME OF STREET
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS IS A CARD INDEX -
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPED ON RULED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARD 3" x 5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
OF DRAWER 4" x 5½" x 15"
APPROX 10000 CARDS

11. Location by dates and quantities ON TOP OF FILE CABINET -
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE OF ROOM 304 -
MUNICIPAL BLDG -

12. Other information RECORD + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT -
3rd FLOOR - MUNICIPAL BLDG -

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

EXECUTIVE DIVN - BUREAU OF HIGHWAYS #7

ADDENDA: ROOM 302-304 MUNICIPAL BLDG

| | | | | |
|---|---|---|---|---|
| 1 | FILE BOX | LABELED | PRIOR TO 1926 | A-E |
| 1 | " " | " | " " " | F-N |
| 1 | " " | " | " " " | O-Z |
| 1 | " " | " | MAINTENANCE 1936 | A-H |
| 1 | " " | " | " " | I-Z |
| 1 | " " | " | " 1937- JANY-JUNE | A-H |
| 1 | " " | " | " " " " | I-Z |
| 1 | " " | " | " " JULY-DEC. | A-J |
| 1 | " " | " | " " " " | K-Z |
| 1 | " DRAWER | " | " 1938-JANY-JUNE | A-J |
| 1 | " " | " | " " " " | K-Z |
| 1 | " " | " | " " JULY-DEC. | A-J |
| 1 | " " | " | " " " | K-Z |
| 1 | " " | " | " 1939 JANY-JUNE | A-J |
| 1 | " " | " | " " " " | K-Z |
| 1 | " BOX | " | " " JULY | A-K |
| 1 | " " | " | " " " | L-Z |
| 1 | " " | " | REQUEST FOR PAVING 156 | |

Total $.....

Received payment in full.....

.....

SIGN HERE

.....

TITLE

51

2-11-15—K. B.—10,000

W.H.L.-H.A.T.-J.B.-T.W.-W.W.-O.K. 10-27-39 #8

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 304.
(Name of building, room number, street address)

1. Title [CHARGED ACCOUNTS] "Ledger of Distribution"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1912-1927 INCLUSIVE
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LEDGER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LEDGER OF DISTRIBUTION
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records THIS RECORD DISCONTINUED SINCE 1927
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSIST OF DOUBLE ENTRY BOOK
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
KEEPING PERTAINS TO CHARGES BILLED TO VARIOUS DEPARTMENTS OF PUBLIC WORKS AND CONTRACTORS FOR CHARGES FOR PLANS + DRAWNINGS OF CONTRACTS TO LET. RECORD SHOWS NAME OF PUBLIC UTILTIES, CITY DEPARTMENTS AND CONTRACTORS, DATE OF CHARGE, CONTRACT NUMBER, BILL NUMBER AND AMOUNT OF BILL, DATE OF PAYMENT, NUMBER OF CONTRACT AND

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OVER

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6. Contents—continued AMOUNT PAID.

7. Arrangement CHRONOLOGICALLY BY DATE OF ENTRY.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN IN BOUND LEDGER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LEDGER 14"X 11"X 2" APPROX. 400 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities EAST SIDE WALL MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 303 ON TOP FILE CABINET.

12. Other information RECORD AND EQUIPMENT GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB-HAT-WHL-TW-WOK 10-27-39 #9
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 303-304
(Name of building, room number, street address)

1. Title (INDEX TO CONTRACTS)
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1891 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LOOSE LEAF BINDERS -
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 BINDER LABELED A-O; 1 BINDER LABELED - P-Z -
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF INDEX, TO BONDS, AND AGREEMENTS, FOR CONTRACTS, LET TO CONTRACTORS, PERFORMING VARIOUS PAVING WORK FOR THE BUREAU OF HIGHWAYS. RECORD SHOWS CONTRACT NO. NAME OF CONTRACTOR, OR LOCATION, DATE OF CONTRACT, DATE OF EXPIRATION, KIND OF MATERIAL
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



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6. Contents—continued CALLED FOR IN CONTRACT.

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing SELF-CONTAINED - ALPHABETICALLY
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by
TABED THROUGHOUT. LEDGER-
title and identification number)

9. Writing HANDWRITTEN ON PRINTED LEDGER PAGE-
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head.
Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 12 1/2" X 11" X 3"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 400 PAGES-

11. Location by dates and quantities 2 LOOSE LEAF BINDERS-
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON TOP FILE CABINET - EAST SIDE
ROOM 304 - MUNICIPAL BLDG-

12. Other information RECORDS + EQUIPMENT GOOD-
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
PRIOR RECORDS IN VAULT
Whether record is known to have been kept earlier than dates shown in item 2)
3rd FLOOR, MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T- W.O'K-J.B.- WL-T.W. 10-27-39 #10

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM 304
(Name of building, room number, street address)

1. Title "BONDS & AGREEMENTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1891 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 FILE DRWS. IN FILE CABINETS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF BONDS POSTED BY CONTRACTORS FOR WORK TO BE PERFORMED ACCORDING TO SPECIFICATIONS LISTED IN CONTRACT AND ATTACHED HERETO ARE AGREEMENTS & DRAWINGS COVERING SAME. RECORD SHOWS BOND NO., NAME & ADDRESS OF BONDOR, AMT. OF BOND. ALSO SHOWS SIGNATURE OF BONDEE, SIGNATURE OF WITNESS APPROVED BY THE MAYOR AND ASST. CITY SOLICITOR, AMT. APPROVED, SIGNATURE OF HIGHWAY ENGR.,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

SY

6. Contents—continued DEPUTY COMPTROLLER AND ATTESTED BY CITY REGISTER + SHOWING BALTO. CITY SEAL

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing CROSS FILE TO LOOSELEAF BINDERS (A-O + P-Z)
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number) SEE SER. #9

9. Writing TYPE-WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRWS. (7) 15" x 11½" x 22" AND (6) 11½" x 14½" x 22"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX 1000 FORMS

11. Location by dates and quantities 13 FILE DRAWERS IN CABINETS EAST SIDE OF ROOM # 304 MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD PRIOR RECORDS FILED IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA EXECUTIVE DIVISION MUNICIPAL BLDG. ROOM 303-304 SER. 10

| | | | | |
|---|---|---|---|---|
| 1 | FILE DRAWER | LABELED | "BONDS + AGREEMENTS | 4989 — 6074" |
| 1 | " | " | " | 6201 — 7754 |
| 1 | " | " | " | 6842 — 7299 |
| 1 | " | " | " | 7300 — 8028 |
| 1 | " | " | " | 7651 — 8000 |
| 1 | " | " | " | 8001 — 8400 |
| 1 | " | " | " | 8401 — 8829 |
| 1 | " | " | " | 8830 TO |
| 1 | " | " | " | 8419 — 8838 |
| 1 | " | " | " | 8870 TO |
| 1 | " | " | " | 8855 — 8408 |
| 1 | " | " | " | COMPLETED ALLEY-BRIDGE, FOOTWAY PAYMENTS |
| 1 | " | " | " | NO LABEL |

8 v

W.H.L-H.A.T-J.B-T.W.-W.O.K. 10-31-39 1/1
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION,
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM-303-304
(Name of building, room number, street address)

1. Title (CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920- -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 DRAWERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CORRESPONDENCE TO AND FROM CITY SERVICE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
PERTAINING TO PERSONNEL OF EMPLOYEES. RECORD SHOWS DATE OF CORRESPONDENCE NAME OF DEPARTMENT HEADS RECEIVING CORRESPONDENCE, ALSO SHOWS PHYSICAL STATUS OF EMPLOYEES, REFERING TO THE CAPABILITY OF EMPLOYEE CONTINUING WORK.

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued

7. Arrangement CHRONOLOGICALLY-BY DATE OF CORRESPONDENCE
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON LETTER HEADS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILED DRAWERS 11"X14"X24" SIZE OF SHEET 8"X11"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 8000 SHEETS

11. Location by dates and quantities 4 FILE DRAWERS EAST & SOUTH OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 304 MUNICIPAL BUILDING

12. Other information RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
FILED IN VAULT 3RD FLOOR MUNICIPAL BUILDING

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SER 11

ADDENDA EXECUTIVE DIVISION BUREAU OF HIGHWAYS

| | | | |
|---|---|---|---|
| 1 | FILE DRAWER | LABELED | CITY SERVICE |
| 1 | " " | " | B- M |
| 1 | " " | " | N- R |
| 1 | " " | " | S- Z |

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HAT-WHL-J.B.-W.O'K-T.W. 10-31-39 #12

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 303-304 MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title (MAIN CARD INDEX)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1924--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 6 FILE DRWS IN FILE CABINET AND (1) VOLUME.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents FILE CONSISTS OF CARD INDEX AND ACTS AS CROSS FILE TO CORRESPONDENCE. RECORD SHOWS CARD NO., NAME OF CORRESPONDENT, FILE NO. OF LETTER FOLDER, DATE OF CORRESPONDENCE, AND REMARKS AS TO LOCATION BEING PAVED, KIND OF WORK BEING PERFORMED, AND SYMBOLS OF DEPT. HAVING RECEIVED COPY.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF CORRESPONDENT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS IS A CARD INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON RULED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE BOX 4¼" X 5½" X 17" SIZE OF VOLUME 9" X 5½" X ½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 6000 CARDS AND 100 PAGES.

11. Location by dates and quantities 6 FILE DRAWS. IN FILE CABINET ON TOP
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FLAT TOP DESK + 1 VOLUME IN DESK DRAWER
EAST SIDE OF ROOM #304 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD, PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
FILED IN VAULT 3RD FLOOR MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA SER.# 12

EXECUTIVE DIVISION-BUREAU OF HIGHWAYS ROOM-304 MUNICIPAL BLDG.

| | | | |
|---|---|---|---|
| 1 | FILE | DRAWER | "LABELED.-A-TO-BU." |
| 1 | " | " | " -BUREAUS-CL." |
| 1 | " | " | " -CO.-G " |
| 1 | " | " | " -H. -M." |
| 1 | " | " | " -N. -Q." |
| 1 | " | " | " -R. -Z." |

Total $.....

Received payment in full.....

.....

SIGN HERE

.....

TITLE

2-11-15—K. B.—10,000

H.A.T.-W.H.L.-J.B.-W.O'K.-T.W. 10/31/39. #13

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 304 MUNICIPAL BUILDING, 3rd FLOOR.
(Name of building, room number, street address)

1. Title (PERSONNEL OF OFFICE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1918- -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LOOSE LEAF BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 BINDER LABELED: A TO K: AND 1 BINDER: L TO Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORDS PERTAINS TO EMPLOYEES OF BUREAU OF HIGHWAYS AND VARIOUS DIVISIONS SUCH AS BUREAU OF SEWERS, HIGHWAYS, FORESTRY, DISPOSAL PLANT, BUREAU OF BRIDGES, MAINTAINACE DIVISION, PUMPING STATION, INSPECTION DIVISION, FOOTWAY DIVISION AND LISTING EMPLOYEES ACCORDING TO STATUS. RECORDS SHOWS NAME OF EMPLOYEE, DATE ENTERED SERVICE, NAME OF DIVISION EMPLOYED,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued ADDRESS OF EMPLOYEES, DATE LEFT SERVICE, EMPLOYEES ASSIGNED NUMBER, REMARKS AS TO DISCHARGES, PENSIONED, RESIGNATIONS, TRANSFERS TO OTHER OFFICES, LAY OFFS, PHYSICAL DEFECTS.

7. Arrangement ALPHABETICALLY BY NAME OF EMPLOYEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing TABBED A TO K AND L TO Z THROUGHOUT.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON RULED LINED PAGES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER, 8" X 10½" X 5½" APPROX. 600 PAGES. EACH BINDER
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 BINDERS 8" X 10½" X 5½" ON TOP TABLE CENTER OF ROOM #304 MUNICIPAL BUILDING. 3rd FLOOR.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD, PRIOR RECORDS FILED IN VAULT 3rd FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

JB-HAT-WHL-TW-WOK- 10-31-39 #14

(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG- ROOM 304
(Name of building, room number, street address)

1. Title (CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1927 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 20 FILE DRAWERS + 2 CARD BOARD FILE BOXES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF CORRESPONDENCE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
TO AND FROM FIRMS + CORPORATIONS, RELATING TO PAVING CONTRACTS, STREET REPAIRS, CLAIMS, REQUESTS FOR PAVING, BONDS, CONTRACTS, AND, SPECIFICATIONS, AND VARIOUS RELATED SUBJECTS, RECORD SHOWS NAMES OF PERSONS FIRMS, OR,

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued CORPORATIONS FROM WHOM CORRESPONDENCE HAS BEEN RECEIVED AND SENT, SUBJECT MATTER, AND DATE.

7. Arrangement ALPHABETICALLY BY NAME OF CORRESPONDENT.
(Chronologicnlly—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE. (LETTER FOLDERS A-Z)
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 11" X 14" X 24"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
OF CARD BOARD FILE BOX 10½" X 12½" X 21½"
APPROX 10000 COPIES OF CORRESPONDENCE—

11. Location by dates and quantities 20 FILE DRAWERS + 2 CARD BOARD
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FILE BOXES EAST SIDE ROOM 30 of
MUNICIPAL BLDG—

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT.
3rd FLOOR.

NOTE-
CORRESPONDENCE FILED IN
LETTER FOLDERS — A - Z -

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

ADDENDA - EXECUTIVE DIVN - BUREAU OF HIGHWAYS SER 14

| | | | |
|---|---|---|---|
| 1 | FILE DRAWER | LABELED | "TENTATIVE 156 WPA" |
| 1 | " | " | " STATE ROADS COMMISSION FILE 88 |
| 1 | " | " | " CLAIMS 52 - ABC. |
| 1 | " | " | " MISCELLANEOUS CONTRACTS |
| | | | ALLEYS - FOOTWAYS - MATERIALS |
| 1 | " | " | " PAVING CONTRACTS 694 |
| 1 | " | " | " REPAIRS (2) JULY 1-1939 - DEC 31-1939 |
| 1 | " | " | " REPAIRS (2) JANY 1-1939 - JUNE 30-1939 |
| 1 | " | " | " REQUESTS FOR (1) PAVING 1926 TO DATE |
| 1 | " | " | " CORRESPONDENCE (20) ON BONDS |
| | | | CONTRACTS + SPECIFICATIONS |
| 1 | " | " | " FOOTWAYS (8) 1927 |
| 1 | " | " | " 99 - 121 |
| 1 | " | " | " 122 - 158 |
| 1 | " | " | " BRIDGE DIVN - (40) Ho - Z - |
| 1 | " | " | " 45 - 98 |
| 1 | " | " | " (42) ABC + LIENS |
| 1 | " | " | " 34 - 42 EXCEPT BRIDGE DIVN. #40 |
| 1 | " | " | " BRIDGE DIVN - (40) A - HI - |
| 1 | " | " | " FILE 16 - 33 - EXCEPT #20 BONDS - |
| | | | SPEC - + CONTRS - |
| 1 | " | " | " 9 - 15 |
| 1 | " | " | " 3 - 8 - 8 - a b c |
| 1 | CARDBOARD FILE BOX | | " BUREAU OF HIGHWAYS REPAIRS (2) JANY 1-1938 - JUNE 30-1938 |
| 1 | " | " | " " " " (2) JULY 1-1938 DEC 31-1938 |

Total $.....

Received payment in full.....

.....
SIGN HERE

.....
TITLE

JB-HAT-WHL-TW-WOK- 11-2-39 #15

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG — ROOM 304
(Name of building, room number, street address)

1. Title (MINUTES OF PAVING COMMISSION)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. MAY 31-1911 — JUNE 6-1916 - AND - JUNE 27-1916 - JULY 23-1925 -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LOOSE LEAF BINDERS —
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MINUTES OF PAVING COMMISSION -
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records THE ABOVE RECORDS DISCONTINUED IN 1925 AT WHICH TIME THE PAVING COMMISSION WAS ABSORBED BY THE BUREAU OF HIGHWAYS -
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF MINUTES OF PAVING COMMISSION WHICH INCLUDES A SUMMARY OF ALL OF ITS VARIOUS ACTIVITIES SINCE IT WAS INAUGURATED IN 1911. THE CHAIRMAN + MEMBERS WOULD MEET USUALLY BI-MONTHLY FOR THE PURPOSE OF REPORTING UPON ITS ADMINISTRATIVE + ENGINEERING FUNCTIONS IN CONNECTION WITH THE PAVING AND MAINTENANCE OF STREETS. THESE MEETINGS WERE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued RECORDED IN THE FORM OF MINUTES. APPROVAL BY THE COMMISSION WAS GIVEN TO AWARDING OF PAVING CONTRACTS, PURCHASE OF MATERIALS, EMPLOYMENT OF ENGINEERS + OTHER PERSONS, APPOINTMENT OF CHAIRMAN + MEMBERS, APPOINTMENT (SEE ITEM 12)

7. Arrangement CHRONOLOGICALLY BY DATE OF MINUTES.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON BLANK PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 15" X 9½" X 2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX 500 PAGES IN EACH BINDER.

11. Location by dates and quantities 2 BINDERS IN SAFE NORTH
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
SIDE ROOM 304 - MUNICIPAL BLDG -

12. Other information RECORDS + EQUIPMENT GOOD -
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
NO PRIOR RECORDS -

CONTINUED FROM ITEM - 6.

+ RESIGNATION OF OFFICERS, NAMING OF STREETS TO BE IMPROVED, REQUESTS FOR INCREASE IN SALARIES, PAYMENTS AUTHORIZED FOR MATERIAL, AMOUNTS AVAILABLE FOR IMPROVED PAVING, ETC - RECORD SHOWS DATE, MEMBERS OF PAVING COMMISSION PRESENT, REPORT OF MINUTES OF MEETINGS, + SIGNATURE OF SECRETARY.

NOTE →

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

W.O.K. W.H.L. J.B. T.W. HAT 10-31-39 #16
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, #304 3RD FLOOR.
(Name of building, room number, street address)

1. Title "MONTHLY ESTIMATES OF PAYMENTS ON CONTRACTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. APRIL 1927 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 VERTICAL FILE DRAWERS IN CABINET.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF APPROXIMATE MONTHLY ESTIMATES FOR THE PURPOSE OF SHOWING THE AMOUNT OF MONEY DUE THE CONTRACTOR FOR WORK PERFORMED ON PAVING CONTRACTS. THESE ESTIMATES ARE MADE UP AS FOLLOWS: IN ONE AGREEMENT THE CITY PAYS THE TOTAL COST, IN ANOTHER THE CITY PAYS 50% AND 50% IS BORNE BY THE CONTRACTOR OR BUILDER. IN ANOTHER THE CITY PAYS 1/3 OF THE COST AND THE ABUTTING PROPERTY HOLDERS PAY THE BALANCE. RECORD
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



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6. Contents—continued SHOWS DEPT, PUBLIC WKS, BUREAU HIGHWAYS, MONTHLY ESTIMATE No, & No, OF ESTIMATES, DATE, LOCATION OF STREET, STREET TO STREET, TIME LIMIT FOR DOING WORK, CONTRACT DATE, ORDINACE No, DATED, NAME & ADDRESS OF CONTRACTOR, ITEM No., ITEMS AS TO KIND SEE NOTE BELOW

7. Arrangement NUMERICALLY BY CONTRACT No.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PRINTED FORM
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWERS 11" x 5½ x 17" SIZE OF FORM 8¾" x 15"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 8000 FORMS

11. Location by dates and quantities 3 VERTICAL FILE DRAWERS IN CABINET
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON TOP FILE CABINET EAST SIDE OF ROOM # 304 MUNICIPAL BLDG

12. Other information RECORDS & EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BLDG.

NOTE CONT'D FROM #6

OF WORK PERFORMED, UNIT AS TO SQ. YDS. OR LIN. FT., PREVIOUS ESTIMATE, QUANTITY OF THIS ESTIMATE, TOTAL QUANTITY TO DATE, RATE, AMOUNT, DISTRIBUTION, AS TO COST OF SECTION BEING PAVED, CHARGE No., BUREAU SYMBOL, AMOUNT OF MONEY PREVIOUS PAID, AMOUNT DUE ON THIS ESTIMATE, TOTAL TO DATE, TOTAL RETAINED, AMOUNT DUE ON THIS ESTIMATE, CERTIFIED TO AS TO AMOUNT OF WORK DONE AND THE VALUE OF THIS ESTIMATE, SIGNATURE OF DIVISION ENGR., RECEIVED PAYMENT BY CONTRACTOR.

13. ~~(For use in Florida.)~~ ~~Early imprints~~ (Author) (Publisher) (Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

W.OR.H.A.T. #1.6

ADDENDA. EXECUTIVE DIVISION BUREAU OF HIGHWAYS

| | | |
|---|---|---|
| 1 | FILE DRAW. LABELED | 9873-9999 PAYMENT ON CONTRACTS 1-1045 |
| 1 | . . . | 1046-2006 |
| 1 | . . . | 2006- |

Total $.....

Received payment in full.....

.....
SIGN HERE

.....
TITLE

60 2-11-15—K. B.—10,000

W.O.K. H.A.T. J.B. W.H.L. T.W. (Worker's full name) Nov. 2 - 1939. (Date) #17 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG #304 3RD FLOOR.
(Name of building, room number, street address)

1. Title (ASSIGNMENT OF BADGES TO EMPLOYEES.)
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1918 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 - JOURNAL
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF BADGE NUMBERS ASSIGNED TO EMPLOYEES & USED FOR MEANS OF INDENTIFICATION.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECORD SHOWS, NUMBERS FROM 1 - 4300, NUMBERS ASSIGNED ARE DESIGNATED BY AN 'X' MARK, UNASSIGNED OR RETURNED NUMBERS ARE DESIGNATED BY A DASH, SHOWING NUMBER CAN BE ASSIGNED ANOTHER EMPLOYEE.

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued

7. Arrangement NUMERICALLY BY BADGE NUMBER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND-WRITTEN ON PRINTED FORM,
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1-JOURNAL 12" x 9" x 1" 300 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 JOURNAL, ON TOP OF CARD INDEX FILE
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN CENTRE OF ROOM #304 MUNICIPAL BLDG.

12. Other information RECORDS & EQUIPMENT GOOD. NO PRIOR RECORDS -
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

JB-HAT-WHL-TW-WOK- 11-1-39 #18
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 304.
(Name of building, room number, street address)

1. Title (FIXIT REQUESTS FOR PAVING)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938 - 1939.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARD BOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF COMPLAINTS RECEIVED BY BUREAU OF HIGHWAYS IN REGARD TO CONDITION OF STREET PAVING AND REQUESTING THAT PAVING REPAIRS BE MADE - 1 FORM SHOWS DATE, LOCATION, DATE COMPLAINT RECEIVED, DATE TEMPORARY REPAIRS MADE, TYPE OF PAVING - REFER TO, REMARKS, SIGNATURE DIVISION SUPERINTENDENT, ANOTHER FORM SHOWS BUREAU
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued OF HIGHWAYS MEMORANDUM, DATE, RETURN CORRESPONDENCE ON OR BEFORE DATE, TEMP. REPAIRS MADE WITH COLD PATCH BY SUPT, DATE, PERMANENT REPAIRS WILL BE MADE AS SOON AS PRACTICABLE. DATE LISTED FOR PERMANENT REPAIRS WHEN GANGS ARE AVAILABLE.

7. Arrangement ALPHABETICALLY BY NAME OF STREET
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF 1 FORM 8" X 5½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " 1 FORM 8" X 6"
" " FILE BOX 5½" X 8¾" X 15½" APPROX 3000 FORMS

11. Location by dates and quantities ON TOP DESK EAST SIDE
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 304 - MUNICIPAL BLDG -

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT
3rd FLOOR — MUNICIPAL BLDG -

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

W.O.K. H.A.T.T.W.J.B.W.H.L 11-1-1939 #19
(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. #304 3RD FLOOR.
(Name of building, room number, street address)

1. Title "ROSTER ABSENTEE REPORT"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LOOSE LEAF BINDERS + 2 BUNDLES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 BINDER: PER DIEM ROLL, 1 BINDER: ABSENTEE REPORTS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF A RECORD OF EACH EMPLOYEE'S ABENSENCE,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
SHOWING REASON FOR SAME, ALSO THE CLASSIFICATION AND THE DIVISION TO WHICH THEY ARE ASSIGNED.
RECORD SHOWS; CITY OF BALTIMORE, DEPT. OF PUBLIC WORKS BUREAU OF HIGHWAYS, ROSTER ABSENTEE REPORT, YEAR, MONTHS - JAN - DEC. INCLUSIVE, DAYS 1-31 INCLUSIVE, TOTAL DAYS LOST, WITH CODE SYMBOLS SUCH AS "V" FOR VACATION, "S" SICKNESS, "P" ABSENT WITH PERMISSION WITH PAY, "R" SEE REFERENCE.

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6. Contents—continued "X" ABSENT WITHOUT PAY, REFERENCE, REMARKS, SUMMARY, TOTAL DAYS ABSENT, NAME OF EMPLOYEE & ASSIGNED PAY ROLL NO. PER DIEM ROLL SHOWS, THE VARIOUS FORMEN AND THE NAME, CLASSIFICATION & PAY ROLL NO. OF THOSE ASSIGNED TO THEM.

7. Arrangement ALPHABETICALLY, BY NAME OF EMPLOYEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing 1 BINDER HAND WRITTEN ON PRINTED FORM AND 1 BINDER HAND WRITTEN ON RULED SHEET.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 12"x9½"x 1" SIZE OF FORM 8½"x 11" 800 PAGES
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SIZE OF BUNDLE 12"x9"x 1" APPROX 500 FORMS EACH

11. Location by dates and quantities 2 LOOSE LEAF BINDERS ON TOP OF CARD
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
INDEX FILE IN CENTRE OF ROOM #304 MUNICIPAL BLDG
EAST SIDE OF ROOM #304 MUNICIPAL BLDG
2-BUNDLES FOR 1937-1938 STORED IN FILE DRAWER, LABELED CITY SERVICE.

12. Other information RECORDS & EQUIPMENT- GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE THIS SYSTEM WAS INAUGERATED IN YEAR 1937

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

T.W.-H.A.T.-J.B.-W.O'K.-W.H.L. 10/1/39. #20
(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 302 304 MUNICIPAL BUILDING, 3RD FLOOR.
(Name of building, room number, street address)

1. Title (BUREAU OF STORES REQUISITION.)
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. FROM 1934 1935 1939--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARD BOARD FILE BOX CONTAINING INDEX CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 FILED BOX LABELED BUREAU OF STORES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORDS CONSIST OF CARD SYSTEM PERTAINING TO
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
REQUISITIONS OF VARIOUS SUPPLIES ORDERD BY DIFFERENT DEPARTMENTS OF BUREAU OF HIGHWAYS, FOR OFFICE EQUIPMENT. RECORD SHOWS: CITY OF BALTIMORE, REQUISITIONS, BUREAU ORDERING STATIONERY, SYMBOLS OF DIVISION, DATE OF ISSUE, REQUISITION NUMBER, SYMBOL OF ACCOUNT NUMBER, BUREAU OF STORES, BODY OF FORM, SHOWS QUANTITY, DESCRIPTION OF STATI-

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued NERY, THE UNIT COST, AND TOTAL COST ORDERED BY, DELIVERED TO, ANNUAL REQUIREMENTS RECOMENDED FOR STOCK, NEW FORM AND REVISED FORM-ISSUED BY DEPARTMENT HEADS, APPROVED BY CHIEF OF OFFICE, AND SIGNATURE OF PARTY RECEIVING GOODS.

7. Arrangement CHRONOLOGICALLY BY DATES OF REQUISITION.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND-WRITTEN ON CARDS AND PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) (APPROX.-600 CARDS)

10. Size OF DRAWER-14 3/4" x 6 1/2" x 4 1/2" ; SIZE OF CARD-4" x 6" (SIZE OF FORM 8 1/2" x 6 1/2")
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities EAST SIDE OF ROOM-304 MUNICIPAL BUILDING. (3rd FLOOR.)
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information DISCONTINUED CARD SYSTEM IN-1935 (RECORDS AND EQUIPMENT GOOD.) YEARS 1936-1937-1938 FILED IN VAULT 3rd FLOOR-MUNICIPAL-BUILDING (GUILFORD-AND-LEXINGTON-STS.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

WALL 2/27/40 #21
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 204,
(Name of building, room number, street address)

1. Title (INDEX CARDS OF RECORDS SENT TO BUREAU OF ARCHIVES)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1900-1928.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE BOX CONTAINING 400 INDEX CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BUREAU OF ARCHIVES.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF INDEX CARDS PERTAINING TO CORRESPONDENCE AND RECORDS, WHICH HAVE BEEN TRANSFERRED FROM THE BUREAU OF HIGHWAYS TO BUREAU OF ARCHIVES, CARDS SHOW: TITLE, DEPT., BUREAU, NO., DATE, DESTROY DATE, LOCATION, FLOOR, ROOM, SECTION, SHELF, PREPARED BY, RECEIVED BY, CHANGE OF LOCATION, FROM, TO, DATE, AUTHORIZED BY, LOCATED BY.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents--continued

7. Arrangement ALPHABETICALLY BY SUBJECT OF CORRESPONDENCE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARD 3"X 5" SIZE OF FILE BOX 4"X 5½"X 14½" APPROX 400 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 FILE BOX ON TOP OF FILE CABINET EAST SIDE OF ROOM 304
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD, NO PRIOR RECORD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

A.P.W.- H.A.T.- T.W. J.B. 11/9/39 #22
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 304.
(Name of building, room number, street address)

1. Title "REQUISITIONS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1934---
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LETTER BOX FILE AND 1 LETTER BOARD FILE.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling REQUISITION 1934 1 LETTER BOX FILE; REQUISITION 1936 1 LETTER BOX FILE; REQUISITION 1935--- 1 LETTER BOARD FILE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF REQUISITION FOR VARIOUS DIVISIONS, OF BUREAU OF HIGHWAYS, FOR MATERIAL AND EQUIPMENT, IN OPERATION OF SPECIFIED WORK UNDER CONSTRUCTION. RECORD SHOWS CITY OF BALTIMORE REQUISITION DEPARTMENTS NAME, DATE AND REQUISITION NUMBER, COMPTROLLER'S SYMBOL, CLASSIFICATION NUMBER, CONFIRMING AS YES OR NO. THE BODY OR FORM SHOWS QUANTITY AND DESCRIPTION, OF MATERIAL WANTED, UNIT PRICE, AND DISCOUNT ALLOWED, VENDOR NAME, ORDER NUMBER AND SYMBOLS, OF COST ACCOUNT, FOOTING OF FORMS SHOWS THE TOTAL COST OF MATERIAL,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued ALSO SHOWS ORDERED BY AND DELIVERED TO, DIVISION OR BUREAU AND SIGNATURE OF APPROVAL BY BUREAU HEAD AND DATE APPROVED.

7. Arrangement NUMERICALLY BY REQUISITION NUMBER
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BOX FILE 12" X 12" X 5" SIZE OF FORMS 11" X 8½" APPROX 4000 FORMS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON TOP OF CABINET SOUTH SIDE OF ROOM 304 MUNICIPAL BUILDING
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENTS GOOD PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

A.P.W.-T.W.-H.A.T.-W.H.L.-W.O'K.-J.B.-10/3/39. #23

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 304 MUNICIPAL BUILDING 3rd FLOOR.
(Name of building, room number, street address)

1. Title (OFFICE-PERSONNEL-TIME BOOK)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1931 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Volume.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MONTHLY-TIME-BOOK.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents;- RECORD CONSISTS OF NAMES OF EMPLOYEES OF EXECUTIVE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
DIVISION-BUREAU OF HIGHWAYS, SHOWING DAY BY DAY THEIR ATTENDANCE TO WORK. RECORD SHOWS NAMES OF EMPLOYEES, DATES REPORTING TO WORK, MONTH, DAY AND YEAR, AND HOURS WORKED, WAGE PER HOUR, AMOUNTS DUE, AMOUNTS OVER DUE, RECEIVED PAYMENT, AND SYMBOLS OF CODE SHOWING: X-LEAVE WITHOUT PERMISSION, V-VACATION, P-PERMISSION, S-SICKNESS. RECORD ALSO SHOWS VARIOUS DESIGNATED HOLIDAYS,

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6. Contents—continued AND TRANSFERS, FROM ONE DEPARTMENT TO ANOTHER.

7. Arrangement CHRONOLOGICALLY BY DATE OF TIME.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND-WRITTEN ON JOURNAL PAGES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF JOURNAL-14¼"x 8½"x ½"-(SIZE-OF PAGE-17"x14"-APPROX.-150-PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 Volume ON TOP OF METAL CABINET IN CENTER OF ROOM 304
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB-HAT-WHL-TW-NOR- 11-3-39 #24
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 304
(Name of building, room number, street address)

1. Title "SERVICE ORDERS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1930 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 LETTER FILE BOXES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF COPIES OF SERVICE ORDERS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ISSUED BY BUREAU OF HIGHWAYS TO CORPORATIONS, FIRMS + INDIVIDUALS REQUESTING THEM TO FURNISH MATERIALS + SUPPLIES; ALSO PROFESSIONAL SERVICES UNDER PROVISION OF WORKMEN'S COMPENSATION + LIABILITY FUND WHENEVER MATERIAL OR SUPPLIES OR PROFESSIONAL SERVICES ARE REQUIRED. IT IS NECESSARY FOR THE BUREAU OF HIGHWAYS TO ISSUE

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SEE ITEM 12

6. Contents—continued A SERVICE ORDER TO THE VENDOR. RECORD SHOWS— CITY OF BALTIMORE, DATE, BUREAU OF HIGHWAYS, CITY HALL, NAME AND ADDRESS OF VENDOR, SERVICE ORDER No., CHARGE TO DEPT., SYMBOL No., APPROX. ACCT. No.

7. Arrangement ALPHABETICALLY BY NAME OF VENDOR
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing ALPHABETICAL TAB A - Z
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LETTER FILE BOX 12½" x 11½" x 5¼"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " SERVICE ORDER 7" x 8½"
APPROX. 17000 SERVICE ORDERS

11. Location by dates and quantities ON TOP FILE CABINET
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
SOUTH SIDE ROOM 304 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT

NOTE - FROM ITEM 6

OTHER ACCOUNT SYMBOL No QUANTITY + DESCRIPTION OF MATERIAL OR SERVICE TO BE RENDERED. BY VENDOR DELIVER TO INVOICES IN DUPLICATE TO BUREAU OF DISBURSEMENTS RENDER SEPARATE INVOICES FOR EACH ORDER ORDER MUST BE RETAINED.

~~13. (For use in Florida.) Early imprints~~ BY VENDOR ORDERED BY HEAD OF DEPARTMENT + APPROVED BY CHIEF ENGINEER.
~~(Author)~~ ~~(Publisher)~~ ~~(Place of publication)~~ ~~(Date of publication)~~

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA - EXECUTIVE DIVN - BUREAU OF HIGHWAYS #24

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | CARD | BOARD | FILE | BOX | LABELED | SERVICE | ORDERS | 1930 |
| 1 | " | " | " | " | " | " | " | 1931 |
| 1 | " | " | " | " | " | " | " | 1932 |
| 1 | " | " | " | " | " | " | " | 1933 |
| 1 | " | " | " | " | " | " | " | 1934 |
| 1 | " | " | " | " | " | " | " | 1935 |
| 1 | " | " | " | " | " | " | " | 1936 |
| 1 | " | " | " | " | " | " | " | 1937 |
| 1 | " | " | " | " | " | " | " | 1938 |
| 1 | " | " | " | " | " | " | " | 1939 |

Check for Correction

Total $.....

Received payment in full.....

SIGN HERE

TITLE

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2-11-15—K. B.—10,000

H.A.T.-A.P.W.-T.W.-J.B. 11-8-39 #25

(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 304.
(Name of building, room number, street address)

1. Title (SERVICE ENTRY TICKET)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BUNDLE IN FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling S.-Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF FORMS SHOWING WHEN PERSONS ENTER CLASSIFIED SERVICE WITH THE MUNICIPAL GOVERMENT. RECORD SHOWS CITY SERVICE COMMISSION OF BALTO., ENTRY TICKET FOR EMPLOYEES OF CLASSIFIED SERVICE OTHER THAN LABORERS, CODE NO., NAME OF DEPT. TO SERVE, DIVISION, EMPLOYEE'S ASSIGNED NO., NAME OF EMPLOYEE, DATE ENTRY TO SERVICE IS EFFECTIVE, RATE OF PAY, AS PER, HOUR, DAY, WEEK, MONTH; ADDRESS OF EMPLOYEE, CLASS AS TITLE,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued AND SHOWS DEDUCTION FROM SALARY FOR RETIREMENT FUND, AND NET SALARY; DATE OF BIRTH; DEBIT ACCT. No.; POSITION AUTHORIZED BY BOARD OF ESTIMATES AS OF DATE, SIGNATURE OF DEPT. HEAD + DATE SIGNED ALSO SIGNATURE AS APPROVED BY CHIEF EXAMINER CITY SERVICE COMMISSION.

7. Arrangement ALPHABETICALLY BY NAME OF EMPLOYEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
SEE FORM ATTACHED

10. Size OF BUNDLE 8"X5"X1" SIZE OF FILE DRW. 11"X12"X25"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 200 FORMS

11. Location by dates and quantities 1 FILE DRW. IN FILE CABINET CONTAINING
(Room. vault. wall—N. E. S. W., section, bin, shelf, cabinet, or floor)
1 BUNDLE EAST SIDE OF ROOM #304 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD. PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
FILED IN VAULT 3RD FLOOR MUNICIPAL BLDG.
See form attached

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

C. S. 25

M. D. B. 440

SER. #25

CITY SERVICE COMMISSION OF BALTIMORE

# ENTRY TICKET

FOR EMPLOYES OF THE CLASSIFIED SERVICE OTHER THAN LABORERS

CODE:

DEPARTMENT _____ DIVISION _____

| NUMBER | NAME | DATE EFFECTIVE | RATE<br>HOUR<br>DAY<br>WEEK<br>MONTH |
|---|---|---|---|
| ADDRESS | CLASS TITLE | | DEDUCTION<br>RETIREMENT<br>FUND |
| | | | NET |

DATE OF BIRTH _____

POSITION AUTHORIZED BY BOARD OF ESTIMATES _____
Date

DEBIT ACCT. NO. _____

_____
Department Head

APPROVED:

_____
Chief Examiner, City Service Commission

DATE _____ 19____

NOTE.—Three copies of this form must be sent to the City Service Commission for each person entering the service, and approved by the Chief Examiner before entry can be made on the pay roll.

A.P.W.-T.W.-H.A.T.-J.B. 11-7-39 #26

(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office EXECUTIVE DIVISION BUREAU OF HIGHWAYS
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM #304
(Name of building, room number, street address)

1. Title (REQUESTS FOR TEMPORARY APPOINTMENTS OF LABORERS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920- - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 BUNDLES IN FILE DRW.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling N.-R.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF RECORDS OF PERSONS ACCEPTING TEMPORARY APPOINTMENT AS LABORER WITH THE BUREAU OF HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECORD SHOWS CITY SERVICE COMMISSION OF BALTO., REQUEST FOR TEMPORARY APPOINTMENT OF LABORER, DEPT. CODE SYMBOL, NAME OF DEPT. AND DIVISION, LABORERS ASSIGNED NO., NAME OF EMPLOYEE, RATE OF PAY AS HOUR + DAY, EMPLOYEES ADDRESS, DATE APPOINTMENT EFFECTIVE, DATE ISSUED, CERTIFICATION BY DEPT. HEAD TO MAKE IMMEDIATE APPOINTMENTS, APPROVED BY CHIEF EXAMINER CITY SERVICE COMMISSIONER

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6. Contents—continued THREE COPIES ARE FORWARDED TO CITY SERVICE COMMISSION FOR EACH LABORER ENTERING SERVICE AND APPROVED BY CHIEF EXAMINER BEFORE ENTRY CAN BE MADE ON PAY ROLL.

7. Arrangement ALPHABETICALLY BY NAME OF APPOINTEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) (SEE FORM ATTACHED)

10. Size OF FILE DRW. 11"X12"X25" SIZE OF BUNDLE 8"X5"X2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SIZE OF FORM 8"X5" APPROX 600 FORMS TO EACH BUNDLE.

11. Location by dates and quantities 1 FILE DRW. IN FILE CABINET CONTAINING 3 BUNDLES EAST SIDE OF ROOM #304 MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD + EQUIPMENT GOOD. PRIOR RECORDS FILED IN VAULT 3RD FLOOR MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

A.P.W.-H.A.T.-J.B.-T.W. 11/8/39 #27
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 303-304 MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (CHANGE OF CLASSIFICATION OF EMPLOYEE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates JUNE 1920 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling FILE DRAWER, S.TO.Z.
(Explain fully: years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF FORM USED FOR CHANGE OF CLASSIFICATION OF EMPLOYEE. RECORD SHOWS: CITY SERVICE COMMISSION OF BALTIMORE, CHANGE TICKET; NAME OF EMPLOYEE; CLASS TITLE; DATE, OLD ASSIGNED NUMBER, NEW ASSIGNED NUMBER; OLD RATE, HOUR, DAY, WEEK, MONTH, NEW RATE, HOUR, DAY, WEEK, MONTH, DEPARTMENT, FORMER CLASSIFICATION, DEBIT, ACCT. NO., CODE NO., I CERTIFY THAT CHANGE OF RATE HAS BEEN AUTHORIZED BY BOARD OF ESTIMATES; INSERT DATE; SIGNATURE OF DEPARTMENT HEAD; DATE YEAR NOTED;
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



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6. Contents—continued SIGNATURE OF CHIEF EXAMINER; CITY SERVICE COMMISSION. NOTE: THREE COPIES OF THIS FORM MUST BE SENT TO THE CITY SERVICE COMMISSION FOR EACH CHANGE OF RATE.

7. Arrangement ALPHABETICALLY BY NAME OF EMPLOYEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM, FORM ATTACHED.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLES 8"x 5"x 1" FORM 8"x 5" 200 FORMS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 BUNDLES IN FILE DRAWER, E. S. ROOM 304 MUNICIPAL BUILDING
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD AND EQUIPMENT GOOD. PRIOR RECORDS FILED IN VAULT, 3RD FLOOR, MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

C. S. 28

M. D. B. 852

SER 27

CITY SERVICE COMMISSION OF BALTIMORE

# CHANGE TICKET

| NAME | CLASS TITLE | DATE EFFECTIVE |
|---|---|---|
| | | |

| DATE ISSUED | OLD NUMBER | NEW NUMBER | OLD RATE | NEW RATE |
|---|---|---|---|---|
| | | | HOUR<br>DAY<br>WEEK<br>MONTH | HOUR<br>DAY<br>WEEK<br>MONTH |

DEPARTMENT..... DEBIT ACCT. NO.....

FORMER CLASSIFICATION..... CODE NO.....

I certify that change of rate has been authorized by Board of Estimates.....
Insert Date

NOTED .....
Department Head

..... DATE.....19.....
Chief Examiner, City Service Commission.

NOTE.—Three copies of this form must be sent to the City Service Commission for each change of rate.

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C. S. 26

SER. #26

# CITY SERVICE COMMISSION OF BALTIMORE

## REQUEST FOR TEMPORARY APPOINTMENT OF LABORER

CODE:

DEPARTMENT..... DIVISION.....

| NUMBER | NAME | RATE HOUR DAY |
|---|---|---|
| | | |

| ADDRESS | DATE EFFECTIVE | DATE ISSUED |
|---|---|---|
| | | |

I hereby certify that the requirements of the municipal service make the immediate appointment of the above named laborer necessary.

APPROVED:

.....
Department Head

.....
Chief Examiner City Service Commission

NOTE:—Three copies of this form must be sent to the City Service Commission for each laborer entering the service, and approved by the Chief Examiner before entry can be made on the pay roll.

H.A.T.- T.W.- J.B.- A.P.W. 11-7-39 #28

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 304
(Name of building, room number, street address)

1. Title (EMPLOYEE'S TRANSFER TICKET.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES IN FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling S. — Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF PRINTED FORMS SHOWING TRANSFERS OF EMPLOYEES OF BUREAU OF HIGHWAYS FROM ONE DEPT. TO ANOTHER. RECORD SHOWS CITY SERVICE COMMISSION OF BALTO. TRANSFER TICKET. NAME OF EMPLOYEE; CLASS TITLE OF EMPLOYEE; OLD AND NEW RATE OF PAY FOR HOUR, DAY, WEEK, + MONTH; EMPLOYEES ASSIGNED NUMBER, THE OLD AND NEW, DATE TRANSFER EFFECTIVE; DATE ISSUED; TRANSFERED FROM DEPT. TO DEPT. + SHOWING NEW
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 18—6419

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6. Contents—continued CLASSIFICATION, CODE, SALARY INCREASE DUE TO TRANSFER APPROVED BY BOARD OF ESTIMATES ON DATE, NEW ACCT. NO., APPROVED BY CHIEF EXAMINER CITY SERVICE COMMISSION; ALSO SHOWS SIGNATURE OF DEPT. HEADS, FORMER + PRESENT DEPT., DATE STARTING WORK.

7. Arrangement ALPHABETICALLY BY NAME OF EMPLOYEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing) SEE FORM ATTACH

10. Size OF FILE DRW. 11"X12"X25" SIZE OF BUNDLE 8"X5"X1" SIZE OF FORM 8"X5" APPROX 200 FORMS TO EACH BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 BUNDLES IN FILE DRW. IN CABINET E.S. OF ROOM #304 MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD. PRIOR RECORDS FILED IN VAULT 3RD. FLOOR MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

C. S. 29 MDB 1215

SER. 28

CITY SERVICE COMMISSION OF BALTIMORE

# TRANSFER TICKET

| NAME | CLASS TITLE |
|---|---|
| | |

| OLD NUMBER | NEW NUMBER | OLD RATE | NEW RATE |
|---|---|---|---|
| | | HOUR<br>DAY<br>WEEK<br>MONTH | HOUR<br>DAY<br>WEEK<br>MONTH |

DATE EFFECTIVE _____ DATE ISSUED _____

FROM

_____ DEPARTMENT

_____ CLASSIFICATION CODE _____

TO

_____ DEPARTMENT

_____ CLASSIFICATION CODE _____

SALARY INCREASE DUE TO THIS TRANSFER APPROVED BY THE BOARD OF ESTIMATES _____ NEW ACCOUNT NO. _____
(Insert Date)

APPROVED

_____ Chief Examiner City Service Commission

_____ Department Head—From

DATE _____ 19____

_____ Department Head—To

NOTE—Four Copies of this form must be sent to the City Service Commission for each employee transferred.

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H.A.T.-T.W.-J.B.-A.P.W. 11-7-39 ✓ #29
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 304
(Name of building, room number, street address)

1. Title (EMPLOYEES CUT OFF TICKET)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920-
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 BUNDLES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 FILE DRAWER S.—Z.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF CUT OFF TICKETS SHOWING EMPLOYEE IS SEPERATED FROM SERVICE OF THE BUREAU OF HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECORD HEADED CITY SERVICE COMMISSION OF BALTO. CUT OFF TICKET; SHOWS NAME OF DEPT. + DIVISION; EMPLOYEES ASSIGNED NO. AND NAME; RATE OF FORMER PAY BY HOUR, DAY, WEEK, MONTH; ADDRESS OF PARTY RECEIVING NOTICE; CLASS + TITLE; CAUSE FOR CUT OFF; DATE SEPERATED FROM SERVICE; DATE OF ISSUE OF ORDER; ALSO SHOWS SIGNATURE OF DEPT. HEAD

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued ISSUING THE CUT OFF, NOTED BY CHIEF EXAMINER CITY SERVICE COMMISSION, DATE; IT IS REQUIRED THAT THREE COPIES TO BE SENT TO CITY SERVICE COMMISSION FOR EACH PERSON SEPERATED FROM SERVICE; one copy is filed in this office.

7. Arrangement ALPHABETICALLY BY NAME OF EMPLOYEE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM. (FORM ATTACHED)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE 8"X5"X3" SIZE OF FORM 8"X5" APPROX. 900 FORMS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 BUNDLE IN FILE DRW. IN CABINET EAST SIDE OF ROOM 304 MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD, PRIOR RECORDS FILED IN VAULT, 3RD FLOOR MUNICIPAL.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

C. S. 27

MDB 1559L

SER. 29

CITY SERVICE COMMISSION OF BALTIMORE

# CUT OFF TICKET

DEPARTMENT _____ DIVISION _____

| NUMBER | NAME | RATE<br>HOUR<br>DAY<br>WEEK<br>MONTH |
|---|---|---|
| ADDRESS | CLASS TITLE | HOW SEPARATED |

DATE SEPARATED _____ DATE ISSUED _____

NOTED _____

Department Head

_____

Chief Examiner, City Service Commission

DATE _____ 19____

NOTE.—Three copies of this form must be sent to the City Service Commission for each person separated from the service.

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A.P.W-T.W.-H.A.T-J.B.-W.H.L-W.O'K. 11/6/39 #30

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, CONSTRUCTION DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 303, 304, MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (NOTICE OF PERMANENT LAY-OFF.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939 --.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BUNDLE.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD PERTAINS TO NOTICE TO EMPLOYEES OF BUREAU OF HIGHWAYS OF A PERMANENT LAY OFF.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECORD SHOWS "PERMANENT LAY OFF" DEPT. OF PUBLIC WORKS BUREAU OF HIGHWAYS, HIGHWAYS ENGINEER NOTIFYING EMPLOYEE AT THE ADDRESS, EMPLOYEES ASSIGNED NUMBER, THAT HE WILL BE LAID OFF AT THE CLOSE OF WORK ON SPECIFIED DAY BECAUSE OF CURTAILMENT OF OPERATIONS, SIGNATURE OF HIGHWAYS ENGINEER.

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF NOTICE
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN. FORM LETTER ATTACHED (MIMEOGRAPHED)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DESK DRAWER - 4 1/2" X 20 1/2" X 13 1/2" SIZE OF FORM 11" X 8 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(SEE FORM- (APPROX - 200 - COPIES)

11. Location by dates and quantities 1 BUNDLE IN DESK DRAWER CENTER OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM, 304 MUNICIPAL BUILDING (EXPIRATION - OF - YEAR)

12. Other information RECORDS AND EQUIPMENT GOOD (PRIOR RECORD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
DESTROYED. RECORDS ARE RETAINED FOR CURRENT YEAR.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#30

# PERMANENT LAY-OFF

DEPARTMENT OF PUBLIC WORKS

BUREAU OF HIGHWAYS

George A. Carter
Highways Engineer

Mr. No.-

Address

Dear Sir:

I regret to advise you will be laid off at the close of work on

This action is taken because of the necessity of curtailing our operations.

Very truly yours,

George A Carter

Highways Engineer

af;g

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ROOM-303-304 MUNICIPAL BUILDING. 3rd FLOOR

T.W-A.P.W-H.A.T.-J.B.-W.H.L.-W.O'R. 11/6/1939. #31
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-303-304 MUNICIPAL BUILDING. 3rd FLOOR.
(Name of building, room number, street address)

1. Title (VACATION REQUESTS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938— —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 FILE DRAWERS CONTAINING 400 REQUESTS (LETTER FOLDERS DISTRIBUTED 200-)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD PERTAINS TO REQUESTS FOR VACATION FROM EMPLOYEES OF THE BUREAU OF HIGHWAYS. RECORD SHOWS BUREAU OF HIGHWAYS, BALTIMORE MARYLAND AND HIGHWAYS ENGINEER OF BUREAU OF HIGHWAYS SPECIFYING THE YEAR, DATE, FROM PERIOD TO PERIOD. PROVIDING TIME ALLOTTED WILL NOT INTERFERE WITH WORK OF THE BUREAU. SIGNATURE OF APPLICANT APPROVED BY HIGHWAYS ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REQUEST.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON FORM LETTERS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWERS (26" X 13½" X 11½")
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities EAST SIDE OF ROOM 304.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN 4 WOODEN FILE DRAWERS CONTAING 400 VACATION REQUESTS IN LETTER FOLDERS

12. Other information RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
FILED IN VAULT 3rd FLOOR MUNICIPAL BUILDING.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#31

ADDENDA. EXECUTIVE DIVISION BUREAU OF HIGHWAYS

| | | |
|---|---|---|
| 1 | FILE DRAWER LABELED | CITY SERVICE |
| 1 | " " " | B. — M. |
| 1 | " " " | N. — R. |
| 1 | " " " | S. — Z. |

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#31

BUREAU OF HIGHWAYS

Baltimore, Maryland

_____

Mr. George A. Carter,
Highways Engineer,
Bureau of Highways.

Dear Sir:

I hereby make request for my vacation for the year 19___

from_____to_____if such

time will not interfere with the work of this Bureau.

_____
Applicant

APPROVED:

_____
Highways Engineer.

T.W-H.A.T.-J.B.-A.P.W 11/7/39 #32
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 303, 304 MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title TERMINATION OF EMPLOYMENT FOR PHYSICAL REASONS
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 WOOD FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED TO SER. #32.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD PERTAINS TO NOTICES TO EMPLOYEES OF BUREAU OF HIGHWAYS OF THEIR DISMISSAL DUE TO PHYSICAL DEFECTS OR OLD AGE. RECORD SHOWS CITY OF BALTIMORE DEPARTMENT OF PUBLIC WORKS, ACTION TAKEN BY CITY SERVICE COMMISSION, STATING NAME OF EMPLOYEE WHO IS INELIGIBLE FOR PERMANENT EMPLOYMENT IN CLASSIFIED SERVICE, SIGNATURE OF HIGHWAYS ENGINEER, CONTENTS NOTED AND NAME OF PERSON BY WHOM
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued NOTICE IS DELIVERED BY.

7. Arrangement CHRONOLOGICALLY BY DATE OF DISMISSAL.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing MIMEOGRAPHED FORM LETTER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWERS-26" X 13½" X 11½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities EAST SIDE OF ROOM-304
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN 4 WOODEN FILE DRAWERS

12. Other information RECORDS AND EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SGB. 3'2

CITY OF BALTIMORE

DEPARTMENT OF PUBLIC WORKS

BUREAU OF HIGHWAYS

Dear Sir:

I regret to inform you that your services with this Bureau will cease at the close of work on

This action is taken at the (request of the City Service Commission) who state you are ineligible for permanent employment in the Classified Service, due to physical defects or over age.

Very truly yours,

George A. Carter

af;g

Highways Engineer

Contents Noted _____

Delivered by Mr. _____

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WALL (Worker's full name) 2/29/40 (Date) #33 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING - ROOM 303-304
(Name of building, room number, street address)

1. Title "PER DIEM EMPLOYEE'S (WEEKLY REPORT.)"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 WOOD FILE DRAWER CONTAINING 100 REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED TO SERIAL #32.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSIST OF WEEKLY REPORTS OF PER-DIEM EMPLOYEES OF BUREAU OF HIGHWAYS. RECORD SHOWS DATE OF WEEK, PER DIEM WEEKLY REPORT OF VARIOUS DIVISIONS WHERE MEN ARE EMPLOYED SUCH AS STREET REPAIRS BRIDGES, INSPECTION, BUREAU OF STANDARDS, PLANS AND SURVEYS, TAX DEPARTMENT, MISCELLANEOUS AND SHOWING THE TOTAL OF EMPLOYEE'S EMPLOYED IN ALL DIVISIONS; ALSO SHOWS NAMES OF SUPERINTENDENTS OF STATED DIVISIONS AND TOTAL NUMBER OF SUPERINTENDENTS. IT ALSO SHOWS THE AMOUNT OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued MAINTENANCE, PAY-ROLL, BILL WORK AT FOOTING OF FORM SHOWING NUMBER OF MEN ON WEEKLY LAY-OFF.

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing MIMEOGRAPHED FORM SHEET (SEE FORM ATTACHED.)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF SHEET 13"X 8½" SIZE OF FILE DRAWERS 26"X13½"X 11½", APPROX. 100 REPORTS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities EAST SIDE OF ROOM 204, IN 4 WOOD FILE DRAWERS.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD (PRIOR RECORDS FILED IN VAULT 3RD FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER.# 33

T.W-T.A.T.-J.B.-A.P.W. 11/8/39.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office EXECUTIVE-DIVISION-BUREAU-OF-HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-303-304-MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "PER-DIEM EMPLOYEE'S (WEEKLY REPORT)."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 WOOD FILE DRAWER. CONTAING 100 REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED TO SER#32.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSIST OF WEEKLY REPORTS OF PER-DIEM EMPLOYEES OF-BUREAU-OF-HIGHWAYS. RECORD SHOWS DATE OF WEEK, PER DIEM WEEKLY REPORT OF VARIOUS DIVISIONS WHERE MEN ARE EMPLOYED-SUCH AS STREET REPAIRS, BRIDGES, INSPECTION, BUREAU-OF-STANDARDS, PLANS-AND-SURVEYS, TAX DEPARTMENT, MISCELLANEOUS, AND SHOWING THE TOTAL OF EMPLOYEES EMPLOYED IN ALL DIVISIONS; ALSO SHOWS VARIOUS NAMES OF SUPERINTENDENTS OF STATED
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



(→OVER←)

6. Contents—continued DIVISIONS AND TOTAL NUMBER OF SUPERINTENDENTS. ALSO SHOWS THE AMOUNTS OF THE AMOUNT OF MAINTENANCE PAY-ROLL, BILL WORK AT FOOTING OF FORM SHOWING NUMBER OF MEN ON WEEKLY LAY-OFF.

7. Arrangement CHRONOLOGICALLY-BY-DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing MIMOGRAPHED FORM SHEET. (SEE FORM ATTACHED.)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF SHEET 13"X8½" SIZE OF FILE DRAWERS 26"X13½"X11½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
CONTAINING APPROX. 100 REPORTS.

11. Location by dates and quantities EAST SIDE OF ROOM-304 MUNICIPAL BUILDING-3rd FLOOR IN 4 WOOD FILE DRAWERS
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. (PRIOR RECORDS FILED IN VAULT 3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

Date.....

Per diem employees. (Weekly report.)

Street Repair Division.....

Bridge Division .....

Inspection Division .....

Construction Division.....

Bu.of Standards .....

Plans-Surveys .....

Tax Department .....

Miscellanous .....

Total

Supt. Berlin .....

" Fischer .....

" Giesking .....

" Morgan .....

" Myerly .....

" Raynor .....

" Reynolds .....

" Walters .....

" Kincaid (Yards) .....

Office - Inspection .....

Total

Maintenance Pay-roll $ .....

Bill Work $ .....

Total.

Men on weekly lay-off .....

HAT- T.W.- T.W.-J.B. 11-7-39 #34

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM # 304.
(Name of building, room number, street address)

1. Title (DEPARTMENTAL ESTIMATES.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1926 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF ANNUAL ESTIMATES SUBMITTED BY BUREAU OF HIGHWAYS TO THE BUDGET DIRECTOR SHOWING THE ANTICIPATED DEPARTMENT EXPENSE FOR THE ENSUING YEAR. REQUIREMENTS ARE SUCH AS SALARY, STREET REPAIRS, MATERIALS. RECORD SHOWS DEPARTMENTAL ESTIMATES OF BUREAU OF HIGHWAYS AND VARIOUS DIVISIONS SUCH AS MAINTAINANCE, EXECUTIVE, ENGINEERING, BRIDGES, INSPECTION, FOOTWAYS, SHOWING EXPENCE FOR SALARIES AND MATERIALS FOR COMING
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued YEAR. ALSO SHOWS NAMES OF EMPLOYEES, THEIR TITLE + SALARY, AMT. REQUESTED FOR YEAR, AMT. APPROPIATED FOR PREVIOUS YEAR AND SHOWS AN INCREASE OR DECREASE IN AMOUNTS APPROPRIATED; ALSO SHOWS VARIOUS POSITIONS ABOLISHED + DATE. AND SHOWS TOTAL AMT. REQUESTED

7. Arrangement CHRONOLOGICALLY BY YEAR OF BUDGET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN + TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 18½" X 16½" X 2" APPROX 400 PAGES TO BINDER
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 LOOSE LEAF BINDER ON TOP SAFE NORTH SIDE OF ROOM #304.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD + EQUIPMENT GOOD. PRIOR RECORDS FILED IN VAULT 3RD FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
FOR THE YEAR, TOTAL APPROPRIATED FOR PREVIOUS YEAR. RECORD ALSO SHOWS A SUMMARY OF DEPARTMENTAL ESTIMATES, SHOWING SEPERATELY THE AMOUNT OF MONEY REQUESTED FOR THE OPERATION OF BUREAU OF HIGHWAYS. THE SUMMARY IS SIGNED BY THE DEPARTMENT HEAD + NOTARIZED BY NOTARY PUBLIC.

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 0 16—6419

JB - HAT - WHL - TW - WOK - 11-6-39 #35
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 304.
(Name of building, room number, street address)

1. Title (COPIES OF MISCELLANEOUS, PAID BILLS.)
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. JAN. 1, DEC. 31, 1931.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 STEEL FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling PAID VOUCHERS - JAN. 1 - DEC. 31 - 1931.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE NEW SET UP SINCE 1931 AS SERVICE CHANGES.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF COPIES OF RECEIPTED BILLS FOR MATERIALS + SUPPLIES FURNISHED TO BUREAU OF HIGHWAYS BY VARIOUS CONTRACTORS FOR WORK PERFORMED UNDER CONTRACT. RECORD SHOWS NAME OF VENDOR, DATE, MATERIAL + SUPPLIES FURNISHED TO MAYOR + CITY COUNCIL
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued OF BALTIMORE, ALSO AMOUNT OF BILL, APPROVED BY, PAID, VOUCHER NO. AND SYMBOL OF ACCOUNT CHARGED.

7. Arrangement ALPHABETICALLY BY NAME OF VENDOR.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN CARBON COPY ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DRAWERS 11 1/2" X 12 1/4" X 24 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
OF FOLDER 10" X 11 1/4"
APPROX 10000 COPIES OF RECEIPTED BILLS.

11. Location by dates and quantities 2 FILE DRAWERS IN CABINET ON FLOOR
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
SOUTH SIDE ROOM 304.

12. Other information RECORDS AND EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS FILED IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB - HAT - WHL - TW - WOL 11-3-39 #36

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 300.
(Name of building, room number, street address)

1. Title (MONEY PAID AND RETAINED ON PAVING CONTRACTS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1930 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER & 1 WOOD FILE BOX.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A RECORD OF THE AMOUNTS OF MONEY PAID, THE AMOUNTS OF MONEY RETAINED AND THE AMOUNTS OF MONEY UNEXPENDED ON VARIOUS KINDS OF PAVING CONTRACTS, ALL OF WHICH IS IN CONNECTION WITH STREET PAVING & CONSTRUCTION AND MAINTENANCE OF BRIDGES. RECORD SHOWS NAME OF CONTRACTOR,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued DATE + AMOUNT OF MONEY APPROPRIATED BY BUREAU OF ESTIMATES, AMOUNT OF MONEY BID BY CONTRACTOR, CONTRACT No., ACCOUNT No., AMOUNT OF MONEY PAID, AMOUNT OF MONEY RETAINED, COST OF WORK DONE, COST EXTRA WORK,

SEE ITEM 12

7. Arrangement NUMERICALLY BY CONTRACT No.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON RULED PAGES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 12 1/2" X 10" X 2 1/4" - BOX 6 1/2" X 8 1/2" X 4 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " RULED PAGE 12" X 9 1/2" - CARD 5" X 8"
APPROX 750 PAGES + 100 CARDS.

11. Location by dates and quantities 1 BINDER + 1 FILE BOX ON TOP
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
DESK SOUTH SIDE ROOM 304 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT.

NOTE-FROM ITEM 6

COST OF MISCELLANEOUS WORK, No. + DATE OF VOUCHERS; ALSO KIND OF PAVING, SUCH AS SHEET ASPHALT, CONCRETE CURB, AND WHETHER PAVING IS FOR ALLEYS, STREETS, FOOTWAYS, BRIDGES, OR MISCELLANEOUS.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

A.P.W.-T.W.-H.A.T.-J.B. 11/7/39 #37

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-303-304-MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1919.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP ON ROLLER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP OF BALTIMORE CITY-PREPARED BY BUREAU OF DRAFTING FROM DATA FURNISHED BY TOPOGRAPHICAL SURVEY, MARYLAND GEOLOGICAL SURVEY, AND OTHER SOURCES, WHICH PERTAINS TO LAY OUT OF CITY STREETS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

RECORD SHOWS, MAP OF BALTIMORE CITY, PREPARED BY BUREAU OF DRAFTING, 1919., SCALE 1" = 1000 FT., LEGEND AND SYMBOLS, SHOWING LOCATION OF THE FOLLOWING, CEMETERIES, PARKS, TUNNELS, SCHOOLS, ENGINE HOUSES, AND OTHER PROPERTIES,

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6. Contents—continued OF MAYOR AND CITY COUNCIL OF BALTIMORE, ALSO U.S. GOVERNMENT, STATE AND SEMI-PUBLIC BUILDINGS, AND RAILROADS, AND ELECTRIC RAILWAYS, COPYRIGHT 1919 BY BALTIMORE CITY, TOPOGRAPHICAL SURVEY COMMISSION.

7. Arrangement NO ARRANGEMENT. DATE OF MAP ONLY.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON CANVAS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 60" X 53 1/2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON ROLLER ON EAST SIDE OF ROOM 303 MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD AND EQUIPMENT GOOD; PRIOR RECORDS IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

WALL 3/1/40 #38
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
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THE HISTORICAL RECORDS SURVEY: 1937
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VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS. EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING - ROOM 303.
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1928.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP ON ROLLER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP OF BALTIMORE CITY, PREPARED BY BUREAU OF PLANS AND SURVEYS. WITH REFERENCE TO STREET RAILWAYS OBLIGATIONS TO REPAIR RAILWAYS AREAS UNLESS RAILWAYS TRACKS ARE REMOVED. RECORD SHOWS MAP OF BALTIMORE CITY, WITH FOLLOWING LEGENDS AND SYMBOLS. STREET RAILWAYS OBLIGATED TO REPAIR RAILWAYS AREA AS LONG AS TRACKS REMAIN IN STREET. (BY AGREEMENT APPROVED BY BOARD OF ESTIMATES OCT. 4, 1938.) STREET RAILWAYS RELEASED FROM OBLIGATION TO REPAVE RAILWAY AREA BY AGREEMENT. (SEE ORDINANCE APPR. FEB. 10, 1937. ORD. NO. 324.)
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents--continued STREET RAILWAYS RELEASED FROM OBLIGATIONS AS OF DATE TO BE FIXED. (TENT. DATE 6 MONTHS FROM AGREEMENT) BY AGREEMENT BETWEEN CITY, STATE ROADS COMMISSION, AND BALTIMORE TRANSIT COMPANY, DATED APRIL 28, 1936.

7. Arrangement NONE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON LINEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 60" X 53½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON ROLLER EAST SIDE OF ROOM 303
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD, PRIOR RECORD IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

A.P.W.-T.W.-H.A.T.-J.B. 11/9/39 #39
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
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# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 303.
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1926.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP ON ROLLER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP OF BALTIMORE CITY, PREPARED BY
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
BUREAU OF PLANS AND SURVEYS, WHICH PERTAINS TO STREET RAILWAYS LINES AND THEIR PAVING AND REPAVING OBLIGATIONS. RECORD SHOWS MAP OF BALTIMORE CITY, PREPARED BY BUREAU OF PLANS AND SURVEYS. SCALE 1" = 1000 FT. 1926. WITH PLAN SHOWING LAY OUT OF CITY STREETS, WITH SYMBOLS INDICATING EACH OF THE FOLLOWING, STREET RAILWAYS OBLIGATED FOR PAVING AND REPAVING, STREET RAILWAYS NOT OBLIGATED FOR PAVING AND REPAVING, STREET RAILWAYS, COUNTY

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6. Contents—continued GRANTS, STREET RAILWAYS, UNLAWFUL WITHOUT CONSENT OF LEGISLATURE (BUT SEE CHAP. 217 - ACTS OF 1931) NOTE: SHORT RED LINES RADIATING FROM INTERSECTIONS, INDICATE CURVES AND CONNECTIONS WHERE PAVING AND REPAVING OBLIGATIONS EXIST, THUS ⅃ ⅂ ⅃ ⅂ - BROKEN LINES INDICATE DISCONTINUED STREET RAILWAYS LINES.

7. Arrangement NONE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON LINEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 60" X 53½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON ROLLER, EAST SIDE ROOM 303, MUNICIPAL BUILDING
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

WALL. 3/1/40 #40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
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Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 303.
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1919.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP ON ROLLER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP OF BALTIMORE CITY PREPARED FROM DATA FURNISHED BY TOPOGRAPHICAL SURVEY, MARYLAND GEOLOGICAL SURVEY AND OTHER SOURCES, SCALE 1" = 1000 FT. 1919. WHICH PERTAINS TO LAYOUT OF STREETS AND PROPOSED WIDENING AND OPENING OF NEW STREETS. RECORD SHOWS MAP OF BALTIMORE CITY. SCALE 1" = 1000 FT. WITH SYMBOLS SHOWING PROPOSED STREET OPENINGS AND WIDENINGS, ORDINANCE IN COUNCIL, ORDINANCE PASSED BY COUNCIL, CONDEMNATION PROCEEDINGS, STREETS OPENED AND CLOSED, STREETS PRIVATE AND PUBLIC, AS PER DATA FROM CITY
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents--continued SOLICITOR, STREETS, PRIVATE AND PUBLIC FROM HIGHWAYS ENGINEERS MAP, AGREEMENT TO CONVEY STREET BED.

7. Arrangement NONE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON LINEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 60" X 53½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON ROLLER, EAST SIDE OF ROOM 303.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD, PRIOR RECORD IN VAULT 3RD FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

JB-TW-HAT-W 11-8-39 #41

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM 303
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1919.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP ON ROLLER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP OF BALTIMORE CITY, PREPARED BY BUREAU OF DRAFTING, FROM DATA FURNISHED BY TOPOGRAPHICAL SURVEY, MARYLAND GEOGRAPHICAL SURVEY + OTHER SOURCES, SCALE 1" = 1000 FT. 1919. WHICH PERTAINS TO THE MATERIALS USED IN PAVING CITY STREETS, THE PAVING MATERIALS BEING AS FOLLOWS, VITRIFIED BLOCK, ASPHALT BLOCK, BITHULITHIC, BITUMINUOUS CONCRETE, CONCRETE, GRANITE BLOCK
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

SEE ITEM 12

6. Contents—continued ON CONCRETE BASE, GRANITE BLOCK ON SAND BASE, MACADAM, SCORIA BLOCK, SHEET ASPHALT, VITRIFIED BLOCK, WOOD BLOCK, RECORD SHOWS MAP OF BALTIMORE CITY, PREPARED BY BUREAU OF DRAFTING, FROM DATA FURNISHED BY TOPOGRAPHICAL

7. Arrangement NONE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON LINEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 60" x 53½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON ROLLER.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE ROOM 303 MUNICIPAL BLDG.

12. Other information RECORD + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.

NOTE - FROM ITEM 6

SURVEY, SHOWING FOLLOWING LEGENDS, CEMETERYS, PARKS, TUNNELS, SCHOOLS, ENGINE HOUSES + OTHER PROPERTIES OF MAYOR + CITY COUNCIL OF BALTIMORE U. S. GOVT. STATE + SEMI PUBLIC BLDGS, RAILROADS + ELECTRIC RWYS.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

T.W.-H.A.T.-J.B.-A.P.W. 11/9/39. #42
(Worker's full name) (Date) (Form Idsntification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE-CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-303-304-MUNICIPAL-BUILDING.
(Name of building, room number, street address)

1. Title (NOTICE-OF-CONTRACTS-TO-BE-AWARDED)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 WOOD FILE DRAWERS IN FILE CABINET.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE-ADDENDA (ATTACHED-SER.#10.)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF NOTICE OF CONTRACTS TO BE AWARDED
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record. Their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
BY DEPARTMENT OF PUBLIC WORKS, BUREAU OF HIGHWAYS, FOR PAVING AND NAMING STREETS TO BE PAVED, AND CONTRACT NUMBER AND NOTIFYING MECHANICAL ENGINEER, WATER ENGINEER, SEWERAGE ENGINEER, AND PUBLIC UTILITY COMPANIES TO DO WORK SUCH AS ELECTRIC CONDUITS, SEWER PIPES, WATER MAINS, GAS MAINS, PRIOR TO THE COMPLETION OF THE PROPOSED PAVING. RECORD SHOWS DEPART-

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6. Contents—continued MENT OF PUBLIC WORKS, BUREAU OF HIGHWAYS DATE, NAMES OF VARIOUS CITY DEPARTMENTS RECEIVING NOTICE OF PAVING, CONTRACT NUMBER, NAME OF STREETS TO BE PAVED. FROM NORTH BOUNDARY LINE TO NORTH BOUNDARY LINE NOTIFYING VARIOUS UTILITY (CONTINUED)

7. Arrangement NUMERICALLY-BY-CONTRACT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing MIMEOGRAPH-FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE-DRAWERS (7)-15"x11½"x22"-(6)-11½"x14½"x22"-APPROX.-1000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(SEE FORM ATTACHED.)

11. Location by dates and quantities 13 FILE-DRAWERS IN EAST SIDE OF ROOM 304 MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. (PRIOR RECORDS-IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

COMPANIES PROPOSED PLANS AND DATE WHEN WORK WILL BEGIN. SIGNATURE OF HIGHWAYS ENGINEER, ALSO NOTIFYING VARIOUS HEADS OF CITY DEPARMENTS OF PUBLIC WORKS, NAMES OF STREETS TO BE PAVED AND DATE WHEN WORK BEGINS.

CONTINUED-FROM-ITEM-6

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

#42

DEPARTMENT OF PUBLIC WORKS
BUREAU OF HIGHWAYS
MUNICIPAL OFFICE BUILDING

October 4, 1939

Mr. Luke Ellis, Mech-Elec. Engineer
Mr. Leon Small, Water Engineer
Mr. George Finck, Sewerage Engineer (2)
Mr. W. R. Puryear, Cons. Gas & Elec. Company
Mr. J. C. Smith, Dist. Plant Engr. C. & P. Tel. Co.

Gentlemen:

Contract No. 714, embracing the paving of the following street with cement concrete seven inches thick has been advertised for bids and will be awarded October 18, 1939, work starting promptly thereafter.

| Street | From | To |
|---|---|---|
| Wildwood Parkway | NBL Gelston Drive | NBL Colborne Road |

Kindly advise at once the status of your work in this street and arrange to complete same promptly. Plans will be available within the next week or ten days.

Your prompt cooperation will be appreciated.

Very truly yours,

George A. Carter
Highways Engineer

hmp;g

cc;

Mr. George Cobb, Chief Engineer
Mr. George A. Carter, Highways Engr.
Mr. C. F. H. Foard, Mr. T. J. Gaffney
Mr. H. M. Pfeffer, Mr. H. F. Lucke, Jr.
Mr. G. S. Shipley, Mr. S. Syret
Mr. T. D. Russell(8) Mr. W. N. Fischer
Mr. H. Weisberg, Mr. L. Brundick
Mr. Ernest Green, Postmaster
Mr. F. G. Dotterweich, St. Cleaning
Dr. H. Williams, Health Dept. (2)
Mr. E. J. Hecker, Plans & Surveys(3)
Mr. W. C. Tome, Mr. J. A. Rogers
(Lamps and Lighting)
Mr. S. B. Lieutaud, Cond. Div.
Mr. Robert F. Stanton, Police Commr.
Mr. J. Martin, Police Dept.
Mr. W. L. Braun, Police Dept.
Mr. George T. Evans, Bd. Fire Commrs.
Mr. H. Dabelius, Fire Alarm

Mr. J. B. Kaufman, Mr. S. C. Blackburn
Mr. C. A. Warren, Mr. J. S. Strohmeyer
Mr. S. J. Catenese (Bu. Water Supply)
Mr. Wilson T. Ballard, Chief Engineer
Mr. E. S. Thompson, St. Rds. Comm.
Mr. L. E. Grimes, Mr. M. E. Gillespie
Mr. Wm. P. Beyerle, Mr. J. H. Wolfe
Mr. A. M. Wildberger, (Cons. Gas Co.)
Mr. H. A. Lane, B & O. R. R. Co.
Mr. James U. Bragg, Balto. Transit Co.
Mr. E. S. Reed, Supt. Pa. R. R. Co.
Mr. H. M. Pratt, West. Md. Rwy Co.
Mr. C. G. Hickcox, Supt. West. Union
Mr. E. E. McLellan, Md. & Pa. R.R. Co.
Mr. E. D. Sanders, W. U. T. co.
423 E. Lombard St.
Postal Tel & Cable Co. Mr. W. A. Stirling
Mr. J. B. Eby, Amer. T. & T. Co.
(Washington, D.C.)

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JB-TW-HAT-APW 11-9-39 #43
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 304.
(Name of building, room number, street address)

1. Title (WEEKLY REPORTS OF PAVING OPERATIONS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 50 REPORTS IN DESK DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A WEEKLY REPORT BY BUREAU OF HIGHWAY'S CONSTRUCTION DIV. TO VARIOUS BUREAUS OF DEPT. OF PUBLIC WORKS AND PUBLIC UTILITY CORPORATIONS ADVISING THEM OF THE STREETS + LOCATIONS WHERE PAVING WORK IS BEING PEREFORMED SO THAT THEIR WORK CAN BE COMPLETED PRIOR TO PAVING. RECORD SHOWS BUREAU HIGHWAYS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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SEE ITEM 12

6. Contents—continued

CONSTRUCTION DIVISION. DATE, CONTRACT NO., NAME OF STREET TO BE PAVED, FROM STREET TO STREET, WPA NO., NAME OF STREET BEING PAVED, SIGNED BY HIGHWAYS ENGR.; ALSO NOTICES WERE

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing MIMEOGRAPHED ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DESK DRAWER 5 1/2" X 14 1/2" X 20".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " FORM 13" X 8 1/2"
APPROX 50 REPORTS.

11. Location by dates and quantities 50 REPORTS IN DESK DRAWER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
CENTER OF ROOM 304 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT.

NOTE-FROM ITEM 6

SENT TO FOLLOWING: CHIEF ENGR, ASST. CHIEF ENGR, HIGHWAYS ENGR, CONSTRUCTION ENGR. BUREAU WATER SUPPLY, SEWERAGE ENGR, MECH. ELECT. ENGR., LAMPS + LIGHTING, BUREAU STANDARDS, PLANS + SURVEYS, HEALTH DEPT, STATE ROADS COMM. + VARIOUS RAILROADS + PUBLIC UTILITY CORPORATIONS.

~~13. (For use in Florida.) Early imprints~~ ~~(Author)~~ ~~(Publisher)~~ ~~(Place of publication)~~ ~~(Date of publication)~~

#43

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BUREAU OF HIGHWAYS
CONSTRUCTION DIVISION
MUNICIPAL OFFICE BUILDING

Baltimore, Md., November 2, 1939.

Gentlemen:

Following is report of the work for week starting November 2, 1939:

| Contract | Street | From | To | |
|---|---|---|---|---|
| 713 | Elmley Avenue | Edison Highway | Erdman Avenue | |
| 713 | Hamlet Avenue | Latona Road | Gibbons Avenue | |
| 713 | Kingsway Road | Loch Raven Blvd. | 2nd Alley East (740' ±) | |
| 714 | Wildwood Parkway | Gelston Drive | Colborne Road | |
| WPA 146 | McLean Boulevard | Laurelton Avenue | Oaklyn Avenue | (Grading) |
| WPA 194 | Herring Run Drives | Laurelton Avenue | Hillen Road | (Grading) |
| WPA 194 | Northern Parkway | Old Harford Road | McLean Boulevard | (Grading) |
| WPA 194 | Kane Street | Eastern Avenue | North Point Road | (Grading) |
| WPA 194 | Exeter Hall Avenue | Loch Raven Road | Kirk Avenue | (Grading) |
| WPA 194 | Howard Street | Centre Street | Madison Street | |
| WPA 194 | Linden Avenue | Read Street | Armory Place | |
| WPA 194 | Kirk Avenue | Curtain Avenue | 25th Street | |
| WPA 194 | 35th Street | Alameda | Hillen Road | |

Yours very truly,

*(Signed) George A. Carter*
Highways Engineer.

tjg/a
(Over)

Copy to:

Mr. George Cobb, Chief Engineer
Mr. W. R. Straus, Asst. Chief Engineer
Mr. George A. Carter, Highways Engineer
Mr. C.F.H. Foard, Asst. Highways Engr.
Mr. T. J. Gaffney, Construction Engr.
Mr. S. Syret, Chief Clerk
Mr. H. M. Pfeffer, Secretary
Mr. T. D. Russell, Footway Division (8)
Mr. W. N. Fischer, Assoc. Civil Engineer
Mr. H. Weisberg, Asst. Civil Engineer
Mr. Leon Small, Water Engineer
88 Mr. J. S. Strohmeyer, Bur. Water Supply
Mr. C. A. Warren, Bur. Water Supply (2)
Mr. S. J. Catanese, Bur. Water Supply
Mr. S. C. Blackburn, Bur. Water Supply
Mr. J. B. Kauffman, Bur. Water Supply
Mr. George E. Finck, Sewerage Engineer(2)
Mr. Luke Ellis, Mech. Elec. Engineer
Mr. S. Lieutaud, Conduit Division
Mr. J. A. Rodgers, Lamps & Lighting Div.
Mr. B. E. Willis, Asph. Mat. Engineer (3)
Mr. C. Zieget, Bureau of Standards
Mr. Frank G. Dotterweich, Bur.of St.Clean.
Mr. E. J. Hecker, Bur.Plans & Surveys (2)
Dr. Huntington Williams, Health Dept. (2)

Mr. G. T. Evans, Board of Fire Comm.
Mr. H. Debilius, Supt. of Fire Alarms
Mr. R. F. Stanton, Commissioner of Police
Mr. W. T. Ballard, State Roads Commission
Mr. E. S. Thompson, State Roads Commission
Mr. H. A. Lane, Balto. & Ohio R. R. Co.
Mr. E. S. Reed, Pennsylvania R. R. Co.
Mr. H. M. Pratt, Western Maryland R. R. Co.
Mr. E. E. McLellan, Md. & Pa. R. R. Co.
Mr. C. J. Smith, C. & P. Telephone Co.
Mr. J. U. Bragg, Balto. Transit Co.
Mr. W. R. Puryear, Consolidated Gas Co.
Mr. L. E. Grimes, Consolidated Gas Co.
Mr. W. P. Beyerle, Consolidated Gas Co.
Mr. J. H. Wolfe, Consolidated Gas Co.
Mr. M. E. Gillespie, Consolidated Gas Co.
Mr. A. M. Wildberger, Consolidated Gas Co.
Mr. L. E. Kolmer, Auto Club of Maryland
Mr. Ernest Green, Postmaster
Mr. H. A. White, American Tel. & Tel. Co.
Mr. E. D. Sanders, Western Union Tel. Co.
Mr. C. G. Hickcox, Supt., Western Union Tl.
Mr. W. A. Stirling, Postal Telegraph Co.

A.P.W.-H.A.T.-T.W.-J.B. (Worker's full name) 11/10/39 (Date) #44 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING - ROOM 304.
(Name of building, room number, street address)

1. Title (PRELIMINARY AUTHORITY TO CONTRACT.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1925--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 11 BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents REQUESTS FOR AUTHORITY TO CONTRACT TO ASCERTAIN IF THERE IS ENOUGH MONEY AVAILABLE FROM THE APPROPRIATION TO CARRY ON CONTRACT ABOUT TO BE LET BY THE BUREAU OF HIGHWAYS. RECORD SHOWS CITY OF BALTIMORE, PRELIMINARY AUTHORITY TO CONTRACT, SHOWING APPROPRIATION ACCOUNT NUMBER, NAME OF DEPARTMENT ASKING AUTHORITY TO CONTRACT WITH CONTRACTOR BY NAME, FOR SPECIFIED WORK, TO BE LET, FOR THE SUM. SHOWING THE AMOUNT, AS PER BID OR SCHEDULE OF DATE SUBMITTED, FOR VOUCHER, DATE AUTHORITY REQUESTED
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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6. Contents—continued AND SHOWS SIGNATURE OF BUREAU OF HIGHWAYS DEPARTMENT HEAD ASKING REQUEST, ALSO SHOWS SYMBOLS NUMBER OF DEPARTMENT, AND BUREAU OF DISBURSEMENTS NUMBER.

7. Arrangement CHRONOLOGICALLY BY DATE OF REQUEST.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 10" X 6½" SIZE OF FORM 8X5½ APPROX 75 FORMS TO EACH BINDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SEE FORM ATTACHED

11. Location by dates and quantities 15 BINDERS IN DESK DRAWER, CENTER OF ROOM 304 MUNICIPAL BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. PRIOR RECORDS FILED IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#44

# CITY OF BALTIMORE

## PRELIMINARY AUTHORITY TO CONTRACT

Appro. Acc't.....

DEPARTMENT OF.....

REQUEST AUTHORITY TO CONTRACT WITH

.....

.....

For.....

GENERAL DESCRIPTION

.....

IN THE SUM OF.....

AS PER.....

SCHEDULE OR BID

FOR THE.....

STATE IF YEARLY OR QUARTERLY

DATE REQUESTED.....SIGNED.....

HEAD OF DEPARTMENT

APPROVED AS TO THE AVAILABILITY OF FUNDS IN THE APPROPRIATION ACCOUNT

DATE..... SIGNED.....

BUREAU OF DISSURSEMENTS

DEP'T. No.....B. of D. No. .....

MDB 7966

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# 45

ADDENDA - EXECUTIVE DIVISION - BUREAU OF HIGHWAYS #44

| | | | |
|---|---|---|---|
| 1 | BINDER | LABELED | PRELIMINARY AUTHORITY TO CONTRACT 3/18/25 TO 1927 CONT 268.0A |
| 1 | " | " | " " " " 1927-1928 " 102 |
| 1 | " | " | " " " " 1928-1929 " 406 |
| 1 | " | " | " " " " 1930-1931 " 541 |
| 1 | " | " | " " " " 1931 |
| 1 | " | " | " " " " 1932-1933 |
| 1 | " | " | " " " " 1934 |
| 1 | " | " | " " " " 1935 |
| 1 | " | " | " " " " 1936 |
| 1 | " | " | " " " " 1937 |
| 1 | " | " | " " " " 1938-1939 |

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J B. TW-HAT-AW 11-10-39 #45

(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 304.
(Name of building, room number, street address)

1. Title (REFUND PERCENTAGE OF MONEY DEPOSITED FOR PAVING.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1928 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BINDER + 1 LETTER BOX FILE.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling REFUNDS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF COPIES OF RECORDS OF REFUNDS, WHICH HAVE BEEN MADE BY BUREAU OF HIGHWAYS, TO VARIOUS INDIVIDUALS AFTER COMPLETION OF PAVING, WHICH HAS BEEN APPROVED AND REFUNDING 1/2 THE RETAINED MONEY WITHHELD ON CONTRACT.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

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SEE ITEM 12

6. Contents—continued RECORD SHOWS BALTIMORE, DATE, THE MAYOR + CITY COUNCIL OF BALTIMORE, TO (INDIVIDUAL'S NAME). SIGNATURE OF CHIEF ENGINEER AS BEING CORRECT. SIGNATURE OF INDIVIDUAL.

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)
(SEE FORM ATTACHED)

10. Size OF FORM 7½" x 8½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " BINDER 10½" x 7".

11. Location by dates and quantities 1 BINDER IN DESK DRAWER.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE ROOM 304 MUNICIPAL BLDG + 1 LETTER BOX.
FOLDER ALONGSIDE DESK EAST SIDE ROOM 304 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.

NOTE - FROM ITEM 6

RECEIVING REFUND AND AMOUNT.
DATE.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

139 5-29 W&CO 5M P

H. E. 43

#45

Baltimore_____19

# The Mayor and City Council of Baltimore, Md.

## Account Bureau of Highways, City of Baltimore,

*To*_____*Dr.*

Correct _____

Received _____Dollars.
100

_____19 _____

90

*Voucher No.* _____

*Date* _____

**BUREAU OF HIGHWAYS**

IN FAVOR OF

_____

_____

1
0
0
2
5

T.W.-H.A.T.-A.P.W.-J.B. (Worker's full name) 11/10/39. (Date) #46 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-303-304-MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (CITY COLLECTOR, CASH DEPOSIT SLIP)
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1918--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 21 BUNDLES, IN SAFE, ROOM 304.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF COPIES OF CASH DEPOSIT SLIPS PAID TO BUREAU OF HIGHWAYS, THEN TO CITY COLLECTOR FOR PAYMENT OF VARIOUS MATERIALS PURCHASED, STATING DATE, SERIAL NUMBER, NAME OF PURCHASER BUYING MATERIAL, ADDRESS OF PURCHASER AND COST PER UNIT AND TOTAL COST, CHECK NUMBER, SYMBOL NUMBER OF OFFICE WHO ISSUES CASH SLIPS, SYMBOL OF COST ACCOUNT, AND AMOUNT PAID BY PURCHASER, NAMEING HEAD OF DEPARTMENT ISSUING THE CASH SLIP AND NUMBER OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



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6. Contents—continued RECEIPT ISSUED. CASH SLIP ALSO SHOWS PERFORATED BY CITY COLLECTOR OF RECEIVING PAYMENT AND SYMBOL NUMBER PERFORATED BY CASHIER WHO RECEIVES THE PAYMENT.

7. Arrangement NUMERICALLY BY SERIAL NUMBER OF CASH DEPOSIT SLIP.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FORM 6"x8" SIZE OF BUNDLE 6"x8"x1½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 20 BUNDLES IN SAFE NORTH SIDE OF ROOM 304 - MUNICIPAL BUILDING. 3rd FLOOR. (APPROX. 100 FORMS TO EACH BUNDLE.)
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. (PRIOR 1 BUNDLE FOR CURRENT YEAR IN DESK DRAWER ROOM 303 MUNICIPAL BUILDING. 3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB-TW-HAT-W 11-8-39 #47
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 303.
(Name of building, room number, street address)

1. Title CONGRESSIONAL MAP OF BALTIMORE CITY.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates NONE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP SHOWING BOUNDARIES OF WARDS & CONGRESSIONAL DISTRICTS OF BALTIMORE WITH LEGENDS SHOWING THE WARDS WHICH COMPRISE THE FIVE CONGRESSIONAL DISTRICTS OF BALTIMORE. RECORDS SHOW, CONGRESSIONAL DISTRICTS FROM 1 TO 5, GIVING THE NUMBER OF WARDS IN EACH CONGRESSIONAL DISTRICT.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



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6. Contents—continued SCALE 1" = 1700 FT.

7. Arrangement NONE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 40" X 31".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON WALL.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE ROOM 303.

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB-TW-HAT-W 11-8-39 #48
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 303.
(Name of building, room number, street address)

1. Title "COUNCILMANIC MAP OF BALTIMORE CITY."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. NONE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP SHOWING BOUNDARIES OF WARDS, COUNCILMANIC DISTRICTS OF BALTIMORE, WITH A LEGEND OF LEGISLATIVE AND COUNCILMANIC DISTRICTS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

RECORD SHOWS, COUNCILMANIC DISTRICTS, FROM 1 TO 6, SHOWING THE NUMBER OF PRECINCTS IN EACH LEGISLATIVE DISTRICT.

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued AND THE NUMBER OF WARDS IN EACH COUNCILMANIC DISTRICTS.

7. Arrangement NONE
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON PLAIN PAPER
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 40" x 31"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON WALL
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE OF ROOM 303.

12. Other information RECORD + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

JB-TW-HAT-AW 11-10-39 #49

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND.

Name of agency or office EXECUTIVE DIV. BUREAU OF HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - ROOM 304.
(Name of building, room number, street address)

1. Title "WEEKLY + SEMI-MONTHLY PAY ROLLS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1903 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 VOLUMES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 VOL - PAY ROLLS - FROM SEPT. 1903 - DEC. 20 - 1918
1 " WEEKLY + SEMI-MONTHLY PAY ROLLS - DEC. 21-1918 — —.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A WEEKLY + SEMI-MONTHLY RECORD OF CASH PAY ROLL DISBURSEMENTS MADE BY BUREAU OF HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECORD SHOWS: DATE, WEEKLY AMOUNT, DATE SEMI-MONTHLY AMOUNT, AMOUNTS OF FOLLOWING PAY ROLLS, ADMINISTRATION, TRUCKS, LABOR; ALSO VARIOUS ACCOUNTS OF PAY ROLL DISTRIBUTION PAID

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6. Contents—continued BY BUREAU OF HIGHWAYS FROM 1903. TO JULY 25-1924. AND FROM JULY 26-1924. TO DATE BY CENTRAL PAY ROLL BUREAU.

7. Arrangement CHRONOLOGICALLY BY DATE OF PAY.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON RULED PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF VOLUME 7½" X 4½" X ½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 100 PAGES. EACH.

11. Location by dates and quantities 2 VOLUMES IN DESK DRAWER
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
CENTER OF ROOM 304.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
NO PRIOR RECORDS.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

J B - TW - HAT - W 11-9-39 #50

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office EXECUTIVE DIV. BUREAU OF HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 303
(Name of building, room number, street address)

1. Title "MAP OF BALTIMORE CITY"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates NONE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 MAP.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF A MAP OF BALTIMORE CITY SHOWING THE 28 WARDS, BOUNDING LINES, STREETS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

RECORD SHOWS: MAP OF BALTIMORE CITY, NEW WESTERN CITY LINE, NEW NORTHERN CITY LINE, NEW EASTERN CITY LINE, NEW SOUTHERN CITY LINE.

WPA Form 12-13HR—Revised (See reverse side) 16—6419

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6. Contents—continued

7. Arrangement NONE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF MAP 40" X 31½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 MAP ON WALL.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE ROOM 303.

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

W. H.L-HAT-J.B.-JW-W.O.K.- 11-1-39.

Wall (Worker's full name) 4-22-40 (Revised) (Date) #51 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways, Executive Division
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building Room 304
(Name of building, room number, street address)

1. Title (Laborer's Index Time Records)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1918--
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 File Index Card Boxes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Addenda
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Active card record of the personnel of various divisions of the Bureau of Highways. Card shows name of employee, classification, date service ceased, name and address of employee and remarks relating to men laid off, discharged or resigned, change of rate with dates.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement numerically by payroll numbers and alpha. by name of employee.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing none.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of drawers 5½" x 14" size of cards 3" x 5" approx 8000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities On top of desk in room 304 center of office.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Record good, prior records in vault 3rd floor Municipal Building.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
This index is a cross file to personnel of office listed in serial #13.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

W.H.L-H.A.T-J.B-T.W-W.O'K 11-1-39 1
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, EXECUTIVE DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 304
(Name of building, room number, street address)

1. Title [LABORERS INDEX TIME RECORDS]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1918- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 10 FILE INDEX CARD BOXES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents ~~THIS IS~~ Active Record of CARD ~~INDEX FOR~~ THE PERSONNEL OF VARIOUS ~~BUREAUS AND~~ DIVISIONS OF THE BUREAU OF HIGHWAYS. ~~RECORD~~ Card SHOWS NAME OF EMPLOYEE, ~~TITLE~~ CLASSIFICATION, DATE SERVICE CEASED NAME AND ADDRESS OF EMPLOYEE AND REMARKS relating LAID OFF FOR PERIOD, DISCHARGED OR RESIGNED, change of rate with dates. THIS IS AN ACTIVE FILE OF EMPLOYEES
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued

7. Arrangement Numerically by payroll numbers and alpha by name of employee.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing None.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DRAWERS—5½"X14" SIZE OF CARDS 3"X5" APPROX 8000 CARDS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ON TOP OF DESK IN ROOM 304 CENTER OF OFFICE
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD PRIOR RECORDS FILED IN VAULT 3RD FLOOR MUNICIPAL BUILDING
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE

THIS INDEX IS A CROSS FILE TO PERSONNEL OF OFFICE LISTED IN SERIAL NUMBER 13

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SER #57

ADDENDA - NUMERICALLY - ALPHABETICALLY

| | | | | | |
|---|---|---|---|---|---|
| 1 | FILE | BOX | LABELING | 1 — 1099 | 1918 — — . |
| 1 | " | " | " | 1100 — 2199 | |
| 1 | " | " | " | 2266 — 3399 | |
| 1 | " | " | " | 3400 — 4300 | |
| 1 | " | " | " | MISCELLANEOUS | 1918 — — . |
| 1 | " | " | " | RATE CHANGES | 1918 — — . |
| 1 | " | " | " | LABORERS | 1918 — — . |
| 1 | " | " | " | CLASSIFED TRUCKS | 1918 — — . |
| 1 | " | " | " | A - K | 1918 — — . |
| 1 | " | " | " | L - Z | 1918 — — . |

Total $.....

Received payment in full.....

.....
SIGN HERE

.....
TITLE

2-11-15—K. B.—10,000

# INDEX TO REPORTS

## BUREAU OF HIGHWAYS - INSPECTION & EXPLOSION DIV.

| DATE OF REPORT | SERIAL No. | TITLE OF RECORD | DATE OF RECORD |
|---|---|---|---|
| 10-4-39 | 1 | (Daily Report of Explosive Inspector) | 1931--. |
| 10-19-39 | 2 | (Daily Report of Explosive Inspector) | July 1931 - Dec. 1931, incl. |
| 10-10-39 | 3 | (Inspector's Daily Time Sheets) | 1932-1938 |
| 10-4-39 | 4 | (Inspector's Time Sheets & Daily Reports) | 1939--. |
| 10-25-39 | 5 | (Weekly Inspection Reports) | 1932-1939 |
| 10-7-39 | 6 | (Inspector's Weekly Expense Account) | 1938--. |
| 10-18-39 | 7 | (Inspector's Weekly Expense Account) | 1935-1937 |
| 10-25-39 | 8 | (Inspection Division, Weekly Report) | 1921-1931 |
| 10-10-39 | 9 | (Inspector's Field Book) | 1925--. |
| 10-5-39 | 10 | (Annual Report) | 1925--. |
| 10-3-39 | 11 | (Copies of Permits) | 1931--. |
| 10-3-39 | 12 | (Card Record of Permits Issued) | 1933--. |
| 10-5-39 | 13 | (Explosive Permits) | 1922--. |
| 10-19-39 | 14 | (Emergency Permits) | 1933-1939 |
| 10-11-39 | 15 | (Locations of Street Operation of Public Utilities) | 1911--. |
| 10-18-39 | 16 | (Accounts Charged and Billed) | 1921--. |
| 10-6-39 | 17 | (Record of Applications for permits) | 1926--. |
| 10-19-39 | 18 | (Applications for Emergency permits) | 1929-1932 |
| 10-7-39 | 19 | ("Certificate of Fitness" (to Handle Explosives) | 1924--. |
| 10-17-39 | 20 | (Blueprints) | 1931--. |
| 10-17-39 | 21 | (Blueprints) | 1937-1938 |
| 10-18-39 | 22 | (Correspondence) | 1937--. |

records, daily, official.) 4 x 12 vols. (15), 7½ in., on open wooden shelf. Bindings broken, damaged by water, ink faded. R. 1. (10)

2315. SURVEY OF INLETS AND CHANNELS BEFORE AND AFTER DREDGING, 1933 to date. Form 81056; shows location of sounding, date, station, station district, time, soundings, and reduction for tide; also the reduction of soundings before and after dredging, showing increases in depth. Filed chronologically. (Older records, rarely; current records, daily, official.) 4 x 12 vols. (9), 4½ in., on open wooden shelf. R. 1. (9)

2316. AUTOMOBILE LOG BOOKS, Jan. 1936 to date. Car number, date, driver, speedometer readings at start and end of trips, functioning of car, and purchases made during trip. Filed chronologically. (Daily, official.) 4 x 6 vol., ½ in., on desk. R. 1. (7)

## TOWSON

### CIVILIAN CONSERVATION CORPS
Van Sant Dugdale Bldg.
511 Delaware Ave.

The Towson office of the Civilian Conservation Corps serves as headquarters for District No. 3, which includes the District of Columbia, the northern part of Virginia, and most of Maryland. It was established here on May 27, 1933, although from that date until January 16, 1936, it was the headquarters for the state of Maryland only.

Reports are sent out only as requested, and there are no useless papers; no records can be moved from here unless instructions to that effect are received from the War Department.

2317. GENERAL FILE, 1933 to date. Instructions and correspondence from Headquarters, 3d Corps Area, pertaining to subdistricts and companies. Filed alphabetically and numerically. (Older records, rarely; current records, daily, official.) 9 x 15 folders, 19 ft., in 12 drawers of steel filing cases. SW. corner, 1st floor. (20)

2318. LOCATER CARDS, 1933 to date. Showing full name, home address, where recruited, company, and classification of enrollee; name and address of allottee, and amount allotted. Filed alphabetically. (Older records, rarely; current records, daily, official.) 3 x 5 cards, 5 ft. 3½ in., in 9 pasteboard boxes. SW. corner, 1st floor. (21)

2319. CORRESPONDENCE, June 1933 to date. Original and duplicate copies of correspondence pertaining to the educational activities

J.B.-H.A.J.-W.H.L. (Worker's full name) 10-4, 39 10-19-39 (Date) 1 and 2. (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City. State Maryland.

Name of agency or office Bureau of Highways-Inspection Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building, Room 318.
(Name of building, room number, street address)

1. Title (Daily Reports of Explosive Inspectors)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1931--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 Steel file drawers; 6 Envelopes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Drawers not labeled; Envelopes marked with month and year.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Inspectors daily reports on explosives give permit number; weather condition; date; time explosives permitted for blasting; directed location of shaft of slope; direction of heading; time of shot; number of holes; amount of dynamite; signature of superintendent and signature of inspector; remarks relating in case of delays for blasting actual time given.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached).

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

[taken from two reports]

6. Contents--continued

7. Arrangement chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed forms.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of drawers 9"x5"x23" of envelopes 10"x15"x3" approx. 43000 reports.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Jan-June 1931 and Jan 1932 to date, 4 steel file drawers on east wall in room 318; July-Dec. 1931, 6 envelopes in wooden bin on north wall in vault on 3rd floor.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Records and containers good.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

FORM NO. 66 PERMIT NO. MDB 9716

WEATHER CLOUDY #3

# DAILY REPORT OF EXPLOSIVE INSPECTOR

TIME ALLOWED TO BLAST. 4PM – 12 M

Date 10-3-39

Shaft of Slope AS STREETOR AVE.

Heading N. E. S. W.

Time of Shot 6 12 P.M.

No. of Holes 2 PLUGS

Amount of Dynamite (Sticks) AS CASES – STICKS – PRIMERS

Shaft Superintendent

Bureau of Highways Inspector.

TIME OF DELAY 1HR – 4PM-1AM

J.B.-H.A.T.-W.H.L. 10-10-39 No. 3
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Inspector's Daily Job Time Sheets)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1932-1938
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 147 Bundles.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See addenda.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents This is a daily report of inspectors in which the report covers the time consumed in making inspections of the particular project.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
The date, permit no., location and class of work, such as erection of line poles; blasting, amount of dynamite used, number of hours on the job. are given.

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Chronologically by date of inspection.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4 file boxes: 11X12X19 containing 64 bundles.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
83 bundles: 9X10X12

11. Location by dates and quantities 4 file boxes on top of table and
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
83 bundles in bin, both in vault on 3rd floor.

12. Other information Good, Prior records in Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
See serials 1, 2, 4

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

H.A.T.—J.B. (Worker's full name) 10-4-39 (Date) No. 4 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS - INSPECTION & EXPLOSIVE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 318, 3RD FLOOR
(Name of building, room number, street address)

1. Title (INSPECTORS' TIME SHEETS & DAILY REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939 — — .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 23 FILE DRAWERS AND 3 BUNDLES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD CONSISTS OF DAILY INSPECTIONS MADE BY INSPECTORS ASSIGNED TO VARIOUS LOCATIONS BY INSPECTION AND EXPLOSIVE DIVISION OF BUREAU OF HIGHWAYS TO SEE THAT SPECIAL REGULATIONS OF THE ISSUING OF PERMITS ARE ADHERED TO FOR THE SAFETY OF THE PUBLIC. FORM SHOWS, DEPT. OF PUBLIC WORKS, BUR. OF HIGHWAYS DAILY REPORT OF INSPECTOR, BALTO., DATE, PERMIT NO., LOCATION + CLASS OF WORK SUCH AS ERECTION OF LINE POLES, BLASTING OF DYNAMITE AND THE AMT. DYNAMITE USED, AND SHOWS THE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)



OVER

6. Contents—continued NO. OF HOURS ON JOB. ALSO SHOWS SIGNATURE OF INSPECTOR ON JOB.

7. Arrangement CHRONOLOGICALLY BY DATE OF INSPECTION
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER: 5 1/2" X 10" X 15", SIZE OF BUNDLE: 10" X 9" X 3" APPROX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
22000 FORMS

11. Location by dates and quantities 23 FILE DRW. IN FILE CABINET EAST SIDE OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ROOM 318 AND 3 BUNDLES ON TOP FILE CABINET SOUTH SIDE OF ROOM 318 MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD. RECORDS PRIOR
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
1934 FILED IN VAULT 3RD. FLOOR MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

M.D.B 179

# DEPARTMENT OF PUBLIC WORKS

## Bureau of Highways

#4

FORM NO. 65

## Daily Report of Inspector

BALTIMORE, DATE 193

| PERMIT No. | LOCATION AND CLASS OF WORK |
|---|---|
| 25674 | CONSOLIDATED GAS & ELEC. CO |
| | REAR 612 S. PORT ST |
| | TO RENEW 35' LINE POLE CONCREAT PAVING AT LOCATION |
| | APPROX 2 HOURS |
| | |
| 19994 | BUREAU OF WATER SUPPLY |
| | WATER TUNNEL MONTEBELLO |
| | 24 HOLES – 50 STICKS DYNAMITE – 2 SHOTS |
| | TIME OF SHOT. |
| | |
| | |
| | |
| | |
| | 4 – 12 HOURS |
| | |
| | |
| | |
| | |
| | |

**REMARKS:**

TIME ON JOB 8 HOURS

133

NAME OF INSPECTOR

Inspector

ADDENDA #1 INSPECTION AND EXPLOSIVES DIVISION BU. OF HIGHWAYS #4

ROOM - 318 MUNICIPAL BLDG.

| | | | |
|---|---|---|---|
| 1 | FILE DRW. | LABELED | W. T. SMYRK |
| 1 | " | " | J. E. METZBOWER |
| 1 | " | " | J. APPS |
| 1 | " | " | S. COLGAN |
| 1 | " | " | J. HUDGINS |
| 1 | " | " | B. GRYMES |
| 1 | " | " | J. VETTERS |
| 1 | " | " | R. BARNES |
| 1 | " | " | C. WEAVER |
| 1 | " | " | J. BETZOLD |
| 1 | " | " | C. VON HAGEL |
| 1 | " | " | M. DEAN |
| 1 | " | " | S. FRAZIER |
| 1 | " | " | H. BURNS |
| 1 | " | " | H. WHITE |
| 1 | " | " | SCHERET |
| 1 | " | " | LOUIS A. DRUSAND |
| 1 | " | " | CLUSTER |
| 1 | " | " | WACHTER |
| 1 | " | " | KEIM |
| 1 | " | " | FARRELL |
| 1 | " | " | BELL |
| 1 | " | " | WEEKLY REPORTS |
| 1 | BUNDLE | " | DAILY TIME SHEETS J. CLUSTER SR. 1937-1938 |
| 1 | BUNDLE | " | " " " H. KEIM 1937-1938 |
| 1 | BUNDLE | " | " " " H. BURNS 1937-1938 |

# Baltimore City Health Department

311 COURTLAND STREET

EXECUTIVE OFFICE

COPY

T.W.-W.O'K.-W.H.L.-H.A.T. 10-25-39 No. 5
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Weekly Inspection Reports)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1932-1939
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 file drawer in steel file cabinet
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Weekly Reports
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents These are weekly reports of inspections. These reports cover public utility companies and contractors who are doing work on highways. They show number of locations inspected, permits issued for the week, number of footways inspected and repaired, number of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued notices sent out and number of police reports of defective footways.

7. Arrangement Chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Drawer: 5½X10½X15½. Approx. 500 reports.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities E. Side Room 318
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Prior records in Vault.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

H.A.T. - J.B. - W.H.L. 10-7-39 No. 6

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office Bureau of Highways - Inspection + Explosive DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM 318
(Name of building, room number, street address)

1. Title (INSPECTOR'S WEEKLY EXPENSE ACCOUNT)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 BUNDLES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling EXPENSE SHEETS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF EXPENSE ACCOUNTS OF INSPECTORS OF EXPLOSIVE DIVN OF BUREAU OF HIGHWAYS. RECORD SHOWS, INSPECTOR'S NAME, EXPENSE AMOUNT, DATE ACCRUED, LOCATION AS TO OPERATION OF WORK INSPECTED, AMT. CAR FARE, NO. OF TELEPHONE CALLS; ALSO SHOWS THE TOTAL EXPENSE FOR THE WEEK.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON MIMEOGRAPHED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 10"X12"X6" SIZE OF SHEET: 11"X 8½" APPROX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
500 SHEETS TO BUNDLE.

11. Location by dates and quantities 3 BUNDLES IN STEEL CABINET EAST SIDE ROOM
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
318, MUNICIPAL BLDG.

12. Other information RECORD + EQUIPMENT GOOD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS FILED IN VAULT 3RD FLOOR
MUNICIPAL BLD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB - HAT - WHL - 10-18-39 No. 7

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 318.
(Name of building, room number, street address)

1. Title (INSPECTOR'S WEEKLY EXPENSE ACCOUNT)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1935 - 1937.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 BUNDLES -
(Number of volumes; file drawers; file boxes; bundles; other) SHEETS - 1935-1936.

4. Labeling 2 BUNDLES EXPENSE SHEETS 1937 + 1 BUNDLE CAR FARE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF EXPENSE ACCOUNTS OF INSPECTORS OF EXPLOSIVE DIV. OF BUREAU OF HIGHWAYS. RECORD SHOWS INSPECTOR'S NAME, EXPENSE AMOUNT, DATE ACCRUED, LOCATION AS TO OPERATION OF WORK TO BE INSPECTED; AMOUNT OF CAR FARE, NUMBER OF TELEPHONE CALLS; ALSO SHOWS TOTAL EXPENSE FOR WEEK.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON MIMEOGRAPH FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLES: 10" X 12" X 6"; SIZE OF SHEET: 11" X 8 1/2". APPROX. 500 SHEETS TO BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN BIN NORTH WALL VAULT, 3rd FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD. RECORDS PRIOR 1935 IN BUREAU ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T.- W.O.K.- W.H.L.- J.B. 10-25-39 No. 8
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Inspection Division, Weekly Report"
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1921 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 Bundles.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 BUNDLE LABELED "INSPECTION DIVISION WEEKLY REPORTS;" 1 BUNDLE NOT LABELED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents These are weekly Reports of inspections. They show the number of locations inspected with the names of public Service Companies and Contractors and the number of permits issued to them. There is also shown the number of footways inspected, the number of notices sent out and number of inquiries answered.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Chronologically by date of report.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on plain sheets.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Report: 9X11. Bundle: 10X12. Approx 980 Reports.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities In Vault, North Side Bin, 3rd Floor.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Prior records in Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

JB-HAT-WHL- 10-10-39- No. 9

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND-

Name of agency or office Bureau of Highways - Inspection & Explosives Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., VAULT, 3rd FLOOR.
(Name of building, room number, street address)

1. Title (INSPECTOR'S FIELD BOOKS).
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1925 --.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 BUNDLES CONTAINING 227 BOOKS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE - (CURRENT RECORDS FOR 1939 IN POSSESSION OF INSPECTOR'S ON THE JOB)
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF FIELD INSPECTOR'S BOOK OF WORK INSPECTED. RECORD SHOWS DATE INSPECTION MADE, PERMIT No., LOCATION AS TO WHERE WORK PERFORMED; REMARKS AS TO KIND OF WORK BEING DONE AT GIVEN LOCATION; ALSO SHOWS WORK COMPLETED. CURRENT BOOKS ARE IN POSSESSION OF INSPECTORS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF INSPECTION
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON RULED PAGES
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BOOK: 7 1/4" X 4 1/2" X 1/2" 227 Volumes
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 12 BUNDLES CONTAINING 227 BOOKS
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN BIN 46 IN VAULT, 3rd FLOOR, MUNICIPAL BLDG

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR 1925 FILED IN BUREAU ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T.- J.B. 10-5-39 No. 10
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS - INSPECTION & EXPLOSIVE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 318, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title (ANNUAL REPORT)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1925 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 15 REPORTS - 6 sheets to report.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Annual report of work performed in public streets by public service companies, contractors and individuals on permits issued by Bureau of Highways. Record shows amount of dynamite and blasting caps shipped through the Port of Baltimore. It also shows number of inspections
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of those records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued furninshed for shipment of high explosives at docks and quantities, number of linear yards of conduits, locations and amount of money collected by city for duct rentals. (Below)

7. Arrangement chronologically by year.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Report: 11X8½ 15 Reports
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) (6 papers to each report)

11. Location by dates and quantities W. Wall, Room 318
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. No prior records.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

(From Above) → Shown are no. of permits issued for construction of gas and steam mains, no. of inspections, no. poles erected and permits issued for blasting and supervision of blasting of sewer trenches, tunnels, embankments, quarries, etc.

13. (For use in Florida.) Early imprints Report also shows No. of complaints and inquiries - telephone & otherwise, yearly.
(Author) (Publisher) (Place of publication) (Date of publication)

H.A.T.-W.H.L.-J.B. 10-3-39 No. 11
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS - INSPECTION & EXPLOSION DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building, Room 318
(Name of building, room number, street address)

1. Title (Copies of Permits)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1931---.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 53 drawers in 4 cabinets, 39 bundles, 6 letter file boxes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See the 4 attached addenda.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records No. 15 OF THIS SERIES WILL SHOW THAT
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents These are copies of permits to individuals and
(Purpose and general nature of record. Principal items of information
Corporations authorizing them do such things as
shown. Summary of forms used in making record, their headings, etc. If a very
install or remove telephone poles and wires, remove
general or miscellaneous record, detailed information as to type of records
trolley poles, install or remove gas and steam mains, etc.
contained and dates covered by each should be given. Unless contents of these
The permit itself shows its date, time when the
records are described by other Forms 12-13HR, such forms should be filled out
work must be completed, how work is to be done
and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued and materials used, grad of material. It indicates that the work is under the inspection and supervision of the Bureau of Highways and that this bureau may revoke the permit at any time for violation of its provisions.

7. Arrangement Numerically by number of the permit.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on printed form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 13: drawers: 6X10X16; 16 drawers: 5"X12X15"; 24 drawers: 3X12X11; 6 letter files: 12X5"X12; 20 bundles: 10X3X8.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 13 drawers: E. side room; 16 drawers and 20 bundles: S. side of room; 24 drawers: N.W. of room; 6 Letter File; 19 Bundles N. Wall, Vault.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Records prior to this (1913) date in Archives. See Serial No. 15 others of these.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
Consolidated Gas Co. records for year 1937-1938 filed in vault on 3rd floor.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

ITEM 4 Bureau of Highways #71

ADDENDA #1 INSPECTION AND EXPLOSIVE DIVISION

| | | | | |
|---|---|---|---|---|
| 1 | FILE | DRAWER | LABLED | STEAM RAILROAD TRACKS |
| 1 | " | " | " | STEAM LINES PERMITS |
| 1 | " | " | " | MISCELLANEOS PERMITS |
| 1 | " | " | " | C+P TELEPHONE POLES |
| 1 | " | " | " | CONS GAS CO POLES |
| 1 | " | " | " | C+P TELEPHONE POLES |
| 1 | " | " | " | BALTO TRANSIT CO- DRAINS |
| 1 | " | " | " | CONS GAS CO POLES |
| 1 | " | " | " | LAMPS + LIGHTING |
| 1 | " | " | | NOT LABELED |
| 1 | " | " | | " " |
| 1 | " | " | | " " |
| 1 | " | " | | " " |
| 13 | FILE DRAWERS | | | |
| 2 | LETTER FILE BOXES LABELED CONSOLIDATED GAS CO. | | | |
| 2 | LETTER FILE BOXES LABLED C+P TELEPHONE CO. | | | |
| 1 | LETTER FILE BOX LABLED BALTO TRANSIT CO. | | | |
| 1 | LETTER FILE BOX LABLED LAMPS + LIGHTING | | | |
| 6 | LETTER FILE BOXES | | | |

BUREAU OF HIGHWAYS

ADDENDA - INSPECTION & EXPLOSIVE DIV. No. 11

| | | | |
|---|---|---|---|
| 1 | BUNDLE | LABELED | 90674 - 91002 - 1-4 - 1-30-37 GAS CO. MAIN & SERVICE PERMI |
| 1 | " | " | 91006 - 91366 - FEBY 1-37 - FEBY 27-37 " " " " |
| 1 | " | " | 91367 - 91731 - MAR - 1-31-37 " " " " |
| 1 | " | " | 91737 - 92089 - APL. 1-30-37 " " " " |
| 1 | " | " | 92091 - 92392 - MAY 1-29-37 " " " " |
| 1 | " | " | 92397 - 92821 - JUNE 1-30-37 - " " " " |
| 1 | " | " | 92835 - 93210 - JULY 1-31-37 - " " " " |
| 1 | " | " | 93212 - 93642 - AUG 2-31-37 - " " " " |
| 1 | " | " | 94053 - 93650 - SEPT. 1-30-37 - " " " " |
| 1 | " | " | 94054 - 94593 - OCT. 1-30-37 - " " " " |
| 1 | " | " | 94594 - 95041 - NOV. 1-37 - NOV 20-37 - " " " " |
| 1 | " | " | 95046 - 95008 - DEC. 1-37 - DEC 31-37 " " " " |
| 1 | " | " | 95609 - 96155 - JAN. 3-38 - JAN 31-38 " " " " |
| 1 | " | " | 96157 - 96527 - FEBY 1-28-1938 " " " " |
| 1 | " | " | 96501 - 97000 - FEBY - APL. 1938 " " " " |
| 1 | " | " | 97001 - 97501 - APL. 38 - MAY 5-38 " " " " |
| 1 | " | " | 98501 - 99000 AUG 1-38 - SEPT. 20-38 " " " " |
| 1 | " | " | 99001 - 99500 SEPT 19-38 - OCT 22-38 " " " " |
| 1 | " | " | LAMPS + LIGHTING SEPT 8-1931 - DEC. 1937<br>CUTS IN IMPROVED PAVING APR 30-36 - DEC 29-38 |

39 Bundles
71 Loaded in vault
Room 318

ITEM 4 BUREAU OF HIGHWAYS. #11

ADDENDA #2 INSPECTION + EXPLOSIVE DIVISION

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | BUNDLE | LABELED | CONS. GAS CO. MAIN — TERRACE | | | | | |
| | | | | | | | OCT 1 - 1934 - 80915 | |
| | | | | | | | Oct 31 1934 - 81177 | |
| 1 | " | " | " | " | " | COMPLETED SHEETS | | |
| | | | | | | | 12 - 1 - 33 - 11 - 26 - 34 | |
| 1 | " | " | " | " | " | " | LIST NOV. 18-35 - NOV 18 - 1937 | |
| 1 | " | " | " | " | " | #97502 - 98000 - MAY 5 - 1938 - JUNE 14 - 1938 | | |
| 1 | " | " | " | " | " | 98001 - 98500 - JUNE 14 - 38 - AUG 1ST 1938 | | |
| 1 | " | " | " | " | " | 99501 - 99999 - OCT - 22 - 38 - NOV - 28 - 1938 | | |
| 1 | " | " | " | " | " | 01 - 500 - NOV 28 - 38 - JAN 5TH 1939 | | |
| 1 | " | " | " | " | " | 501 - 1000 - JAN 5 - 39 - FEB 2ND 1939 | | |
| 1 | " | " | " | " | " | 1001 - 1500 - FEB 3 - 39 - MAR 9 - 1939 | | |
| 1 | " | " | " | " | " | MAR 9TH 1939 - APR 5TH 1939 | | |
| 1 | " | " | " | " | " | 2001 - 2500 - APR 5 - 39 - MAY 8 - 1939 | | |
| 1 | " | " | " | " | " | 2501 - 3000 - MAY 8 - 39 - JUNE 12 - 1939 | | |
| 1 | " | " | " | " | " | 3000 - 3500 - JUNE 12 - 39 - JULY - 18 - 1939 | | |
| 1 | " | | " | BALTO TRANSIT CO. 9101 - 9600 - NOV 22 - 1935 - JAN 2 1937 | | | | |
| 1 | " | " | " | " | " | 9601 - 9999 JAN 2 - 1937 - MAY 12 1938 | | |
| 1 | " | " | " | POLES LIST 1935 - | | | | |

#3 ITEM 4 ADDENDA - INSPECTION & EXPLOSIVE DIVN — BUREAU OF HIGHWAYS SER 71

| | | | | | |
|---|---|---|---|---|---|
| 1 | FILE | DRAWER | LABELED | LAMPS | |
| 1 | " | " | " | STEAM | |
| 1 | " | " | " | 12 | |
| 1 | " | " | " | 10 | |
| 1 | " | " | " | 11 — | 1933 |
| 1 | " | " | " | 14 | |
| 1 | " | " | " | 16 | |
| 1 | " | " | " | 1 | |
| 1 | " | " | " | 15 | |
| 1 | " | " | " | 3 | |
| 1 | " | " | " | 4 | |
| 1 | " | " | " | STEAM | |
| 1 | " | " | " | 3 | |
| 1 | " | " | " | 2 | |
| 1 | " | " | " | 12 | |
| 1 | " | " | " | 17 | |
| 1 | " | " | " | 18 | |
| 1 | " | " | " | 7 | |
| 1 | " | " | NOT LABELED | | |
| 1 | " | " | " | " | |
| 1 | " | " | " | " | |
| 1 | " | " | " | " | |
| 1 | " | " | " | " | |
| 1 | " | " | " | " | |

24 DRAWERS

SIZE OF DRAW. 3 1/2" x 12 1/2" x 11"
N.W. COR. ROOM - 318
MUNICIPAL BLDG
8010

ITEM 4 BUREAU OF HIGHWAYS SER #1

#4 ADDENDA - INSPECTION + EXPLOSIVE DIVN -

| | | | | |
|---|---|---|---|---|
| 1 | FILE | DRAWER | LABELED - | 16400 - 16999 |
| 1 | " | " | " | 16700 - 16899 |
| 1 | " | " | " | 17100 - 17599 |
| 1 | " | " | " | 17600 - |
| 1 | " | " | " | 14000 - To - |
| 1 | " | " | " | 14300 - To - |
| 1 | " | " | " | 15003 - 15399 |
| 1 | " | " | " | 15400 - 15999 |
| 1 | " | " | " | C+P TELEPHONE Co - YEARLY REPORTS Nov. 1911 - Oct. 31 - 1931 |
| 1 | " | " | " | BALTO. TRANSIT Co - PERMITS - 10632 - To - |
| 1 | " | " | " | BALTO. TRANSIT Co - RAIL + POLE PERMITS - 9830 - 10631 |
| 1 | " | " | " | BALTO. TRANSIT Co - PERMITS - 9530 - 9829 - |
| 1 | " | " | " | 97650 - 97987 |
| 1 | " | " | " | 96924 - 97649 |
| 1 | " | " | " | 96531 - 96910 |
| 1 | " | " | " | 96911 - 97316 |

16 DRAWERS

SIZE OF DRAWERS 5½" x 12½" x 15½"

SOUTH SIDE OF ROOM 318 MUNICIPAL BLD

H.A.T - J.B. (Worker's full name) 10/3/39 (Date) #12 (Form identification number)
(Copied)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS - INSPECTION + EXPLOSIVE DIVISIONS.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL OFFICE BUILDING, ROOM 318
(Name of building, room number, street address)

1. Title ("CARD RECORD OF PERMITS ISSUED")
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1933 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 34 - File boxes (card-board)
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Addendum attached
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Card record of permits issued to Public Utility and private corporations. All necessary information relative to these permits, e.g.: location, date, number, reason for issuance, property owner's name, etc. is contained in this record.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Alphabetically by streets
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on ruled cards - (3x5)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4"X5½"X15" - Approximately 2500 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1933-37, 23 boxes in steel bin - W. Wall;
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)
1938-1939 top of table in centre; Room 318 -

12. Other information Records & Equipment good condition.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
Prior records filed in Bureau of Archives.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

ITEM 4 BUREAU HIGHWAY SERIAL - 12

ADDENDA-1- INSPECTION & EXPLOSIVE DIV.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | CARD | BOARD | FILE | BOX | LABELED | CONS GAS CO - A - 1933 - 1937 INC - | | | | | |
| 1 | " | " | " | " | " | " " ELEC LIGHT + POWER CO. 1933-1937 B-NO-1- | | | | | |
| 1 | " | " | " | " | " | " GAS CO - 1933 - 1937 INC - B. NO. 2 - | | | | | |
| 1 | " | " | " | " | " | " " ELEC LIGHT + POWER CO. 1933 - 1937 - C-NO. 1- | | | | | |
| 1 | " | " | " | " | " | " " ELEC CO. 1933 - 1937 C - NO. 2 - | | | | | |
| 1 | " | " | " | " | " | GAS + ELEC CO - 1933 - 1937 - D - | | | | | |
| 1 | " | " | " | " | " | CONS GAS CO - " " E - | | | | | |
| 1 | " | " | " | " | " | GAS + ELEC. CO. " " F - | | | | | |
| 1 | " | " | " | " | " | CONS GAS ELEC CO. " " G - | | | | | |
| 1 | " | " | " | " | " | CONS GAS CO " " H. | | | | | |
| 1 | " | " | " | " | " | " " " " " I - K - | | | | | |
| 1 | " | " | " | " | " | " " " " " L | | | | | |
| 1 | " | " | " | " | " | " " " " " M | | | | | |
| 1 | " | " | " | " | " | " " " " " Mc N - O - | | | | | |
| 1 | " | " | " | " | " | " " " " " P | | | | | |
| 1 | " | " | " | " | " | " " " " " Q - R - | | | | | |
| 1 | " | " | " | " | " | " " " " " S | | | | | |
| 1 | " | " | " | " | " | " " " " " T - V - | | | | | |
| 1 | " | " | " | " | " | " " " " " W - Z - | | | | | |
| 1 | " | " | " | " | " | C + P TELEPHONE CO - " A - K - | | | | | |
| 1 | " | " | " | " | " | " " " 1933 - 1937 L - Z - | | | | | |
| 1 | " | " | " | " | " | UNITED RYS. + ELEC. CO. " " A - K - | | | | | |
| 1 | " | " | " | " | " | " " " " " " L - Z. | | | | | |
| 1 | " | " | " | " | " | CONS GAS + ELEC CO. A - B | | | | | |

ITEM 4 BUREAU HIGWAYS SERIAL - 12

ADDENDA - 2 - INSPECTION + EXPLOSIVE DIV.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | CARD | BOARD | FILE | BOX | LABELED - | CONS | GAS | Co - | | C - |
| 1 | " | " | " | " | " | " | " | " | " | D - E - |
| 1 | " | " | " | " | " | CONS | GAS + | ELEC | Co - | F - G - |
| 1 | " | " | " | " | " | CONS | GAS | Co | - | H. |
| 1 | " | " | " | " | " | " | " | " | - | I - M - |
| 1 | " | " | " | " | " | " | " | " | - | Mc - Q - |
| 1 | " | " | " | " | " | " | " | " | - | R - V - |
| 1 | " | " | " | " | " | " | " | " | - | W - Z - |
| 1 | " | " | " | " | " | C + P | TELEPHONE | Co - | | A - Z - |
| 1 | " | " | " | " | " | BALTIMORE | TRANSIT | Co - | | A - Z - |

These have been checked. Some are all right,

others have to be rehaken in whole or part.

H.A.T.- J.B. 10-5-39 No. 13
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Explosive permits)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1922--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 8 permit stubs
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents Record consists of copies of applications for permit to use explosives for blasting. It shows No. of permit, date of application, applicant's name, whether to blast rock, stumps, transport, etc. It shows location where explosive is to be used, sworn statement of applicant, date, signature of
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued applicant and time during which explosive must be handled or used.

7. Arrangement Chronologically by date of Permit.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed form
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Stub: 8½X1X5". Approx. 200 pages per stub.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 7 stubs on top file cabinet; 1 in desk, Center of room 318.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Prior records in vault, 3rd floor.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

_____
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

J B- HRT WAL- 10-19-39 No. 14
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND -

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM 318
(Name of building, room number, street address)

1. Title (EMERGENCY PERMITS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1933-1939-
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 53 FILE DRAWERS IN 4 FILE CABINETS + 39 BUNDLES -
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA 1-2-3-4- SERIAL 2
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents ARE UTILITY COMPANY'S REQUESTS FOR PERMISSION TO PERFORM NECESSARY WORK AT VARIOUS LOCATIONS - TO INSTALL GAS SERVICE + SIMILAR WORK. RECORDS SHOW NAME OF APPLICANT, NO, REQUEST PERMIT TO PERFORM NECESSARY WORK AT VARIOUS LOCATIONS, NATURE OF WORK,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued STREET LOCATION, DESCRIPTION OF WORK; DATE & SIGNATURE.

7. Arrangement CHRONOLOGICALLY BY DATE of permit.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 12" X 9½" X 2¾"; SIZE OF FORM: 8½" X 7½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX 3000 FORMS - DISTRIBUTED IN 53 FILE DRAWERS + 39 BUNDLES -

11. Location by dates and quantities 53 FILE DRAWERS + 20 BUNDLES
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
IN ROOM 318 MUNICIPAL BLDG - + 19 BUNDLES IN BINS NORTH WALL VAULT 3rd FLOOR MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT 3rd FLOOR MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

J.B.-H.A.T.-W.H.L. 10-11-39 No. 15
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Locations of Street Operations of Public Utilities)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1911 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 18 Bundles and 1 letter board file
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See addenda
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents This is a record of locations where work is being done by public utility companies and private individuals and companies. Record shows application number, date, name of foremen, location, permit number and description of work
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Numerically by number of permit.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on plain paper
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Bundle: 11X9X2. Approx. 5100 sheets
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 Bundle: 14X9X7. Approx. 2500 sheets

11. Location by dates and quantities North Wall of Vault, 3rd Floor.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Prior records in Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

~~Sec. 31~~ #15

# ADDENDA - INSPECTION + EXPLOSIVE DIV.

| | | | | |
|---|---|---|---|---|
| 1 | BUNDLE | LABELED | GAS CO - LOCATION SHEETS | 12-2-29 - 9-16-33 |
| 1 | " | " | " " " | 10-1-30 - 2-1-31 |
| 1 | " | " | " " " | 11-30-31 - 12-31-32 |
| 1 | " | " | " " " | 3-2-31 - 11-27-31 |
| 1 | " | " | " " " | 3-11-32 - 12-30-32 |
| 1 | " | " | " " " | 6-1-33 - 11-29-33 |
| 1 | " | " | " " " | 12-1-33 - 12-29-34 |
| 1 | " | " | " " " | 12-31-34 - 11-30-35 |
| 1 | " | " | " " " | 12-2-35 - 11-1937 |
| 1 | " | " | " " " | 12-1-37 - 12-30-38 |
| 1 | " | " | " " " | + EMERGENCY APPLICATIONS |
| 1 | " | " | UNITED RYS + ELEC CO - LOCATION SHEETS | 1927 |
| 1 | " | " | " " " " " " | 1-3-12-29-1928 |
| 1 | " | " | " " " " " " | 1929 |
| 1 | " | " | " " " " " " | 1930 |
| 1 | " | " | " " " " " " | 1931 |
| 1 | " | " | " " " " " " | JAN-DEC 31-1932 |
| 1 | " | " | C + P CONDUITS - YEARLY REPORTS | |
| | | | NOV 1-1911 - OCT 31-1931 | |

J.B.-H.A.T.-W.H.L. 10-18-39 No. 16
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspections & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Accounts Charged and Billed)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1921 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 9 Bundles and 1 loose leaf ledger.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling Ledger Sheets - Billing to Contractors - Blasting & Public Utilities.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents This is a record of charges to those receiving permits. It shows name of utility companies receiving permits, their address, amount of charge, number of permit, total for permits during each month. Permits, where several are issued each month are paid for at the end of the month.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Alphabetically by name of those getting permits.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing A-Z, throughout ledger.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on ruled page.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Loose leaf Ledger: 12X4X12. Bundle: 12X2X12.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 loose leaf ledger on top desk, Center of room 318 and 8 Bundles in file Cabinet East Side of room 318 — Municipal Bldg. 1 Bundle in bin 38, Vault.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Prior records Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

HAT-J.B.-W.H.L. 10-6-39 No.17
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Record of Applications for permits)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1926 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 Ledgers and 2 Volumes.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 7 Ledgers labeled: Record. 2 Volumes not labeled.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents This is a record of the applications made to the Bureau of Highways for permits to do work that affects the City's Highways. Record shows date, application number, location of job to be done, type of service and permit number. — Attached Specimen of Application.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Chronologically by date of application.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Ledger: 14X8X1. Approx. 150 pages per Volume.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 Ledgers on top desk West side of Room 318; 7 Ledgers in Bin, North Wall of Vault, 3rd Floor, Municipal Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

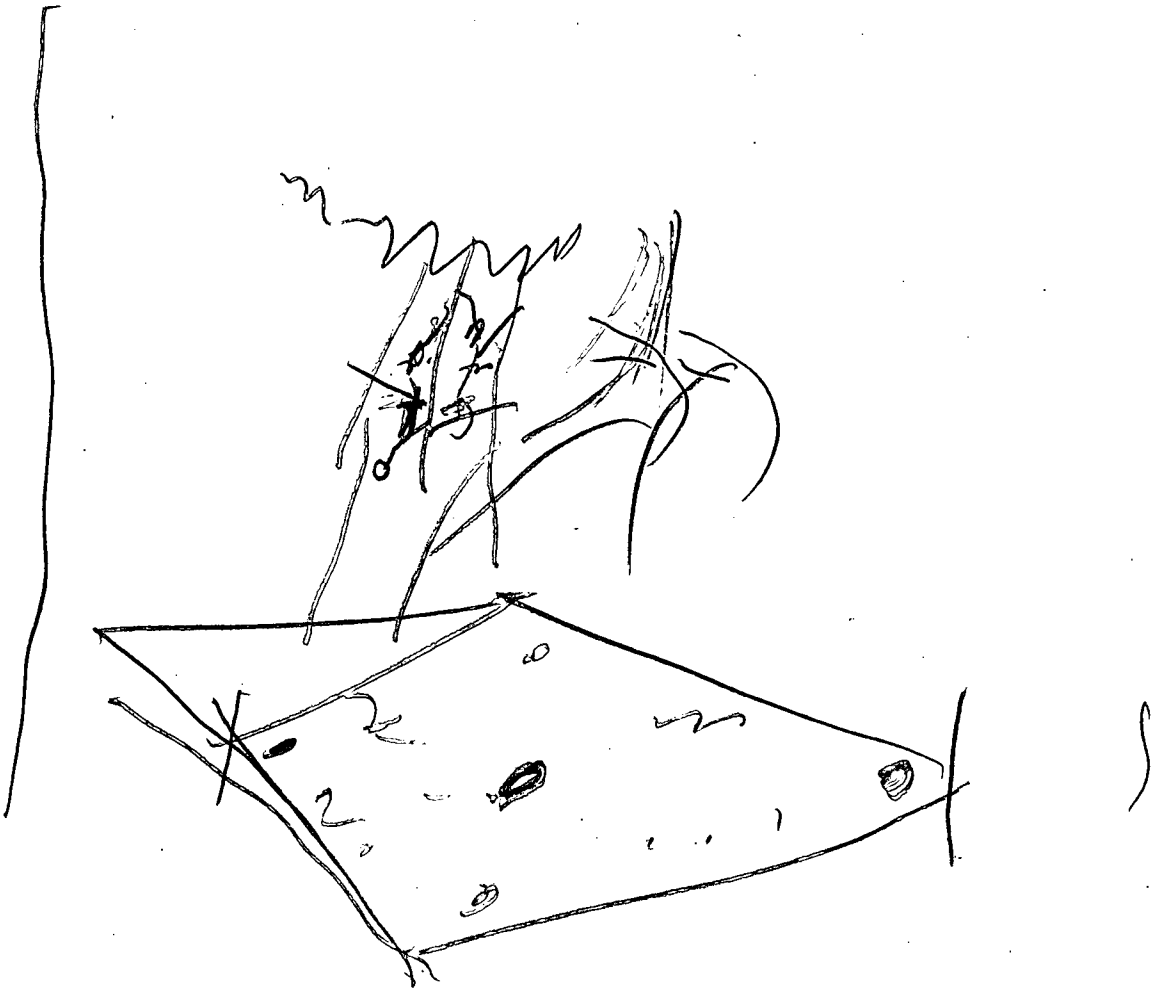
12. Other information Good. Prior records in Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

Consolidated Gas Electric Light and Power Company of Baltimore
Main and Service Department

No. Baltimore, Md.

Please issue to this Company a permit to perform the necessary work at the following location or locations:



Over

(764)-40563-1B-16

APPLI NO. LOCATION TYPE OF SERVICE

DATE ~~PERMIT NO~~ PER NO

57 — —

APPA ST WANNIT

150 PAG

14X8X1

2

VOL

J B - HAT - WHL - 10-19-39 No. 18

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM 318
(Name of building, room number, street address)

1. Title (Applications for Emergency Permits)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1929 - 1932, INCL.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 BUNDLES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling UTILITY EMERGENCY APPLICATIONS 1929-1932
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records THIS RECORD DISCONTINUED SINCE 1933. AND A NEW FORM ADOPTED
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents ARE EMERGENCY APPLICATIONS REQUESTING PERMISSION TO OPEN IMPROVED PAVING IN STREETS AND FOOTWAYS FOR THE GENERAL PURPOSE OF LOCATING AND REPAIRING GAS LEAKS AND SIMILAR WORK. APPLICATION FORM SHOWS NAME OF APPLICANT, No. - REQUEST, PERMIT TO OPEN IMPROVED PAVING; NATURE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued OF WORK; STREET LOCATION; CONFIRMING EMERGENCY PERMIT NO.; DESCRIPTION OF WORK TO BE PERFORMED; DATE + SIGNATURE.

7. Arrangement CHRONOLOGICALLY BY DATE OF PERMIT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 9" X 6" X 2"; SIZE OF FORM: 5" X 8" - APPROX. 1500 APPLICATIONS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN BIN, NORTH WALL, VAULT, 3rd FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR 1929 IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

W.H.L.-H.A.T.-J.B. 10-7-39 No. 19
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection & Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title "Certificate of Fitness" (to Handle Explosives)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1924--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 16 stubs.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling None
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents This is a license issued to those who wish to practice the handling of explosives. It is a personal license. However, the person so licensed may use explosives only as and when permits are issued for particular jobs. Attached is a sample of this license.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Numerically by certificate number.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Handwritten on printed form.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Stub: 4X7X1½. Approx. 100 pages per stub.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 8 stubs on top West wall, Room no. 318; 8 stubs in bin no. 45 in Vault, 3rd. floor—both in Municipal Bldg.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Records prior to 1924 in Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER 19

No. 790

# BUREAU OF HIGHWAYS

H. E. 125 B

Baltimore, Md. 4/6 1927

This CERTIFICATE OF FITNESS is issued to

F. C. McDermott

address 3801 Belair Rd.

It gives him the right to perform work in connection with "permits" issued by the Highways Engineer for the handling of "EXPLOSIVES" within the City of Baltimore. It carries no right without a regular permit, and if the holder performs or attempts to perform any work in connection with explosives without a "permit," this "certificate" becomes null and void, and the said holder will become amenable to the law governing the "use" of explosives.

Issued for One year days from ~~date~~.

Stewart Powell

Highways Engineer.

Aurora

DUPLICATE
FOR MARSHAL OF POLICE

164-2-5-27 Rel- P. Co. 4 B

J. B.-H.A.T.-W.H.L. 10-17-39 No. 210
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] Baltimore City State Maryland

Name of agency or office Bureau of Highways - Inspection + Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (Blueprints)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1931 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 40 File drawers containing 7332 Blueprints
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See addenda attached to serial No. 2
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents These blueprints must be submitted when holes in street paving have been made & repairing is required. They show location and size of area to be paved, permit number, kind of paving, whether Concrete base or other, date, area of actual cut, area plus 9" cutback, by whom sketched, by whom
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued checked, by whom drawn, by whom approved and names of streets where cuts were made. These blueprints are attached to permits and filed throughout the 40 file drawers.

7. Arrangement Numerically by permit number.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Blueprints
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 11 3/4 X 8 3/4.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 24 File Drawers: N.W. Corner Room 318; 16 File Drawers: South side Room 318.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Blueprints for 1937-1938 are in Vault, 3rd floor. See serial no. 20.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

J.B.-H.A.T.-W.H.L. 10-17-39 No. 21
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ Baltimore City State Maryland

Name of agency or office Bureau of Highways-Inspection + Explosive Div.
(Office of custody) (Office which made the record, if different)

Address of office of custody Room 318, Municipal Bldg.
(Name of building, room number, street address)

1. Title (BLUE PRINTS)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1937-1938, inclusive.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 23 Bundles.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See addenda attached to Serial No. 12
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records None
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents When a hole in street paving has to be made a blueprint of it must be submitted. This print shows location and size of area to be repaved, permit number, kind of paving, kind of base, date, area of actual cut, area plus 9" cut back, by whom sketched, checked, drawn and approved. It also
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued Shows name of street and kind of paving. The blueprints are attached to the permits and filed thus. These are a part of those described in serial no. 19.

7. Arrangement Numerically by permit number.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing None.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Blueprints
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size Blueprints: 11 3/4 X 8 3/4. Bundle: 10X12X3.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
Approx. 1314 Blueprints.

11. Location by dates and quantities In bins 42, 43, 44 in vault, 3rd Floor.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information Good. Prior prints in Archives.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

W.H.L.-H.A.T.—J.B. 10-18-39 No. 22

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS - INSPECTION & EXPLOSIVE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 318
(Name of building, room number, street address)

1. Title [CORRESPONDENCE]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937— —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LETTER BOARD FILES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CORRESPONDENCE RECEIVED FROM VARIOUS UTILITY COMPANIES AND DEPARTMENT OF PUBLIC WORKS NOTIFYING THAT PERMITS GRANTED FOR SPECIAL WORKS HAVE BEEN COMPLETED AND GIVING LOCATION, DATE WHEN WORK COMPLETED.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF CORRESPONDENCE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF WEED FILE: 13"X9"; SIZE OF SHEET: 11"X8½" APPROX. GOOD SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
(Shannon Wall file)

11. Location by dates and quantities 2 LETTER BOARD FILES IN CABINET WEST
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
SIDE, ROOM 318, MUNICIPAL BLDG.

12. Other information RECORDS AND EQUIPMENT GOOD. RECORDS PRIOR
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
1937 FILED IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

# Index to Report 88

## Bureau of Highways Bridge Division

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| 2-5-40 | 1 | "Work Orders" | 1935--. |
| 2-5-40 | 2 | "Work Orders" | 1937--. |
| 2-6-40 | 3 | "Work Completed" | 1939--. |
| 2-6-40 | 4 | (Howard Street Extension Mt. Royal Underpass Drawings) | 1937--. |
| 2-6-40 | 5 | (Bridges of Bridge Division) | 1890--. |
| 2-7-40 | 6 | "Catalogues" | 1935--. |
| 2-7-40 | 7 | (Equipment) | 1933--. |
| 2-7-40 | 8 | (Various Reports and Correspondence) | 1933--. |
| 2-7-40 | 9 | (Concrete Reports and Correspondence) | 1937--. |
| 2-8-40 | 10 | "Bridge" | 1879--. |
| 2-8-40 | 11 | (Bridge Division Engineer Cross Section Books) | 1933--. |
| 2-9-40 | 12 | "Diary" | 1937--. |
| 2-9-40 | 13 | (Photographs Various Howard Street Improvements) | 1939--. |
| 2-9-40 | 14 | "29th Street Bridge Photographs" | 1937--. |
| 2-9-40 | 15 | "Hilton Parkways Bridge and Grading Photographs" | 1938--. |
| 2-13-40 | 16 | "Guilford Ave Bridge" | 1879-- |
| 2-14-40 | 17 | "Purchase Orders" | 1934--. |
| 2-14-40 | 18 | (Bridge Inspection Reports) | 1936--. |
| 2-16-40 | 19 | (Maps of Various Bridges) | 1938--. |
| 2-16-40 | 20 | ( " " " " ) | 1938--. |
| 2-16-40 | 21 | "Bridge Calculations" | 1935--. |
| 2-16-40 | 22 | (Municipal Harbor Railroad and Connections) | 1934--. |
| 2-19-40 | 23 | (Blue Prints of Bridges and Underpasses) | 1879--. |
| 2-19-40 | 24 | (Chemical Analyses Reports) | 1939--. |

SER. #1.

WHITELEY-WALL- 2-5-40.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314-MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title "WORK ORDERS."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1935-—.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 WOOD FILE DRAWER CONTAINING APPROX. 50 WORK ORDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling MAINTENANCE WORK ORDERS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records -NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF BUREAU OF HIGHWAYS BRIDGE DIVISION ISSUING VARIOUS KINDS OF WORK ORDERS TO BUREAU OF SEWERS TO INSTALL VARIOUS KINDS OF WORK ON MUNICIPAL HARBOR BELT RAILROAD. RECORD SHOWS WORK ORDER NUMBER, DATE ISSUED, AND NUMBER OF THE ACCOUNT OF DEPARTMENT IT IS CHARGED TO ALSO SHOWS THIS WORK BEING APPROVED BY ASSOCIATE ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued FOR BRIDGE DIVISION

7. Arrangement CHRONOLOGICALLY-BY-DATE. OF WORK ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE-WRITTEN-ON-PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF WOOD FILE-DRAWER-15"x8½"x5-SIZE-OF-FORM.-8½"x7½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH-WEST CORNER-ROOM-314-MUNICIPAL BUILDING-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

ROOM-314-MUNICIPAL-BUILDING.-BUREAU-OF-BRIDGES.-3rd FLOOR.

| | |
|---|---|
| TITLE. | —WORK-ORDERS. |
| DATES. | —1935--. |
| QUANTITY. | —1-WOOD-FILE-DRAWER-CONTAINING APPROX-50-WORK-ORDERS. |
| LABELING. | —MAINTENANCE-WORK-ORDER. |
| DIS-AND-MISS.-REC. | —NONE. |
| ARRANGEMENT. | —CHRONOLOGICALLY-BY-DATE-OF-WORK-ORDER. |
| INDEXING. | —NONE. |
| WRITING. | —TYPE-WRITTEN-ON-PRINTED-FORM. |
| SIZE. | —OF-FILE-DRAWER-15"x8½"x5"-SIZE-OF-FORM-8½"x7½". |
| LOCATION. | —NORTH-WEST-CORNER-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR. |
| INFORMATION. | —RECORDS-GOOD (PRIOR-RECORD-IN-VAULT-3rd FLOOR.) |

CONTENTS;—BUREAU-OF-HIGHWAYS-BRIDGE-DIVISION ISSUING VARIOUS KINDS OF WORK ORDERS TO BUREAU-OF-SEWERS TO INSTALL VARIOUS KINDS OF WORK ON MUNICIPAL HARBOR BELT RAILROAD-RECORD SHOWS-WORK ORDER NUMBER, DATE ISSUED, AND NUMBER OF THE ACCOUNT OF DEPARTMENT IT IS CHARGE TO. ALSO SHOWS THIS WORK BEING APPROVED BY ASSOCIATE ENGINEER FOR BRIDGE-DIVISION.

SERIAL #2.

WALL-WHITELEY 2/5/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 314.
(Name of building, room number, street address)

1. Title "WORK ORDERS"
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1937—.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 WOOD FILE DRAWER- CONTAINING APPROX 50 COPIES,
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BILLED WORK ORDER COMPLETED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF BUREAU OF HIGH WAYS ORDER FOR BRIDGE DIVISION TO PROCEED WITH BRIDGE WORK ON HANOVER STREET BRIDGE. RECORD SHOWS, WORK ORDER NUMBER, DATE, NAME OF MAN IN CHARGE, CHARGE TO SIGNATURE OF BRIDGE DIVISION ENGINEER, DATE COMPLETED AND SIGNATURE OF FOREMAN WHO COMPLETED WORK.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 15"X 8½ X 5" SIZE OF FORM 8"X 5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH WEST CORNER- ROOM 314- MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD, PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

#2

BRIDGE DIVISION-BUREAU OF HIGHWAYS-ROOM 314 MUNICIPAL BUILDING.

| | |
|---|---|
| TITLE | (WORK ORDERS) |
| DATES | 1937--. |
| QUANTITY | 1 WOOD FILE DRAWER CONTAINING APPROX 50 COPIES |
| LABELING | BILLED WORK ORDER COMPLETED |
| DIS. MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF ORDER |
| INDEXING | NONE |
| WRITING | TYPE WRITTEN ON PRINTED FORM |
| SIZE | OF FILE DRAWER 15"X 8½ X 5" SIZE OF FORM 8"X 5" |
| LOCATION | NORTH WEST CORNER ROOM 314 MUNICIPAL BUILDING |
| INFOR | RECORD GOOD-PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | CONSIST OF BUREAU OF HIGHWAYS ORDER FOR BRIDGE DIVISION TO PROCEED WITH BRIDGE WORK ON HANOVER STREET BRIDGE-RECORD SHOWS-WORK ORDER NUMBER-DATE-NAME OF MAN IN CHARGE-CHARGE TO-SIGNATURE OF BRIDGE DIVISION ENGINEER-DATE COMPLETED AND SIGNATURE OF FOREMAN WHO COMPLETED WORK. |

SERIAL #3

WALL-WHITELEY (Worker's full name) 2/6/40 (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 314.
(Name of building, room number, street address)

1. Title "WORK COMPLETED"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER CONTAINS APPROX. 200 REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling WORK ORDER COMPLETED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF LIST OF VARIOUS MATERIALS USED BY BRIDGE DIVISION-
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of those records are described by other Forms 12-13HR, such forms should be filled out and attached)

BUREAU OF HIGHWAYS, ON VARIOUS BRIDGES. RECORD SHOWS AMOUNT OF LABOR, AMOUNT OF MATERIALS, TOTAL AMOUNT, FOREMAN WHO HAD CHARGE AND DATE COMPLETED, AND NAME OF VARIOUS UTILITY CORPORATIONS, WHO FURNISHED MATERIALS FOR THIS WORK.

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF ORDER.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON CARD.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 13"X 8½ X5" SIZE OF CARD 8"X5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH WEST CORNER- ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD- PRIOR RECORD IN VAULT 3RD FLOOR. MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

#3

BRIDGE DIVISION-BUREAU OF HIGHWAYS-ROOM 314-MUNICIPAL BUILDING

| | |
|---|---|
| TITLE | (WORK COMPLETED) |
| DATES | 1939--. |
| QUANTITY | 1 FILE DRAWER CONTAINS APPROX 200 REPORTS |
| LABELING | WORK ORDER COMPLETED |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF ORDER |
| INDEXING | NONE |
| WRITING | HANDWRITTEN ON CARD |
| SIZE | OF FILE DRAWER 13"X 8½X 5" SIZE OF CARD 8"X 5" |
| LOCATION | NORTH WEST CORNER. ROOM 314. MUNICIPAL BUILDING |
| INFOR | RECORD GOOD-PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | CONSIST OF LIST OF VARIOUS MATERIALS USED BY BRIDGE DIVISION-BUREAU OF HIGHWAYS-ON VARIOUS BRIDGES. RECORD SHOWS-AMOUNT OF LABOR-AMOUNT OF MATERIALS-TOTAL AMOUNT-FOREMAN WHO HAD CHARGE-AND DATE COMPLETED. AND NAME OF VARIOUS UTILITY CORPORATIONS, WHO FURNISHED MATERIALS FOR THIS WORK. |

SER.#4

WHITELEY-WALL- 2-6-40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314 MUNICIPAL BUILDING. 3rd FLOOR.
(Name of building, room number, street address)

1. Title (HOWARD-STREET-EXTENSION-MT.ROYAL-UNDERPASS DRAWINGS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2-ROUND-GALVANIZED-CONTAINERS-WITH-10-VARIOUS-SIZE-DRAWINGS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents -CONSIST OF BLUE PRINTS OF HOWARD STREET AND MT. ROYAL UNDER-PASS EXTENSION BLUE PRINTS FOR VARIOUS UTILITY CORPORATIONS WHO HANDLE IRON AND STEEL ALSO COMPANIES WHO HANDLE STONE AND GRANITE TO SUBMIT THEIR BIDS FOR THE ABOVE WORK TO BRIDGE DIVISION BUREAU OF HIGHWAYS FOR THEIR ENGINEER APPROVAL.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND-DRAWN-ON-VARIOUS-SIZE PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 1-CONTAINER-3-Ft. HIGH-15"-ROUND-9"-CROSS.
1-CONTAINER-4-Ft. HIGH-15"-ROUND-9"-CROSS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH-EAST CORNER-ROOM-314-MUNICIPAL-BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information BLUE-PRINTS. GOOD. (NO PRIOR BLUE PRINTS) OF THIS JOB
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS-ROOM-314-MUNICIPAL-BUILDING.

| | |
|---|---|
| TITLE. | HOWARD-STREET-EXTENSION-MT. ROYAL-UNDERPASS-DRAWINGS. |
| DATES. | 1937--. |
| QUANTITY. | 2-ROUND-GALVANIZE-CONTAINERS WITH-10-VARIOUS-SIZE-DRAWINGS. |
| LABELING | NONE. |
| DIS. AND MISS-REC. | NONE. |
| ARRANGEMENT. | CHRONOLOGICALLY-BY-DATE |
| INDEXING. | NONE. |
| WRITING. | HAND-DRAWN-ON-VARIOUS-SIZE-PAPER. |
| SIZE. | 1-CONTAINER-3Ft. HIGH-15" ROUND-9" CROSS<br>1-CONTAINER-4Ft. HIGH-15" ROUND-9" CROSS<br>} → VARIOUS-SIZE-DRAWINGS. |
| LOCATION. | NORTH-EAST-CORNER-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR. |
| INFORMATION. | BLUE-PRINTS-GOOD. (NO PRIOR BLUE-PRINTS-OF-THIS JOB.) |

CONTENTS; CONSIST OF BLUE-PRINTS-OF-HOWARD STREET AND MOUNT ROYAL UNDERPASS EXTENSION-BLUE-PRINTS FOR VARIOUS UTILITY CORPORATIONS WHO HANDLE-IRON AND STEEL ALSO-COMPANIES-WHO HANDLE STONE-AND-GRANITE-TO-SUBMIT THEIR BIDS FOR THE ABOVE WORK TO BRIDGE-DIVISION-BUREAU-HIGHWAYS-FOR THEIR ENGINEER APPROVAL.

SERIAL #5

WALL-WHITELEY 2/6/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 314.
(Name of building, room number, street address)

1. Title (BRIDGES OF BRIDGE DIVISION)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1890 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 20 GALVANIZED CONTAINERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF DRAWINGS OF VARIOUS BRIDGES OF THE BRIDGE DIVISION BUREAU OF HIGHWAYS, CITY OF BALTIMORE. RECORD SHOWS VARIOUS BRIDGES HAVE BEEN REPAIRED BY BRIDGE DIVISION ALSO SHOWS CONSTRUCTION OF BRIDGE BY THIS DIVISION APPROVED BY THEIR ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF CONSTRUCTION.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND DRAWN ON TRACING PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CONTAINER 4' X 15" X 9" VARIOUS SIZE OF DRAWINGS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH EAST CORNER - ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information DRAWINGS GOOD - NO PRIOR DRAWINGS.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

BRIDGE DIVISION-BUREAU OF HIGHWAYS-ROOM 314-MUNICIPAL BUILDING.

| | |
|---|---|
| TITLE | (BRIDGES OF BRIDGE DIVISION) |
| DATES | 1890--. |
| QUANTITY | 20 GALVANIZED CONTAINERS |
| LABELING | NONE |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF CONSTRUCTION |
| INDEXING | NONE |
| WRITING | HAND DRAWN ON TRACING PAPER |
| SIZE | OF CONTAINER 4' X 15" X 9" VARIOUS SIZE OF DRAWINGS. |
| LOCATION | NORTH EAST CORNER-ROOM 314 MUNICIPAL BUILDING. |
| INFOR | DRAWINGS GOOD- NO PRIOR DRAWINGS. |
| CONTENTS | CONSIST OF DRAWINGS OF VARIOUS BRIDGES OF THE BRIDGE DIVISION-BUREAU OF HIGHWAYS. CITY OF BALTIMORE-RECORD SHOWS VARIOUS BRIDGES HAVE BEEN REPAIRED BY BRIDGE DIVISION-ALSO SHOWS CONSTRUCTION OF BRIDGE BY THIS DIVISION-APPROVED BY THEIR ENGINEER. |

SER.#6.

WHITELEY-WALL 2-7-40.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title - "CATALOGUES."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1935---.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-JUMBO FILE CONTAINING APPROX. 150 CATALOGUES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CATALOGUES-PILES AND VARIOUS-TYPES-OF-FOUNDATIONS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST-OF-VARIOUS KINDS OF CATALOGUES FROM VARIOUS CORPORATIONS SHOWING FOUNDATIONS FOR CONSTRUCTION OF BRIDGES, IN BALTIMORE CITY. RECORD SHOWS DIFFERENT-KINDS OF MATERIALS AND EQUIPMENT AND COST-SHOULD BE USED IN CONSTRUCTING BRIDGES FOR BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of those records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY-BY-DATE-OF CATALOGUES.
(Chronologically--by what?/Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PRINTED-BOOKS OF-VARIOUS-COMPANIES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size-OF-JUMBO-FILE-12"x11½"x5"-CATALOGUES OF VARIOUS SIZES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH-EAST-CORNER-ROOM-314 MUNICIPAL BUILDING-3rd FLOOR
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS-GOOD (NO PRIOR RECORDS)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR.

| | |
|---|---|
| TITLE. | -CATALOGUES. |
| DATES. | -1935--. |
| QUANTITY. | -1-JUMBO-FILE-CONTAINING-APPROX-150-CATALOGUES. |
| LABELING. | -CATALOGUES-PILES-AND VARIOUS-TYPES-OF-FOUNDATIONS. |
| DIS-AND-MISS-REC. | -NONE. |
| ARRANGEMENT. | -CHRONOLOGICALLY-BY-DATE-PUBLISHED. |
| INDEXING. | -NONE. |
| WRITING. | -PRINTED-BOOKS-OF-VARIOUS-COMPANIES. |
| SIZE. | OF-JUMBO-FILE-12"x11½"x5-CATALOGUES-OF-VARIOUS-SIZES. |
| LOCATION | NORTH-EAST CORNER-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR. |
| INFORMATION | BOOK-RECORDS-GOOD. (NO PRIOR RECORDS.) |

CONTENT: CONSIST OF VARIOUS CATALOGUES FROM VARIOUS CORPORATIONS. SHOWING-FOUNDATIONS - FOR CONSTRUCTION OF BRIDGES IN BALTIMORE CITY. RECORD SHOWS DIFFERENT KINDS OF MATERIALS AND EQUIPMENT AND COST. SHOULD BE USED IN CONSTRUCTING BRIDGES. FOR BRIDGE-DIVISION BUREAU-OF-HIGHWAYS. ENGINEER.

SERIAL #7

WALL-WHITELEY 2/7/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 314.
(Name of building, room number, street address)

1. Title (EQUIPMENT)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1933 - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 JUMBO FILE CONTAINS APPROX. 150 DRAWINGS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling QUOTATIONS AND DESIGNS FOR EQUIPMENTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF BLUE PRINTS AND QUOTATIONS FOR VARIOUS KINDS OF CONSTRUCTION WORK FOR THE BRIDGE DIVISION BUREAU OF HIGHWAYS. RECORD SHOWS - DRAWINGS FOR STEAM RAILROAD TO BE LAID ON CITY OF BALTIMORE STREETS AND THEIR COST. THIS WORK BEING SUPERVISED BY BRIDGE DIVISION BUREAU OF HIGHWAYS ENGINEERS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF QUOTATIONS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN (DRAWINGS)
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE 12"X 11½"X 5" SIZE OF DRAWINGS 30"X 24" SIZE OF QUOTATIONS FORM 11"X 8½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH EAST CORNER ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD-PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

BRIDGE DIVISION-BUREAU OF HIGHWAY - ROOM 314 MUNICIPAL BUILDING.

| | |
|---|---|
| TITLE | (EQUIPMENT) |
| DATES | 1933 --. |
| QUANTITY | 1 JUMBO FILE CONTAINS APPROX 150 DRAWINGS |
| LABELING | QUOTATIONS AND DESIGNS FOR EQUIPMENTS |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF QUOTATIONS |
| INDEXING | NONE |
| WRITING | HANDWRITTEN (DRAWINGS) |
| SIZE | OF FILE 12" X 11½ X 5" SIZE OF DRAWINGS 30" X 24" SIZE OF QUOTATIONS FORM 11" X 8½" |
| LOCATION | NORTH EAST CORNER-ROOM 314 MUNICIPAL BUILDING. |
| INFOR | RECORDS GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | CONSIST OF BLUE PRINTS AND QUOTATIONS FOR VARIOUS KINDS OF CONSTRUCTION WORK FOR THE BRIDGE DIVISION-BUREAU OF HIGHWAYS-RECORD SHOWS-DRAWINGS FOR STEAM RAILROAD TO BE LAID ON CITY OF BALTIMORE STREETS AND THEIR COST-THIS WORK BEING SUPERVISED BY BRIDGE DIVISION-BUREAU OF HIGHWAYS ENGINEERS |

SERIAL # 8

WALL-WHITELEY 2/7/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 314.
(Name of building, room number, street address)

1. Title (VARIOUS REPORTS AND CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1933--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 JUMBO FILE CONTAINING 150 VARIOUS REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling REPORTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF CORRESPONDENCE AND DRAWINGS AND REPORTS OF VARIOUS JOBS UNDER BRIDGE DIVISION ENGINEER. RECORD SHOWS VARIOUS TYPES OF WORK UNDER CONSTRUCTION BEING SUPERVISED BY BRIDGE DIVISION ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement ALPHABETICAL BY NAME.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE 12" X 11½ X 5" SIZE OF REPORTS AND CORRESPONDENCE IS VARIOUS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH EAST CORNER- ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD- PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

BRIDGE DIVISION-BUREAU OF HIGHWAY-ROOM 314 MUNICIPAL BUILDING

| | |
|---|---|
| TITLE | VARIOUS REPORTS AND CORRESPONDENCE |
| DATES | 1933--. |
| QUANTITY | 1 JUMBO FILE CONTAINING 150 VARIOUS REPORTS |
| LABELING | REPORTS |
| DIS-MIS | NONE |
| ARRANGE | ALPHABETICAL BY NAME |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON LETTER HEADS |
| SIZE | OF FILE 12"X 11½"X 5" SIZE OF REPORTS AND CORRESPONDENCE IS VARIOUS |
| LOCATION | NORTH EAST CONRER ROOM 314 MUNICIPAL BUILDING |
| INFOR | RECORD GOOD-PRIOR IN VAULT 3RD FLOOR MUNICIPAL BUILDING |
| CONTENTS | CONSIST OF CORRESPONDENCE AND DRAWINGS AND REPORTS OF VARIOUS JOBS UNDER BRIDGE DIVISION ENGINEER-RECORD SHOWS VARIOUS TYPES OF WORK UNDER CONSTRUCTION BEING SUPERVISED BY BRIDGE DIVISION ENGINEER. |

SER.#9.

WHITELEY-WALL. 2-7-40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-314 MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (CONCRETE REPORTS AND CORRESPONDENCE.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 JUMBO FILE CONTAINING APPROX 150 REPORTS AND CORRESPONDENCE.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF VARIOUS REPORTS OF THE ANALYSIS OF BRIDGE CONSTUCTION MATERIALS AND ITS CORRESPONDENCE FOR BRIDGE DIVISION. RECORD SHOWS NAMES OF ENGINEER, CHEMIST, AND INSPECTORS WHO WERE USED FOR CONSTRUCTION OF VARIOUS BRIDGES UNDER SUPERVISION OF BRIDGE DIVISION BUREAU OF HIGHWAYS ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement ALPHABETICALLY BY NAME.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPED ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF JUMBO FILE-12"x11½"x5-SIZE OF FORM AND CORRESPONDENCE-11"x8½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH-EAST CORNER-ROOM-314 MUNICIPAL BUILDING. 3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT) 3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER# 9.

BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS-ROOM-314-MUNICIPAL-BUILDING. 3rd FLOOR.

| | |
|---|---|
| TITLE. | CONCRETE REPORTS AND CORRESPONDENCE. |
| DATES. | 1937--. |
| QUANTITY. | 1-JUMBO-FILE-CONTAINING-APPROX-150 REPORTS AND VARIOUS-CORRESPONDENCE. |
| LABELING | NONE. |
| DIS-AND-MISS-REC. | NONE. |
| ARRANGEMENT. | ALPHABETICALLY-BY-NAME. |
| INDEXING. | NONE. |
| WRITING | TYPE ON LETTER-HEADS |
| SIZE. | OF-JUMBO-FILE 12"x11½"x5" SIZE OF FORM-AND-CORRESPONDENCE-11"x8½" |
| LOCATION. | NORTH-EAST-CORNER-ROOM-314-MUNICIPAL-BUILDING. 3rd FLOOR. |
| INFORMATION. | RECORDS GOOD. (PRIOR RECORDS IN VAULT-3rd FLOOR. |

CONTENTS: CONSIST OF VARIOUS REPORTS OF THE ANALYSIS OF BRIDGE CONSTRUCTION MATERIALS AND ITS CORRESPONDENCE. FOR BRIDGE-DIVISION-RECORD SHOWS NAMES OF ENGINEER, CHEMIST, AND INSPECTORS WHO WERE USED FOR CONSTRUCTION OF VARIOUS BRIDGES UNDER SUPERVISION OF BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS ENGINEER.

SERIAL # 10

WALL-WHITELEY 2/8/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY, State MARYLAND,

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING- ROOM 314.
(Name of building, room number, street address)

1. Title "BRIDGE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1879--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 METAL CONTAINER CONTAINS 2 MAPS OF ST. PAUL STREET BRIDGE.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling ST PAUL STREET BRIDGE 1879.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF MAPS OF VARIOUS KINDS OF WORK TO BE PERFORMED ON BRIDGE SPECIFYING THE KINDS OF DIFFERENT MATERIALS TO BE USED IN THE CONSTRUCTION OF ST. PAUL STREET BRIDGE BEING SUPERVISED BY BRIDGE DIVISION- BUREAU OF HIGHWAYS ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF CONSTRUCTION.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND DRAWN, ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF METAL CONTAINER 4' X 15" X 8"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH EAST CORNER ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD NO PRIOR RECORD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

BRIDGE DIVISION-BUREAU OF HIGHWAY-ROOM 314-MUNICIPAL BUILDING

| | |
|---|---|
| TITLE | (BRIDGE) |
| DATES | 1879--. |
| QUANTITY | 1 METAL CONTAINER-CONTAINS 2 MAPS OF ST PAUL ST. BRIDGE. |
| LABELING | ST. PAUL ST. BRIDGE 1879 |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF CONSTRUCTION |
| INDEXING | NONE |
| WRITING | HAND DRAWN |
| SIZE | OF METAL CONTAINER 4' x 15" X 8" |
| LOCATION | NORTH EAST CORNER-ROOM 314 MUNICIPAL BUILDING. |
| INFOR | RECORD GOOD-NO PRIOR RECORD. |
| CONTENTS | CONSIST OF MAPS OF VARIOUS KINDS OF WORK TO BE PERFORMED ON BRIDGE SPECIFYING THE KINDS OF DIFFERENT MATERIALS TO BE USED IN THE CONSTRUCTION OF ST. PAUL ST. BRIDGE. BEING SUPERVISED BY BRIDGE DIVISION-BUREAU OF HIGHWAYS ENGINEER. |

SER.#11

WHITELEY-WALL 2-8-40.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314 MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title (BRIDGE-DIVISION-ENGINEER-CROSS-SECTION-BOOKS.)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates -1933--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity -1-METAL-BOOKCASE-CONTAINING-APPROX.-200 BOOKS-VARIOUS-KINDS-OF-BRIDGE-WORK.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents -BOOKS-CONSIST-OF-DATES WHEN CONTRACTS BEING AWARDED AND LOCATION OF WORK TO BE STARTED. RECORD SHOWS WHEN DATE OF SIGNS FOR CLOSING-VARIOUS STREETS AND THEIR LOCATION SHOWING DATE WHEN UTILITY CORPORATION WILL HAVE TO PLACE CROSS OVERS ON BRIDGE WHERE WORK IS TO BE PERFORMED. RECORD ALSO SPECIFYS AMOUNT OF SUPERINTENDENTS, FOREMANS, LABORERS AND VARIOUS KINDS OF BRIDGE MATERIALS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued TO BE USED TO COMPLETE WORK. SHOWING WEATHER CONDITIONS. ALSO WORK BEING SUPERVISE BY ENGINEER OF BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS.

7. Arrangement CHRONOLOGICALLY-BY-DATE-STARTING WORK.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND-WRITTEN IN ENGINEER-CROSS-SECTION-BOOK.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF-METAL-BOOK-CASE-3-FT.LONG-(WIDTH-OF-SHELVES-9")-SIZE-OF-BOOKS-8½" x 6½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH-EAST-CORNER-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD-PRIOR RECORDS IN VAULT-3rd FLOOR.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER.#11

BRIDE-DIVISION-BUREAU-OF-HIGHWAYS.-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR.

| | |
|---|---|
| TITLE. | BRIDGE-DIVISION-ENGINEER-CROSS-SECTION BOOKS. |
| DATES. | -1933--. |
| QUANTITY. | -1-METAL-BOOK-CASE-CONTAINING-APPROX.-200-BOOKS-VARIOUS-KINDS OF-BRIDGE-WORK. |
| LABELING. | -NONE. |
| DIS. AND MISS.-REC. | -NONE. |
| ARRANGEMENT. | -CHRONOLOGICALLY-BY-DATE STARTING-WORK. |
| INDEXING. | -NONE. |
| WRITING. | -HAND-WRITTEN-IN-ENGINEER-CROSS-SECTION-BOOK. |
| SIZE | -OF-METAL-BOOK-CASE-3Ft. LONG (WIDTH-OF-SHELVES-9") SIZE-OF-BOOKS-8½"x6½" |
| LOCATION. | -NORTH-EAST-CORNER-ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR. |
| INFORMATION. | -RECORDS GOOD. PRIOR RECORDS IN VAULT-3rd FLOOR. |

CONTENTS: BOOKS-CONSIST-OF-DATES-WHEN-CONTRACTS-BEING-AWARDED AND LOCATION OF WORK TO BE STARTED. RECORD SHOWS WHEN-DATE OF SIGNS FOR CLOSING OF VARIOUS STREETS AND THEIR LOCATION. SHOWING DATE WHEN UTILITY CORPORATION WILL HAVE TO PLACE CROSS OVERS ON BRIDGE WHERE WORK IS TO BE PERFORMED. RECORD ALSO SPECIFYS-AMOUNT OF SUPERINTENDENTS, FOREMANS, LABORERS AND, VARIOUS KINDS OF BRIDGE MATERIAL TO BE USED TO COMPLETE THIS WORK SHOWING WEATHER CONDITIONS. ALSO WORK BEING SUPERVISE BY ENGINEER OF BRIDGE-DIVISION-BUREAU OF HIGHWAYS.

SERIAL #12

WALL-WHITELEY 2/9/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING-ROOM 314.
(Name of building, room number, street address)

1. Title "DIARY."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 DIARIES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents DIARY CONSIST OF MEMORANDUM OF VARIOUS TYPE OF BRIDGE WORK AND GRADING UNDER CONSTRUCTION BY BRIDGE DIVISION, BUREAU OF HIGHWAYS. RECORD SHOWS DATE STARTED AND VARIOUS KINDS OF MEMORANDUM OF DIFFERENT KINDS OF WORK BEING DONE BY BRIDGE DIVISION, BUREAU OF HIGHWAYS ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF CONTRACT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN IN DIARY BOOK.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BOOK 7"X4½X1"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH EAST CORNER-ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

BRIDGE DIVISION-BUREAU OF HIGHWAYS-ROOM 314 MUNICIPAL BUILDING.

| | |
|---|---|
| TITLE | (DIARY) |
| DATES | 1937--. |
| QUANTITY | 4 DIARIES |
| LABELING | NONE |
| DIS-MIS | NONE |
| ARRANGE | CHRONOLOGICALLY BY DATE OF CONTRACT |
| INDEXING | NONE |
| WRITING | HAND WRITTEN IN DIARY BOOK |
| SIZE | OF BOOK 7X4½X1" |
| LOCATION | NORTH EAST CORNER-ROOM 314 MUNICIPAL BUILDING |
| INFOR | RECORD GOOD-PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | DIARY CONSIST OF MEMO OF VARIOUS TYPE OF BRIDGE WORK AND GRADING UNDER CONSTRUCTION BY BRIDGE DIVISION-BUREAU OF HIGHWAYS-RECORD SHOWS-DATES STARTED AND VARIOUS KINDS OF MEMORANDUM OF DIFFERENT KINDS OF WORK BEING DONE BY BRIDGE DIVISION-BUREAU OF HIGHWAYS ENG. |

SER#13.

WHITELEY-WALL 2-9-40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title (PHOTOGRAPHS-VARIOUS-HOWARD-STREET-IMPROVEMENTS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939---.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-LOOSE-LEAF-BOOK-C
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling HOWARD STREET IMPROVEMENT-(PHOTOGRAPHS) KAUFMAN CO. CONTRACTORS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST-OF-VARIOUS TYPES OF PHOTOGRAPHS TAKEN FOR PAVING OF HOWARD STREET AND ITS EXTENSION FOR IMPROVEMENTS. PHOTOGRAPHS SHOW VARIOUS KINDS OF BRIDGE AND UNDERPASS WORK AND DIFFERENT-CUTS-MADE TO IMPROVE THIS WORK. BEING SUPERVISE BY ENGINEER OF BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY-BY-DATE OF PHOTOGRAPHS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PHOTOGRAPHS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size-OF-BOOK-11½"x9"x2"- SIZE OF-PHOTOGRAPHS-10½"x8".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 300 PHOTOGRAPHS.

11. Location by dates and quantities SOUTH-EAST-ROOM-314-MUNICIPAL-BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) ON TOP WOOD FILE CABINET.

12. Other information RECORDS-GOOD. (NO PRIOR RECORDS)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER.#14.

WHITELEY-WALL. 2-9-40.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE-CITY. State MARYLAND.

Name of agency or office BRIDGE-DIVISION-BUREAU-OF-HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM-314-MUNICIPAL-BUILDING-3rd FLOOR.
(Name of building, room number, street address)

1. Title "29th STREET BRIDGE PHOTOGRAPHS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1-LOOSE-LEAF-BOOK CONTAINING APPROX-200 VARIOUS PHOTOGRAPHS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 29th STREET BRIDGE PHOTOGRAPHS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PHOTOGRAPHS SHOW HOW THE CONSTRUCTION WORK SHOULD BE PERFORMED ON 29th STREET BRIDGE. PHOTOGRAPHS SHOW UNDERPASS AND ITS CONSTRUCTION WORK BEING SUPERVISE BY ENGINEER OF BRIDGE-DIVISION-BUREAU OF HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY-BY-DATE-OF PHOTOGRAPHS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PHOTOGRAPHS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BOOK 11½x9"x2"-SIZE OF PHOTOGRAPHS. 9½"x7½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Approx 200 photographs

11. Location by dates and quantities SOUTH EAST CORNER ROOM 314 MUNICIPAL BUILDING ON TOP OF WOOD FILE CABINET. 3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD-NO PRIOR RECORDS.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL # 15

WALL-WHITELEY 2/9/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BRIDGE DIVISION-BUREAU OF HIGHWAYS
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 314
(Name of building, room number, street address)

1. Title "HILTON PARKWAY BRIDGE AND GRADING PHOTOGRAPHS"
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1938 - -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BOOK CONTAINING APPROX 200 PHOTOGRAPHS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling HILTON PARKWAY BRIDGE AND GRADING PHOTOGRAPHS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF VARIOUS PHOTOGRAPHS OF CONSTRUCTION WORK, BEING PERFORMED BY BRIDGE DIVISION-BUREAU OF HIGHWAYS, ON HILTON PARKWAY BRIDGE- PHOTOGRAPHS SHOW VARIOUS KINDS OF GRADING AND BRIDGES UNDER CONSTRUCTION AND THEIR LOCATION, BEING SUPERVISED BY ENGINEER OF BRIDGE DIVISION, BUREAU OF HIGHWAYS,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF PHOTOGRAPHS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PHOTOGRAPH.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BOOK 11½"X9X2" - SIZE OF PHOTOGRAPH 9½"X7½
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Approx 200 photos.

11. Location by dates and quantities SOUTH EAST CORNER - ROOM 314 MUNICIPAL BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor) ON TOP OF WOOD FILE CABINET.

12. Other information RECORD GOOD - NO PRIOR RECORD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL #16

WALL-WHITELEY 2/13/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 314.
(Name of building, room number, street address)

1. Title "GUILFORD AVE BRIDGE"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1879.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 MAPS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling GUILFORD AVE BRIDGE OVER R.R. TRACKS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF DRAWINGS OF GUILFORD AVE BRIDGE AND ITS UNDER-PASS SHOWING R.R. TRACKS BEING SUPERVISED BY BRIDGE DIVISION BUREAU OF HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF DRAWING.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND DRAWN 4 FT 15" CIR 9" ACROSS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CONTAINER 4 1/2 FT 15" CIR 10" ACROSS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities EAST SIDE OF ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD - NO PRIOR RECORD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL #17

WALL-WHITELEY 2/14/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 314
(Name of building, room number, street address)

1. Title "PURCHASE ORDERS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1934--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER CONTAINING APPROX. 5000 FORMS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1934, 35, 36, PURCHASE ORDERS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF REQUISITIONS FOR BRIDGE DIVISION BUREAU OF HIGHWAYS RECORD SHOWS CONTRACT NUMBER DATE ISSUED REQ-UISITION NUMBER COMPTROLLERS SYMBOL NUMBER UTILITY CORP-ORATION THAT RECEIVED ORDER COST AND DELIVERY OF SAME BEING APPROVED BY ASSOCIATE ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF ISSUE.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 11½"X9X3½" SIZE OF FORM 11"X 8½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities SOUTH EAST CORNER ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD- PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

SER.#18.

WHITELEY-WALL 2-14-40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE-CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314 MUNICIPAL BUILDING, 3rd FLOOR.
(Name of building, room number, street address)

1. Title (BRIDGE INSPECTION REPORTS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LOOSE LEAF BINDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF REPORTS AND REPAIRS ON VARIOUS BRIDGES IN CITY OF BALTIMORE BY BRIDGE DIVISION ENGINEER. RECORD SHOWS DATE INSPECTED, NAME OF INSPECTOR, GENERAL CONDITION OF BRIDGES REPAIRS NEEDED, AND WHEN WORK WAS COMPLETED, SHOWING KINDS MATERIAL USED AND AMOUNT OF MATERIAL AND COST NAMEING LOCATION OF BRIDGE GIVING BRIDGE NUMBER AND NAME OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued BRIDGE ENGINEER OF BRIDGE DIVISION BUREAU OF HIGHWAYS.

7. Arrangement ALPHABETICALLY BY DATE OF REPORTS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND-WRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER 17½"x12"x3" SIZE OF FORM 15"x11".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Approx. 500 PAGES

11. Location by dates and quantities SOUTH-EAST CORNER ROOM 314 MUNICIPAL BUILDING 3rd FLOOR
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD (PRIOR RECORDS IN VAULT, 3rd FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL #20

WALL-WHITELEY 2/16/40 19
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, ROOM 314.
(Name of building, room number, street address)

1. Title (MAPS OF VARIOUS BRIDGES)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 WOODEN FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling A TO HILLEN.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents FILE DRAWER CONTAINS VARIOUS MAPS OF CONSTRUCTION OF VARIOUS BRIDGES IN CITY OF BALTIMORE BEING APPROVED BY BRIDGE DIVISION ENGINEER BUREAU OF HIGHWAYS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN AND HAND DRAWN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER. 2 FT X 11" X 14" SIZE OF FORM 10" X 9"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) Approx 500 MAPS.

11. Location by dates and quantities SOUTH EAST CORNER OF ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD - PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

~~SDR. # 19 A~~

WHITELEY, WALL. 2-16-40 20
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314 MUNICIPAL BUILDING.
(Name of building, room number, street address)

1. Title (MAPS OF VARIOUS BRIDGES.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1938--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER CONTAINING APPROX. 500 MAPS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling H-To-O.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents FILE DRAWER CONSIST OF VARIOUS MAPS OF CONSTRUCTION AND REPORTS OF VARIOUS BRIDGES IN CITY OF BALTIMORE. BEING APPROVED BY BRIDGE-DIVISION ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND DRAWN AND HAND WRITTEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 2FT.X11"X14" SIZE OF FOLDER 10"X9"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities SOUTH EAST CORNER ROOM-314 MUNICIPAL BUILDING 3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD. (PRIOR RECORDS IN VAULT 3rd FLOOR.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL # 21

WALL-WHITELEY 2/16/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 314.
(Name of building, room number, street address)

1. Title "BRIDGE CALCULATIONS" (Costs of Construction and Repairs of Bridges)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1935--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 WOOD FILE DRAWER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling BRIDGE CALCULATIONS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF COST OF CONSTRUCTION AND REPAIRS ON VARIOUS BRIDGES IN CITY OF BALTIMORE. RECORD SHOWS AMOUNT OF MATERIAL NEEDED AND THEIR COST FOR VARIOUS BRIDGES AND THEIR UNDERPASS BEING PREPARED BY BRIDGE DIVISION ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE OF APPROVAL.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 2 FT 11" X 14" SIZE OF FOLDER 10" X 9"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents) APPROX. 500 PAPERS

11. Location by dates and quantities SOUTH EAST CORNER ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD, PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SER.#22.

WHITELEY-WALL 2-16-40.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

[redacted] BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody ROOM 314 MUNICIPAL BUILDING. 3rd FLOOR.
(Name of building, room number, street address)

1. Title (MUNICIPAL HARBOR RAILROAD AND CONNECTIONS. BLUEPRINT DRAWINGS)
(Give present full title in quotes; assigned title, if any, in brackets.
If record has had other titles, list them with dates or quantities or both)

2. Dates 1934 - - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BLUE PRINT.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF BLUE PRINT SHOWING LOCATION OF VARIOUS RAILROAD SWITCHES, DATES, MANUFACTURES NAMES, GENERAL PLAN DRAG NUMBER, DESCRIPTION OF VARIOUS SWITCHES AND CROSSOVERS AND TURNOUTS. BLUE PRINT SHOWS TYPE OF SWITCHES AND SOUTH WEST PLAN AND DRAG NUMBER. BLUE PRINT DRAWN BY BRIDGE DIVISION AND WORK APPROVED BY BRIDGE DIVISION ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRONOLOGICALLY BY DATE SWITCHES OR CONNECTIONS INSTALLED
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing BLUE PRINT
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF DRAWING. 3FT. LONG 11" WIDE. 1 drawing
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities Hanging on wall SOUTH SIDE OF ROOM 314 MUNICIPAL BUILDING 3rd FLOOR.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD. (NO PRIOR RECORDS.)
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL # 23

WALL. 2/19/40 23
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, BRIDGE DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 314.
(Name of building, room number, street address)

1. Title (BLUE PRINTS OF BRIDGES AND UNDERPASSES)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1879--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 ENCLOSED METAL CABINET.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling NONE
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents METAL BOX CONSIST OF VARIOUS BLUE PRINTS OF VARIOUS BRIDGES AND UNDERPASSES IN THE CITY OF BALTIMORE. BLUE PRINTS SHOW HOW THIS WORK IS TO BE CONSTRUCTED AND HOW EACH UNDERPASS SHOULD BE CONSTRUCTED BEING UNDER SUPERVISION OF BRIDGE DIVISION ENGINEER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRON. BY DATE OF THEIR CONSTRUCTION AND REPAIRS.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND DRAWN ON PLAIN PAPER.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size VARIOUS SIZES OF BLUE PRINTS SIZE OF METAL CONTAINER. 4'X 4'X4' APPROX. 200 BLUEPRINTS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities NORTH SIDE OF ROOM 314 MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

2/19/40 WK

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office DEPT. OF PUBLIC WORKS, BUREAU OF HIGHWAYS, BRIDGE DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL OFFICE BUILDING ROOM 314
(Name of building, room number, street address)

1. Title (CHEMICAL ANALYSES REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 STEEL FILE DRAWER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling DRAWER LABELED A to Z PERSONAL
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents DEPARTMENT OF PUBLIC WORKS LABORATORY REPORTS NOTIFYING THE CHIEF ENGINEER OF THE BUREAU OF HIGHWAYS THE RESULTS OF CHEMICAL ANALYSIS, SHOWING ACCOUNT NUMBER, LABORATORY NUMBER, MARKING OF SAMPLE.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued _____

_____

_____

_____

7. Arrangement _____
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing _____
(Self-contained--describe what it shows. If separate, fill out a form for it,

_____
and place cross reference here to that form by title, and identification number)

9. Writing _____
(Handwritten. Handwritten printed form. Handwritten printed head. Typed.

_____
Typed printed form. Typed printed head. Printed. Photostat. Other. Give months

_____
and years covered by each kind of writing)

10. Size _____
(Of record or container. Height, width, thickness or depth. Average number of

_____
pages or documents)

_____

11. Location by dates and quantities _____
(Room, vault, wall--N.E.S.W., section, bin, shelf,

_____
cabinet, on floor)

_____

12. Other information _____
(Condition of record if not good. Relation to other records.

_____
Information on prior, subsequent, or similar records. Whether record is known

_____
to have been kept earlier than dates shown in item 2)

_____

_____

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

_____
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

SERIAL # 24

WALL 2/19/40
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BRIDGE DIVISION. BUREAU OF HIGHWAYS
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING ROOM 314
(Name of building, room number, street address)

1. Title (ANALYSES REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 Steel file drawer.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling A TO Z PERSONAL.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSIST OF DEPARTMENT OF PUBLIC WORKS NOTIFYING CHIEF ENGINEER BUREAU OF HIGHWAYS OF CHEMICAL ANALYSIS, ATTENTION OF CHIEF ENGINEER ACCOUNT NUMBER LABORATORY NUMBER-SAMPLE OF MARKED EXAMINATION OF VEHICLE SO MUCH PERCENT AND PIGMENT SO MUCH PERCENT- SIGNATURE OF SENIOR CHEMIST.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement CHRON BY DATE OF REPORT.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing NONE
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CABINET DRAWER 2' X 11" X 14" SIZE OF FORM 11" X 8½" (APPROX 500 FORMS)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities SOUTH EAST CORNER-ROOM 314 MUNICIPAL BUILDING
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD GOOD- PRIOR RECORD IN VAULT 3RD FLOOR MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

BRIDGE DIVISION-BUREAU OF HIGHWAYS-ROOM 314-MUNICIPAL BUILDING. #214

| | |
|---|---|
| TITLE | GENERAL CORRESPONDENCE |
| DATES | 1939--. |
| QUANTITY | 500 LETTERS TYPEWRITTEN. |
| LABELING | P TO Z PERSONAL |
| DIS-MIS | NONE |
| ARRANGE | CHRON BY DATE OF REPORT |
| INDEXING | NONE |
| WRITING | TYPEWRITTEN ON PRINTED FORMS |
| SIZE | OF CABINET DRAWER 2' X 11" X 14" SIZE OF FORM 11" X 8½" (APPROX 500 FORMS) |
| LOCATION | SOUTH EAST CORNER ROOM 314 MUNICIPAL BUILDING. |
| INFOR | RECORD GOOD. PRIOR RECORDS IN VAULT 3RD FLOOR MUNICIPAL BUILDING. |
| CONTENTS | CONSIST OF DEPARTMENT OF PUBLIC WORKS NOTIFYING CHIEF ENGINEER BUREAU OF HIGHWAYS OF CHEMICAL ANALYSIS. ATTENTION OF CHIEF ENGINEER ACCOUNT NO. LABORATORY NO. SAMPLE OF. MARKED. EXAMINATION OF. VEHICLE SO MUCH PERCENT. AND PIGMENT SO MUCH PERCENT. SIGNATURE OF SENIOR CHEMIST |

# INDEX TO REPORTS

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| 9-21-39 | 2 | (STREET LAYOUTS) | 1925-1928 |
| 9-21-39 | 3 | (PERMITS FOR BLOCKING OFF STREETS) | 1937-- |
| 9-21-39 | 4 | (FOOTWAY INSPECTOR REPORTS) | 1937-- |
| 9-25-39 | 5 | (LIEN SHEETS) | 1934-- |
| 9-25-39 | 6 | (LIEN SHEET INDEX CARD) | 1932-- |
| 9-22-39 | 7 | (APPLICATIONS FOR PERMITS FOR OPENING STREETS) | 1937-- |
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| 10-13-39 | 13 | LOCATION OF STREET OPERATIONS OF PUBLIC UTILITIES | 1939-- |
| 9-28-39 | 14 | (DRAWINGS and BLUEPRINTS) | 1937-- |
| 9-27-39 | 15 | (POLICE REPORTS) | 1937-- |
| 9-29-39 | 16 | REQUESTS OF OWNERS FOR SIDEWALK REPAIRS | 1937-- |
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| 10-2-39 | 19 | (TABULATED CONTRACTORS BIDS) | 1920-1930<br>1933-1938 |
| 10-2-39 | 20 | (RETENTION SHEETS) | 1920-1930<br>1933-1938 |
| 10-2-39 | 21 | (MONTHLY ESTIMATES OF FOOTWAY PAVING CONTRACTS) | 1920-1926<br>1933-1938 |

posts, invoices, quotations, proposals, etc. Filed numerically. (Rarely, official.) 9 x 12 folders, 7 ft. 3 in., in 4 drawers of steel filing case. Storeroom (Bldg. P). (320)

1083. RECEIVING REPORTS, SURVEY SHEETS, AND SHIPPING TICKETS, 1921 - 1928. Procurement records for all supplies received; also shipping tickets for material and supplies sent to the various departments. Filed chronologically. (Rarely, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of steel filing case. Storeroom (Bldg. P). (256, 245)

1084. STOCK RECORD CARDS COVERING AUDIT PERIOD AND DEBIT MEMORANDUM RECEIPTS. 1921 - 1927. Surveys, shortage, and damage records; sheets covering expendible materials, non-expendible materials, Army regulations, stock cards, issues prior to July 15, 1925; drills, machines, etc. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 7 ft. 6 in., in 3 wooden boxes. Storeroom (Bldg. P). (348)

1085. CONTRACT AUDIT RECORDS, 1922 - 1925. Pertaining to materials purchased; showing the amount, cost, name of contractor, contract number, delivery date, excess, and shortage; also inspection reports, finance records, and purchase orders. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 34 ft. 6 in., in 20 drawers of wooden filing cases. Storeroom (Bldg. P). (353)

1086. PROPERTY ACCOUNTING FILE, 1922 - 1931. Original shipping tickets, debit and credit memoranda, receipts, requisitions; receiving reports and incoming and outgoing tallies covering all goods, materials, or finished products shipped to or from this depot. Records are retained until permission is given by the proper authority for their disposal. These records are inactive but are referred to occasionally by the main office. Filed chronologically. 9½ x 11½ numerical loose-leaf index, 1 in. (Occasionally, official.) 9½ x 12 folders, covers, loose-leaf books, bundles, and metal binders, 40 ft., in 20 drawers of steel filing cases. Storage Room (Bldg. O). (121)

1087. WAREHOUSE PROPERTY ACCOUNTING FILE, July 1922 - June 1934. Duplicate shipping tickets, debit and credit memoranda, receipts, requisitions, receiving reports; and incoming and outgoing tallies covering all goods, materials, or finished products shipped to or from this depot. This file is inactive but reference is made to it occasionally. Records are retained by this depot until further orders from the proper authority. Filed chronologically. 9½ x 11½ numerical volume index, 1 in. (Occasionally, official.) 9 x 12 folders, and covers, 18 ft., in 4 drawers of steel and in 4 drawers of wooden filing cases and in wooden box. Storage Room. (Bldg. O). (120)

1088. GENERAL CORRESPONDENCE AND REPORTS, 1923 - 1932. Covering the activities of the Service and Production Division. 3 x 5 alphabetical card index, 1 ft. 6 in. (Rarely, official.) 9 x 12 folders, 4 ft. 2 in., in 2 wooden boxes. Storage Room (Bldg. Q). (214)

1089. INDIVIDUAL ACCOUNT OF THE QUARTERMASTER, 1923 - 1934. Record of fuel allotted and amount consumed in the various buildings throughout the Arsenal. Filed numerically. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in wooden box. Storeroom (Bldg. Q). (208)

# INDEX TO REPORTS

## FOOTWAY DIVISION - BUREAU OF HIGHWAYS

| DATE OF REPORT | SERIAL No. | TITLE OF RECORD | DATE OF RECORD |
|---|---|---|---|
| 10-19-39 | 22 | (REFUNDS OF DEPOSITS) | 1938--. |
| 10-19-39 | 23 | (DAILY REPORTS OF PERMITS ISSUED) | 1936--. |
| 10-13-39 | 24 | CASH DEPOSIT SLIPS | 1938-1939 |
| 9-27-39 | 25 | (INTERDEPARTMENTAL APPLICATIONS FOR PERMITS) | 1937--. |
| 10-23-39 | 26 | (CONTRACTS, DAILY REPORTS) | 1936-1938, inc. |
| 10-25-39 | 27 | PAVING FOOTWAY ASSESSMENTS | 1930-'33, inc. |
| 10-24-39 | 28 | FOOTWAY CONDEMNATION | 1939--. |
| 10-13-39 | 29 | (APPLICATIONS FOR PERMITS TO OPEN PAVING IN STREETS) | 1934-'36, inc. |
| — | 30 | COPIES OF MISC. PERMITS | 1920-'38, inc. |
| 10-11-39 | 31 | LOCATIONS OF STREET OPERATIONS OF PUBLIC UTILITIES | 1911-1938 |
| — | 32 | POLICE REPORTS | 1930-'36, inc. |
| 10-16-39 | 33 | REQUESTS OF OWNER FOR SIDEWALK REPAIRS | 1930-'36, inc. |
| — | 34 | (INDEX CARDS) | 1920-1922<br>1925-1932 |
| — | 35 | (CORRESPONDENCE) | 1928-'36, inc. |
| 10-19-39 | 36 | (TABULATED CONTRACTED BIDS) | 1931-'32, inc. |
| — | 37 | (RETENTION SHEETS) | 1931-'32, inc. |
| — | 38 | MONTHLY ESTIMATES OF FOOTWAY PAVING CONTRACTS | 1927-'32, inc. |
| 10-7-39 | 39 | (REFUNDS OF DEPOSITS) | 1920-'37, inc. |
| 10-19-39 | 40 | (DAILY REPORTS FOR PERMITS ISSUED) | 1921-'35, inc. |

posts, invoices, quotations, proposals, etc. Filed numerically. (Rarely, official.) 9 x 12 folders, 7 ft. 3 in., in 4 drawers of steel filing case. Storeroom (Bldg. P). (320)

1083. RECEIVING REPORTS, SURVEY SHEETS, AND SHIPPING TICKETS, 1921 - 1928. Procurement records for all supplies received; also shipping tickets for material and supplies sent to the various departments. Filed chronologically. (Rarely, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of steel filing case. Storeroom (Bldg. P). (256, 245)

1084. STOCK RECORD CARDS COVERING AUDIT PERIOD AND DEBIT MEMORANDUM RECEIPTS. 1921 - 1927. Surveys, shortage, and damage records; sheets covering expendible materials, non-expendible materials, Army regulations, stock cards, issues prior to July 15, 1925; drills, machines, etc. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 7 ft. 6 in., in 3 wooden boxes. Storeroom (Bldg. P). (348)

1085. CONTRACT AUDIT RECORDS, 1922 - 1925. Pertaining to materials purchased; showing the amount, cost, name of contractor, contract number, delivery date, excess, and shortage; also inspection reports, finance records, and purchase orders. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 34 ft. 6 in., in 20 drawers of wooden filing cases. Storeroom (Bldg. P). (353)

1086. PROPERTY ACCOUNTING FILE, 1922 - 1931. Original shipping tickets, debit and credit memoranda, receipts, requisitions; receiving reports and incoming and outgoing tallies covering all goods, materials, or finished products shipped to or from this depot. Records are retained until permission is given by the proper authority for their disposal. These records are inactive but are referred to occasionally by the main office. Filed chronologically. 9½ x 11½ numerical loose-leaf index, 1 in. (Occasionally, official.) 9½ x 12 folders, covers, loose-leaf books, bundles, and metal binders, 40 ft., in 20 drawers of steel filing cases. Storage Room (Bldg. O). (121)

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1088. GENERAL CORRESPONDENCE AND REPORTS, 1923 - 1932. Covering the activities of the Service and Production Division. 3 x 5 alphabetical card index, 1 ft. 6 in. (Rarely, official.) 9 x 12 folders, 4 ft. 2 in., in 2 wooden boxes. Storage Room (Bldg. Q). (214)

1089. INDIVIDUAL ACCOUNT OF THE QUARTERMASTER, 1923 - 1934. Record of fuel allotted and amount consumed in the various buildings throughout the Arsenal. Filed numerically. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in wooden box. Storeroom (Bldg. Q). (208)

# INDEX TO REPORTS

## FOOTWAY DIVISION - BUREAU OF HIGHWAYS

| DATE OF REPORT | SERIAL No. | TITLE OF RECORD | DATE OF RECORD |
|---|---|---|---|
| 10-13-39 | 41 | CASH DEPOSIT SLIPS | 1936-1937 |
| 10-23-39 | 42 | (CONTRACTS, DAILY REPORTS) | 1933-'35, inc. |
| 10-23-39 | 43 | FORCE ACCOUNT TICKET | 1927-'27, inc. |
| 10-24-39 | 44 | FOOTWAY CONDEMNATIONS | 1934 |

posts, invoices, quotations, proposals, etc. Filed numerically. (Rarely, official.) 9 x 12 folders, 7 ft. 3 in., in 4 drawers of steel filing case. Storeroom (Bldg. P). (320)

1083. RECEIVING REPORTS, SURVEY SHEETS, AND SHIPPING TICKETS, 1921 - 1928. Procurement records for all supplies received; also shipping tickets for material and supplies sent to the various departments. Filed chronologically. (Rarely, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of steel filing case. Storeroom (Bldg. P). (256, 245)

1084. STOCK RECORD CARDS COVERING AUDIT PERIOD AND DEBIT MEMORANDUM RECEIPTS. 1921 - 1927. Surveys, shortage, and damage records; sheets covering expendible materials, non-expendible materials, Army regulations, stock cards, issues prior to July 15, 1925; drills, machines, etc. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 7 ft. 6 in., in 3 wooden boxes. Storeroom (Bldg. P). (348)

1085. CONTRACT AUDIT RECORDS, 1922 - 1925. Pertaining to materials purchased; showing the amount, cost, name of contractor, contract number, delivery date, excess, and shortage; also inspection reports, finance records, and purchase orders. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 34 ft. 6 in., in 20 drawers of wooden filing cases. Storeroom (Bldg. P). (353)

1086. PROPERTY ACCOUNTING FILE, 1922 - 1931. Original shipping tickets, debit and credit memoranda, receipts, requisitions; receiving reports and incoming and outgoing tallies covering all goods, materials, or finished products shipped to or from this depot. Records are retained until permission is given by the proper authority for their disposal. These records are inactive but are referred to occasionally by the main office. Filed chronologically. 9½ x 11½ numerical loose-leaf index, 1 in. (Occasionally, official.) 9½ x 12 folders, covers, loose-leaf books, bundles, and metal binders, 40 ft., in 20 drawers of steel filing cases. Storage Room (Bldg. O). (121)

1087. WAREHOUSE PROPERTY ACCOUNTING FILE, July 1922 - June 1934. Duplicate shipping tickets, debit and credit memoranda, receipts, requisitions, receiving reports; and incoming and outgoing tallies covering all goods, materials, or finished products shipped to or from this depot. This file is inactive but reference is made to it occasionally. Records are retained by this depot until further orders from the proper authority. Filed chronologically. 9½ x 11½ numerical volume index, 1 in. (Occasionally, official.) 9 x 12 folders, and covers, 18 ft., in 4 drawers of steel and in 4 drawers of wooden filing cases and in wooden box. Storage Room. (Bldg. O). (120)

1088. GENERAL CORRESPONDENCE AND REPORTS, 1923 - 1932. Covering the activities of the Service and Production Division. 3 x 5 alphabetical card index, 1 ft. 6 in. (Rarely, official.) 9 x 12 folders, 4 ft. 2 in., in 2 wooden boxes. Storage Room (Bldg. Q). (214)

1089. INDIVIDUAL ACCOUNT OF THE QUARTERMASTER, 1923 - 1934. Record of fuel allotted and amount consumed in the various buildings throughout the Arsenal. Filed numerically. (Rarely, official.) 9 x 12 folders, 2 ft. 6 in., in wooden box. Storeroom (Bldg. Q). (208)

J.B.-H.A.T. 9-21-39 #1

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS-FOOTWAY DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody 1ST. FLOOR, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title (PERMIT INDEX CARDS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1933--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 62 FILE DRAWERS IN 3 FILE CABINETS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF INDEX CARDS AND USED WITH REFERENCE TO MISCELLANEOUS PERMITS ISSUED BY BUREAU OF HIGHWAYS, FOOTWAYS. PERMITS ISSUED FOR THE FOLLOWING PURPOSES SUCH AS BLOCKING OFF FOOTWAYS, STREETS CURB REMOVAL, ERECT FENCE, PAVING STREETS + FOOTWAYS, ERECT SHEDS + SCAFFOLD, PLUMBING REQUIRING TO OPEN FOOTWAY, ERECTING FLAG POLES. RECORD SHOWS LOCATION BY STREET + NO., PERMIT NO., DATE PERMIT ISSUED, NAME AND ADDRESS OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued CONTRACTOR, AND NOTATION IN EVENT PLUMBER TO BE NOTIFIED AND SPACE FOR REMARKS AS FOR WHAT PURPOSE PERMIT WAS ISSUED BY BUREAU HIGHWAYS.

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPED PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 42 FILE DR. 4"x5½"x14"; AND 20 FILE DR. 4½"x10½"x26"; SIZE OF CARD, 3"x5".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 83000 CARDS

11. Location by dates and quantities 62 FILE DRAWERS IN 3 FILE CABINETS
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
EAST SIDE OF ROOM - SOUTH WALL 1ST FLOOR MUNICIPAL BLDG.

12. Other information RECORDS & EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR 1933 FILED BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

# ADDENDA #1 – BUREAU OF HIGHWAYS – FOOTWAYS –

| | | | | | |
|---|---|---|---|---|---|
| 1 | FILE DR A.AL. TO ALA | 1 | FILE DR – CEM TO CHAP | 1 | FILE DR. GIR. TO GRA |
| 1 | " " ALB.–TO–ANG | 1 | " " " CHAR CHARLES N | | GRA TO GUT |
| 1 | " " ANN TO ARI | 1 | " " CHAR TO CHAU | 1 | " " GWY. TO HAN |
| 1 | " " ARL TO ASH | 1 | " " CHE TO CHES | | HAR TO HAZ |
| 1 | " " ASH TO BAK | 1 | " " CHI TO CLA | 1 | " " HEA TO HOF |
| 1 | " " BAL TO BALT. E | 1 | " " CLE TO CLIF | | HOL. TO HUL |
| 1 | " " BALT. W TO BALT | 1 | " " CLIN TO COLL | 1 | " " HUN. TO KEM |
| 1 | " " BAN TO BANK | 1 | " " COLO TO COX | | KEN. TO LAK |
| 1 | " " BART. TO BART | 1 | " " CRA TO CYR | 1 | " " LAM. TO LET |
| 1 | " " BAT TO BEE | 1 | " " DAH TO DEX | | LEV TO LINC |
| 1 | " " BELAIR RD TO BE | 1 | " " DIA TO DOY | 1 | " " LIN TO LOQ |
| 1 | " " BELF TO BELV | 1 | " " DRU TO DUP | | LOR TO McPH |
| 1 | " " BEN TO BEY | 1 | " " DUR TO EAR | 1 | " " McT TO MARS |
| 1 | " " BID TO BLI | 1 | " " EAS TO EAST | | MART TO MONR |
| 1 | " " BLO TO BOND | 1 | " " EBE TO EDI | 1 | " " MONT TO MORT |
| 1 | " " BONN TO BOY | 1 | " " EDM TO EIS | | MOS. TO NORR |
| 1 | " " BRA TO BRIE | 1 | " " ELB TO ELL | 1 | " " NORT TO NUTH |
| 1 | " " BRO TO BRDA | | SIZE – 4" × 5¼" × 14" | | OAK TO ORL |
| 1 | " " BROM TO BRY | | | 1 | " " OST ST PKH HTS |
| 1 | " " BUC TO CALL | 1 | FILE DR. ELM TO EXE | | PK HTS TO PENNA |
| 1 | " " CALV CALVI | | FAI TO FAYE | 1 | " " PENR. TO POT |
| 1 | " " CAM TO CAR | 1 | " " FAY. W – FON | | POU TO PRE |
| 1 | " " CARL TO CARO | | FOR. TO – FRA | 1 | " " PRI TO REG |
| 1 | " " CARR TO CASS | 1 | " " FRE – FUR | | REI TO ROB |
| 1 | " " CAT TO CED | | GAI. TO GIL | 1 | " " ROC TO ST MA |
| | | | | | ST PAUL – SEX |

ADDENDA #2 - BUREAU OF HIGHWAYS - FOOTWAYS - SER 1

| | |
|---|---|
| 1 | FILE DR. SHA. TO SPRI |
| | SPRU. TO THIRD |
| 1 | " " THIRT TO TUX |
| | TW. TO UNI. |
| 1 | " " UPL. TO WAST. |
| | WASH. AVE. TO WHE |
| 1 | " " WHI. TO WIT. |
| | WOL. TO ZIM |
| | SIZE - 4½" x 10½" x 26" |

J.B. - HAT 9-21-39 #2
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. ROOM FIRST FLOOR.
(Name of building, room number, street address)

1. Title (STREET LAYOUTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1925, 1926, 1927, 1928.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity TWO CARD BOARD FILE BOXES CONTAINING 5000 CARDS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling STREET LAYOUTS 1925, 1926, 1927, 1928.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records THIS RECORD DISCONTINUED SINCE 1928. INFORMATION NOW LISTED ON PERMIT CARDS.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)
NO MISSING RECORDS.

6. Contents THIS RECORD WAS FORMERLY MAINTAINED FOR LISTING STREETS THAT HAD BEEN PAVED + FOR REFERENCE OF ISSUING PERMITS, FOR LAYING GAS + WATER MAINS + CONDUITS PERTAINING TO TEARING UP STREETS. RECORDS SHOWING STREETS THAT HAVE BEEN PAVED, FOR REFERENCE TO PERMITS BEING ISSUED TO LAY WATER MAINS, GAS, + CONDUITS, CARD SHOWS DATE, STREET NUMBER, BETWEEN WHAT STREETS, ALSO
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued SHOWS WIDTH OF PAVING TO CURB, ALSO IF THERE IS GRASS PLOT + WIDTH, MARKED RELEASED BY DEPARTMENT, SHOWING THEIR SYMBOL + DATE RELEASED.

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPED ON PLAIN CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE BOX: 4" x 5½" x 14 ; SIZE OF CARD: 3" x 5"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 1500 CARDS

11. Location by dates and quantities TWO CARD BOARD FILE BOXES ON TOP WOOD
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FILE CABINET SOUTH WALL EAST SIDE ROOM, FIRST FLOOR MUNICIPAL BLDG., BUREAU OF HIGHWAYS.

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR TO 1925 FILED IN BUREAU OF ARCHIVES, THIS RECORD IS NOW OBSOLETE SINCE 1928.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB — HAT 9-21-39 #3

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM FIRST FLOOR.
(Name of building, room number, street address)

1. Title (PERMITS FOR BLOCKING OFF STREETS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity TWO FILE BOXES.
(Number of volumes; file drawers, file boxes; bundles; other)

4. Labeling 1 FILE BOX LABELED BLOCK OFFS 1937, 1938, 1939 + (ONE NOT LABELED)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF FILING CARDS WHICH CONTAIN INFORMATION RELATIVE TO THE BLOCKING OFF OF STREETS FOR VARIOUS PURPOSES- SUCH AS BUILDINGS ARE TO BE WRECKED OR DEMOLISHED, THE STREETS HAVE TO BE BLOCKED OFF FOR PURPOSES OF PUBLIC SAFETY. BLOCK OFF CARDS CONTAIN FOLLOWING DATA: LOCATION AS NAME OF STREET, PERMIT NUMBER, DATE PERMIT ISSUED + CONTRACTOR NAME + ADDRESS NAME + ADDRESS OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued PLUMBER- SPACE FOR REMARKS- WHICH WOULD PERTAIN TO NATURE OF WORK TO BE DONE- SUCH AS BLOCK OFF STREET FOR PURPOSE OF WRECKING BUILDINGS- CARNIVALS, - IN CASE SICKNESS, + DATE OF DURATION OF PERMIT.

7. Arrangement ALPHABETICALLY } BY NAME OF STREETS.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 4" X 5 1/4" X 14"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities TWO FILE BOXES CONTAINING 1800 CARDS- ON TOP OF STEEL FILE CABINET SOUTH WALL EAST SIDE OF BUILDING.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD PRIOR RECORDS FILED IN VAULT THIRD FLOOR, MUNICIPAL BUILDING.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T. - J.B. 9-21-39 #4

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody 1ST. FLOOR, MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title (FOOTWAY INSPECTOR REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 59 CARDBOARD FILE BOXES AND 26 FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF FOOTWAY INSPECTOR'S REPORTS RELATIVE TO STREETS TO BE REPAIRED, REPAVED, OR PAVED. RECORD SHOWS FOOTWAY INSPECTORS REPORT, WORK TO BE DONE, SUCH AS REPAIR, REPAVE OR PAVE FRONT, SIDE OR REAR, OF PROPERTY AND SHOWS THE NO. OF STREET, OWNER'S NAME, ADDRESS, CONTRACT NO. AND DATE, SENT TO MAINTENANCE DEPT. DATE, NO. OF PERMIT AND DATE OF ISSUE WITH SIGNATURE OF PARTY ISSUING PERMIT. ALSO SHOWS SIZE OF LOT AND
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued NOTATIONS FOR BUREAU OF ASSESSMENT REFERENCE AS. WARD, PRECINCT, BLOCK + LOT NOS. ALSO SHOWS REMARKS PERTAINING TO THE KIND OF WORK UNDER CONSTRUCTION AND SHOWS THE DATE INSPECTED + INSPECTORS SIGNATURE. ATTACHED TO THE ABOVE INSPECTOR REPORTS ARE DUPLICATES OF CONT. — ITEM 12.

7. Arrangement ALPHEBETICALLY BY STREET NAME.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAIVDWRITTEN ON PRINTED FORMS ATTACHED.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE BOXES: 4½" x 6½" x 15" (SIZE OF FILE DRAWERS: 5½" x 12" x 23 IN 4 FILE CABINETS, APPROX. 159000 REPORTS (FORMS ATTACHED)
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 59 CARDBOARD FILE BOXES + (26 FILE DRAWERS IN 4 FILE CABINETS) FILE BOXES ON TOP OF CABINETS IN CENTRE OF ROOM, 1ST FLOOR, BUREAU OF HIGHWAYS, MUNICIPAL BLDG..
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS 1914—1936, INCLUSIVE, FILED IN BUREAU ARCHIVES.

NOTE FROM ITEM - 6

NOTICES SERVED TO OWNERS OF PROPERTY TO DO THE SPECIFIED PAVING AND SHOWS DATE NOTICE WAS SERVED AND SIGNATURE OF ACTING HIGHWAY ENG PERMIT DIVISION.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SIZE OF LOT _____ DIST. No. _____

REPAIR

# FOOTWAY INSPECTOR'S REPORT

SER 4

REPAVE

FRONT SIDE REAR

PAVE

OF No. _____ ST. AVE. ALLEY

OWNER _____ BUR. ASSESSMENT REF.

ADDRESS _____ WARD

_____ PRECINCT

IN CONTRACT No. _____ DATE _____ BLOCK

SENT TO MAINT. _____ DATE _____ LOT

SENT TO BUR. LIENS DATE _____ No. _____ DATE

PERMIT ISSUED—DATE _____ No. _____ BY

REMARKS:

DATE _____ INSPECTOR

FORM NO. 72

MDB 5016

59 1957 – 67500

16 1958 – 57000

11 1959 35000

50000

8 5 DRAW.

67

57

31

159000

FORM 104

SER. 4

# Office Bureau of Highways, Baltimore

.....19.....

To.....

repair

You are hereby notified to repave the footway and put necessary surface drains under same at.....of house or lot, known as No.....

.....

The Highways Engineer will hear, at his office, any person, as to why said

repaired

footway should not be repaved on the.....day of.....19.....

This is in accordance with Ord. No. 573 approved March 26, 1921, and amended by Ord. No. 711 approved June 1, 1922.

The property owner has the right to construct this footway within 22 days from date of notice, otherwise the City will do the work at the owner's expense.

Secure permit for same at Permit Division, 1st Floor, Municipal Office Bldg., before starting this work.

.....

ACTING Highways Engineer

Permit Division

The above notice was Served at / Posted .....M.....19.....

Received by.....

.....

.....

Inspector

MDB 2773 L

SERIAL #

ADDENDA 1 - BUREAU OF HIGHWAYS FOOTWAY PERMITS

1 FILE BOX LABELED HADLEY SQ TO HARFORD ROAD — 1937-
1 " " " HARLEM AVENUE TO N. HILTON ST - "
1 " " " S. HILTON ST. TO S. HOWARD ST - "
1 " " " HUDSON ST TO HUNTINGTON AVENUE "
1 " " " ILCHESTER ST TO KERNWOOD AVENUE "
1 " " " KESWICK RD TO LANCASTER ST "
1 " " " LANDWEHR LANE TO W. LEXINGTON ST
1 " " " W. LEXINGTON ST TO LINDEN HTS. AVENUE
1 " " " LIMOND ST TO LORMAN ST
1 " " " LORRAINE AVE TO LYTTLETON ROAD
1 " " " MACON ST TO MARYLAND AVENUE
1 " " " MARX AVENUE TO McPHAIL ST
1 " " " MELVILLE AVENUE TO MONTGOMERY ST — 1937
1 " " " MONTEBELLO ROAD TO S. MOUNT ST "
1 " " " MT. HOLLY ST TO MYRTLE AVENUE "
1 " " " NANTICOKE ST TO NORWOOD ROAD "
1 " " " NORWOOD AVENUE TO OSWEGO ST "
1 " " " OVERDALE RD TO PARKWYRTH AVENUE "
1 " " " PATAPSCO ST TO PENNINGTON AVENUE "
1 " " " PENNSYLVANIA AVE TO PINEHURST AVENUE "
1 " " " PINEWOOD AVENUE TO PRATT ST "
1 " " " PRESBURY ST TO PULASKI ST "
1 " " " QUAIL ST TO REISTERSTOWN ROAD "
1 " " " REMINGTON AVENUE TO ROSALIE AVENUE "
1 " " " ROSALIND AVENUE TO RYAN ST "

ADDENDA 2 - BUREAU OF HIGHWAYS FOOTWAY PERMITS

1 FILE BOX LABELED - ABBOTT ST TO APPLETON ST - 1937 -
1 " " " ARABIA AVE TO BAKER ST. "
1 " " " BALTO. ST. TO BARRE ST. "
1 " " " BARRINGTON Rd - TO - BELNORD AVE - "
1 " " " BELFORD Rd. TO BEVERLY Rd. "
1 " " " BRABANT Rd. TO BROOKWOOD Rd. "
1 " " " BRUCE ST. TO BYRD ST. "
1 " " " BIDDISON LANE TO BOYLE ST. "
1 " " " N. CALHOUN ST. TO N. CALVERT ST. "
1 " " " S. CALVERT ST TO S. CARROLLTON AVE "
1 " " " N. CARROLLTON AVE "
1 " " " CHAPEL ST TO CHRISTIAN ST "
1 " " " CHRISTOPHER AVE TO COLLINS AVE "
1 " " " COLLINS AVE TO CYPRESS ST "
1 " " " S. DALLAS ST TO DIVISION ST "
1 " " " DOBLER AVE TO DUVALL AVE "
1 " " " EAGER ST TO EDGEWOOD Rd - "
1 " " " EDMONDSON AVE TO ELMLEY AVE "
1 " " " ELMORA AVE TO S. EXETER ST. "
1 " " " FAGLEY ST TO E. FAYETTE ST "
1 " " " E. FAYETTE ST TO FRANCIS ST "
1 " " " FRANKFORT AVE TO N. FULTON AVE "
1 " " " S. FULTON AVE TO GLEN AVE "
1 " " " GLEN ALLEN DRIVE TO GREENMOUNT AVE "
1 " " " GREENSPRING AVE TO GWYNN OAK AVE "

SERIAL 4

ADDENDA 3 - BUREAU OF HIGHWAYS FOOTWAY PERMITS

1 FILE BOX LABELED SABINA AVENUE TO SHUTER ST — 1937 -
1 " " " SIDNEY AVENUE TO STOCKHOLM ST - "
1 " " " STONINGTON AVE TO THORNFIELD RD - "
1 " " " TILDEN AVE TO WASHBURN RD - "
1 " " " WASHINGTON BLVD TO WESTVIEW RD
1 " " " WESTWOOD AVENUE TO WINNER AVENUE 1937
1 " " " WINSTON AVENUE TO WYMAN PARKWAY "
1 " " " YALE AVENUE TO EAST 28th ST "
1 " " " 29th ST TO 42nd ST "

11 FILE DRAWERS LABELED - 1938 -

1 FILE DRAWER LABELED - SENT TO MAINTENANCE CUT OUT 1939 PERMITS ISSUED
1 " " " " " " " " " " "
1 " " " " " " " " " " "
1 " " " CONTRACTS 1938 MAINTENANCE DIVN CUT OUT PERMITS ISSUED
1 " " " " " " " " " " "
1 " " " " " " " " " " "
1 " " " " " " " " " " "

8 FILE DRAWERS LABELED - 1939 -

H.A.T. - J.B. 9-25-39 #5

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title (LIEN SHEETS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1934- - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 FILE DRAWERS CONTAINING 97 LETTER FOLDERS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF ORDERS NOTIFYING THE BUREAU OF LIENS TO PLACE A LIEN OR ASSESSMENT AGAINST PROPERTIES AND GIVING ORDERS TO MAINT. DIVISION TO DO WORK LISTED ON LIEN SHEET. RECORD SHOWS CITY OF BALTO. DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, INSPECTION DIVISION - REPAIRS TO FOOTWAYS, LIEN SHEET NO., ATTENTION OF BUREAU FOR WORK TO BE DONE, DATE, OWNER OF PROPERTY, WORK LOCATION, AREA IN SQ. FEET TO BE PAVED,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued KIND OF PAVING, REMARKS AS SYMBOL NOS. OF DEPT. RESPONSIBLE FOR THE CHARGE, COST, DATE WORK COMPLETED.

7. Arrangement NUMERICALLY BY LIEN SHEET NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWERS: 14"X12"X24", CONTAINING 97 LETTER FOLDS, EACH LETTER FOLD HAVING 100 SHEETS, APPROX. 10000 SHEETS - SIZE: 7½"X11" CAPTIONED AS ATTACHED ADDENDA #2 & 3
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 3 FILE DRWS. IN CABINET WEST SIDE ROOM FOOTWAY DIV. AND 1 FILE DRAW. IN BOTTOM OF DESK CENTRE OF ROOM, FOOTWAY DIV., 1ST. FLOOR, MUNICIPAL BLDG. (NE Cor) 1st Floor
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS, EQUIPMENT GOOD; PRIOR RECORDS TO 1934 FILED IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

THIS RECORD IS ISSUED IN QUADRUPLICATE. A COPY IS FORWARDED TO EACH OF THE FOLLOWING:

1 COPY TO FOOTWAY DIVISION
1 " " MAINTAINANCE DIVISION
1 " " BUREAU OF LIENS
1 " " BUREAU OF HIGHWAYS

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE © 16—6419

ADDENDA / FOOTWAY DIVISION — BUREAU OF HIGHWAYS

1 FILE DRAW. LABELED LIEN SHEETS #1803 — #6699

1-3-34 — 12-4-36

1 FILE DRAW. LABELED LIEN SHEETS #6700 — #12399

12-4-36 — 10-22-38

1 FILE DRAW. LABELED LIEN SHEETS #9000 — #10099

9-15-37 — 11-29-37

1 FILE DRAW. LABELED CURRENT LIEN SHEETS

1939

ADDENDA 2 FOOTWAY DIV. - BUREAU OF HIGHWAYS

LIEN SHEETS IN LETTER FOLDS (CAPTIONED

| | | | | | |
|---|---|---|---|---|---|
| 1 | FOLDER CAPTIONED | 1803-1999 | 1 | FOLDER- | 7100-7199 |
| 1 | " " | 2000-2199 | 1 | " | 7200-7299 |
| 1 | " " | 2200-2399 | 1 | " | 7300-7399 |
| 1 | " " | 2400-2454-1934 | 1 | " | 7400-7499 |
| 1 | " " | 2462-2499-1935 | 1 | " | 7500-7599 |
| 1 | " " | 2500-2599 | 1 | " | 7600-7699 |
| 1 | " " | 2600-2799 | 1 | " | 7700-7799 |
| 1 | " " | (2789-5426) | 1 | " | 7800-7899 |
| 1 | " " | 2800-2999 | 1 | " | 7900-7999 |
| 1 | " " | 3000-3099 | 1 | " | 8000-8099 |
| 1 | " " | 4000-4099 | 1 | " | 8100-8199 |
| 1 | " " | 5000-5135 | 1 | " | 8200-8299 |
| 1 | " " | 5336-5485 | 1 | " | 8300-8399 |
| 1 | " " | 5486-5552 | 1 | " | 8400-8499 |
| 1 | " " | 5553-5699 | 1 | " | 8500-8599 |
| 1 | " " | 5700-5799 | 1 | " | 8600-8699 |
| 1 | " " | 5800-5899 | 1 | " | 8700-8799 |
| 1 | " " | 5900-5999 | 1 | " | 8800-8899 |
| 1 | " " | 6000-6099 | 1 | " | 8900-8999 |
| 1 | " " | 6100-6199 | 1 | " | 9000-9099 |
| 1 | " " | 6200-6299 | 1 | " | 9100-9199 |
| 1 | " " | 6300-6399 | 1 | " | 9200-9299 |
| 1 | " " | 6400-6499 | 1 | " | 9300-9399 |
| 1 | " " | 6500-6599 | 1 | " | 9400-9499 |
| 1 | " " | 6600-6699 | 1 | " | 9500-9599 |
| 1 | " " | 6700-6799 | 1 | " | 9600-9699 |
| 1 | " " | 6800-6899 | 1 | " | 9700-9799 |
| 1 | " " | 6900-6999 | 1 | " | 9800-9899 |
| 1 | " " | 7000-7099 | 1 | " | 9900-9999 |
| | | | 1 | " | 10000-10099 |

ADDENDA 3 FOOTWAY DIV. - BUREA OF HIGHWAYS -

LIEN SHEETS IN LETTER FOLDS CAPTIONED

| | |
|---|---|
| 1 FOLDER CAPTIONED | 10100-10199 |
| 1 " " | 10200-10299 |
| 1 " " | 10300-10399 |
| 1 " " | 10400-10499 |
| 1 " " | 10500-10599 |
| 1 " " | 10600-10699 |
| 1 " " | 10700-10799 |
| 1 " " | 10800-10899 |
| 1 " " | 10900-10999 |
| 1 " " | 11000-11099 |
| 1 " " | 11100-11199 |
| 1 " " | 11200-11299 |
| 1 " " | 11300-11399 |
| 1 " " | 11400-11499 |
| 1 " " | 11500-11599 |
| 1 " " | 11600-11699 |
| 1 " " | 11700-11799 |
| 1 " " | 11800-11899 |
| 1 " " | 11900-11999 |
| 1 " " | 12000-12099 |
| 1 " " | 12100-12199 |
| 1 " " | 12200-12299 |
| 1 " " | 12300-12399 |

- CURRENT -

| | |
|---|---|
| 1 FOLDER CAPTIONED | 12400-12499 |
| 1 " " | 12500-12599 |
| 1 " " | 12600-12699 |
| 1 " " | 12700-12799 |
| 1 " " | 12800-12899 |
| 1 " " | 12900-12999 |
| 1 " " | 13000-13099 |
| 1 " " | 13100-13199 |
| 1 " " | 13200-13299 |
| 1 " " | 13300-13399 |
| 1 " " | 13400-13499 |
| 1 " " | 13500-13599 |
| 1 " " | 13600-13699 |
| 1 " " | 13700-13799 |
| 1 " " | 13800-13899 |

LIST NO.

FORM 105
MDB 7329L

CITY OF BALTIMORE
DEPARTMENT OF PUBLIC WORKS
BUREAU OF HIGHWAYS INSPECTION DIV.
REPAIRS TO FOOTWAYS

ATTENTION OF

DATE

| OWNER | WORK LOCATED | AREA SQ. FT. | PAVING | REMARKS | COST | DATE COMPLETED |
|---|---|---|---|---|---|---|
| | | | | | | |

1- Copy to office - Footway Div.
1- " " Maint. Div. Mr. Fischer
1- " " Bur. of Liens
1- " " Mr. Tippett - Bur. Highways - Billing.

This is an order - notifying Bur. of Lien to place lien against property - also giving order to Maint Div to do work.

HAT - JB 9-25-39 #6

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY, State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAY DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., FIRST FLOOR.
(Name of building, room number, street address)

1. Title (LIEN SHEET INDEX CARD)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1932 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 18 FILE DRAWERS & 10 FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents LIEN SHEET INDEX CARDS, THIS RECORD IS MAINTAINED AS AN INDEX TO LIEN SHEETS SENT TO BUREAU OF LIENS & ORDERS TO THE MAINTENANCE DIV. TO DO CERTAIN FOOTWAY WORK ALSO INDEXED FOR ORDERS RECEIVED BY THE FOOTWAY DIV. TO DO CERTAIN WORK AROUND WATER STOP BOXES ON THE FOOTWAY. RECORD SHOWS LOCATION AS TO NUMBER + STREET; ALSO SHOWS DEPT. + NUMBER ISSUING THE ORDER WITH WORK ORDER
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12–13HR, such forms should be filled out and attached)

6. Contents—continued NUMBER + DATE ORDER WAS GIVEN; ALSO SHOWS OWNERS NAME OR BUREAU'S NAME FOR WORK PERFORMED, COMPLETION DATE, AMOUNT OF WORK, COMPLETED + SIZE - CONTRACTOR'S NAME, LIEN SHEET NO., DATE SENT TO BUREAU LIENS, REMARKS AS TO SIZE OPENING FOR APPROXIMATING AREA DATE SENT TO MAINTENANCE DIV.

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS IS AN INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM, 3" X 5".
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF 18 FILE DRAWERS: 4" X 5" X 14"; SIZE OF 10 FILE BOXES: 3½" X 5" X 14"; SIZE OF CARD 3" X 5" - APPROX - 42000 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 18 FILE DRAWERS + 10 FILE BOXES ON TOP DESK CENTER OF ROOM FOOTWAY DIV. BUREAU OF HIGHWAYS FIRST FLOOR MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD. RECORDS PRIOR TO 1937 FILED IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)

_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

FORM NO. 53 MDB 10781

LOCATION 2730-32 E. Baltimore St.

W. D T.-~~XXX~~. NO. 30703 DATE 4-12-39

W. O. NO. 67891 DATE 4-14-39

OWNER Bur. of Water Supply

COMPLETED 4-29-39 Area 40.50 sq. ft. DATE

CONTRACTOR Maint. Div. Sheet 4-30-39 CONT. NO.

REMARKS 4x4

RETURN W. O. TO MR.

SENT TO MAINT. DIV. 4-15-39 DATE

COPY

This type of card is an index to lien sheets sent to the Bur. of Liens and orders to the Maint. Div. to do certain footway work. This type of card is also used for an index to orders received by us to do certain work around water stop boxes on the footway. These Water Dept. orders are sent to the Maint. Div. for the work to be done if this office is not doing this type of work at time order is received.

SERIAL 6

ADDENDA 1 - FOOTWAY DIV'N - BUREAU OF HIGHWAYS -

1 FILE DRAWER LABELED A TO 1700 E BALTIMORE ST INC COMPLETED

1 " " " 1800 E BALTIMORE ST TO BENNINGHAUS RD. INC. COMPLETED

1 " " " BENTALOU ST TO BROADWAY COMPLETED

1 " " " BROOK AVENUE TO CALVIN AVENUE "

1 " " " CAMBRIDGE TO N CHARLES ST "

1 " " " S CHARLES ST TO CYPRESS ST "

1 " " " DALLAS ST TO EAST ST "

1 " " " EASTERN AVENUE TO ETTING ST "

1 " " " EUTAW PL TO FAYETTE ST "

1 " " " FEDERAL ST TO FURROW ST "

1 " " " GARRETT AVENUE TO GRUNDY ST "

1 " " " GUILFORD AVENUE TO HAUBERT ST "

1 " " " HAVEN ST TO JUNEAU PL "

1 " " " K TO 900 BLOCK W LEXINGTON ST

1 " " " 1000 W LEXINGTON ST TO S LONGWOOD ST

1 " " " LORMAN ST TO MAYFIELD AVENUE

1 " " " McCABE AVENUE TO S MOUNT ST

1 " " " A - L UNCOMPLETED

SERIAL 6

ADDENDA 2 - FOOTWAY DIV.N - BUREAU OF HIGHWAYS -

1 FILE BOX LABELED MT HOLLY ST TO OXFORD ST COMPLETED

1 " " " PACA ST TO PHELPS LANE "

1 " " " PHILADELPHIA Rd TO PURLINGTON WAY "

1 " " " QUANTICO AVENUE TO RUXTON AVENUE "

1 " " " S COMPETED

1 " " " K TO 900 BLOCK W LEXINGTON ST "

1 " " " T - V INC. "

1 " " " W "

1 " " " M Z UNCOMPLETED

1 " " " X Y Z TO NUMBERS COMPLETED

JB-HAT 9-22-39- #7

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, ROOM, FIRST FLOOR.
(Name of building, room number, street address)

1. Title (APPLICATIONS FOR PERMITS FOR OPENING STREETS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates FEB. 15, 1937 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity NINE CARD BOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORDS CONSIST OF APPLICATIONS FROM BUREAU OF SEWERS - MECHANICAL - ELECTRICAL SERVICE - & BUREAU OF WATER SUPPLY FOR PERMITS TO OPEN PAVING TO DO VARIOUS KINDS OF WORK SUCH AS SEWERAGE, LAYING ELECTRICAL CONDUITS, WATER MAINS IN THE EVENT OF NEWLY PAVED FOOTWAYS OR HIGHWAYS PERMITS ARE DISAPPROVED FOR A SPECIFIED PERIOD. FORM SHOWS CITY OF BALTIMORE, NAME OF BUREAU FILING APPLICATION, SERIAL NUMBER, PERMIT TO OPEN PAVING, CONFIRMATORY REMARKS AS A CHECK, DATE APPLICATION,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued APPLICATION MADE FOR WHAT PURPOSE, NAME OF CITY FOREMAN + TIME REQUIRED TO DO WORK LOCATION WHERE WORK TO BE PERFORMED, KIND OF PAVING, SIZE OF AREA, REPAVING ORDER NUMBER, DATE ORDER GIVEN, DATE SENT TO MAINTENANCE DIV. SIGNATURE OF BUREAU HEAD + APPROVAL BY HIGHWAY ENGINEER.

7. Arrangement ALPHABETICALLY BY NAME OF STREET + NUMERICALLY BY STREET NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE —
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN + TYPED ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARD BOARD FILE BOX: 4½" × 6½" × 14"; SIZE OF FORM: 4" × 6", APPROX. 126000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 9 CARD BOARD FILE BOXES ON TOP OF FILE CABINET ON DESK IN CENTER OF ROOM FIRST FLOOR, FOOTWAY DIVISION, BUREAU OF HIGHWAYS, MUNICIPAL BLDG. (NE COR FLOOR)
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD; NO PRIOR RECORD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE SEE SER #29 FOR CONTINUATION OF RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

C&A 9.015 MDB 10596

CITY OF BALTIMORE

BUREAU OF SEWERS

№ 10445

# PERMIT TO OPEN PAVING

CONFIRMATORY ☐ CHK.

BALTIMORE, August 9, 1939

APPLICATION IS HEREBY MADE TO OPEN PAVING FOR THE PURPOSE OF 8/18/39

to repair sanitary sewer

Knight 2 days

IN alley rear of 3620 Roland Ave Mr. Potts Bd S.

FROM TO

KIND OF PAVING Concrete SIZE 3' x 2'

REPAVING ORDER NO. DATE

DATE FORWARDED TO MAINTENANCE DIV.

APPROVED SIGNED

HIGHWAYS ENGR. BUREAU HEAD

BD OF SEWERS

" " MEC. ELEC.

" " WATER SUPPLY

FOR APPROVAL FOR PERMIT.

ADDENDA FOOTWAY DIVISION BUREAU OF HIGHWAYS

1 CARDBOARD FILE BOX LABELED FILES STARTED FEB. 15TH 1937
PERMITS TO OPEN PAVING WATER DEPT. AUG. 31ST 1937
SENT TO MAINT. DIV. CLOSED

1 CARDBOARD FILE BOX LABELED PERMITS TO OPEN PAVING
WATER DEPT. OCT. 31ST. 1937
SENT TO MAINT. DIV. CLOSED

1 CARDBOARD FILE BOX PERMITS TO OPEN PAVING
WATER DEPT. TO JUNE 30TH 1938
CLOSED

1 CARDBOARD FILE BOX LABELED PERMITS TO OPEN PAVING
WATER DEPT. JULY 1ST–DEC. 31 1938 CLOSED. 1938

1 CARDBOARD FILE BOX LABELED FILES STARTED FEB. 15TH 1937
PERMITS TO OPEN PAVING 1937–38–39
BUR. OF MECH. ELEC. SERVICE
SENT TO MAINT. DIV. CLOSED.

1 CARDBOARD FILE BOX LABELED PERMITS TO OPEN PAVING
BUREAU OF SEWERS 1937–38–39
SENT TO MAINT DIV. CLOSED

1 CARDBOARD FILE BOX LABELED PERMITS TO OPEN PAVING 1939
WATER DEPT.
SENT TO MAINT. DIV. CLOSED

1 CARDBOARD FILE BOX LABELED PERMITS TO OPEN PAVING
ACTIVE 1938–1939

1 CARDBOARD FILE BOX LABELED
CLOSED 1939

TOTAL
9 - FILE BOXES

H.A.T. — R.B. 9-26-39 #8

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title (REPAVING ORDERS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1938- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 CARDBOARD FILE BOX CONTAINING 200 FORMS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling FOOTWAY WORK ORDERS - BEING HELD FOR CONTRACTOR OTHER REASONS NOV. 30TH 1938
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents REPAVING ORDERS OF BUREAU OF WATER SUPPLY
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
NOTIFYING THE FOOTWAY DIVISION OF REPAVING WORK TO BE DONE. RECORDS SHOW ORIGINAL BUREAU OF WATER SUPPLY REPAVING ORDER, TO HIGHWAYS ENGINEER, SERIAL NO. OF ORDER, DATE ISSUED, LOCATION, KIND OF PAVING, SIZE OF AREA, ALSO SHOWS NOTATION AS PAVING DISTURBED, &c. SUCH REPAIRING WATER PIPE, INSTALLING WATER SUPPLY, WORK ORDER NO. AND SYMBOL NO. AS TO WHAT DEPT. RESPONSIBLE

6. Contents—continued FOR WORK TO BE PERFORMED, PERMIT NO. DATE WORK INSTALLED + DATE PAVED, ALSO SHOWS AMT., LABOR, MATERIAL USED, SUB TOTAL, OVERHEAD, AND TOTAL COST, AND SIGNATURE OF BUREAU WATER SUPPLY FORMAN.

7. Arrangement NUMERICALLY BY SERIAL NO. OF PAVING ORDER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD FILE BOX: 3½" X 5½" X 15"; SIZE OF FORM: 4¼" X 5½",
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 200 FORMS.

11. Location by dates and quantities 1 CARDBOARD FILE BOX, CENTRE OF ROOM ON
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
TOP OF FILE CABINET ON TOP OF DESK, ROOM NE COR. FLOOR.

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS ARE FORWARDED TO BUREAU OF HIGHWAYS.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

JB-HAT 9-26-39 #9

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAY; FOOTWAY DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - FIRST FLOOR -
(Name of building, room number, street address)

1. Title (COPIES OF PAVING ORDER RECEIPTS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. JULY 1, 1938 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity ONE CARD BOARD BOX CONTAINING 3000 RECEIPTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling RECEIPTS FOR PAVING ORDERS FROM JULY 1, 1938 -
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents COPY OF RECEIPTS OF PAVING ORDERS - SENT TO MAINTENANCE DIV. BY FOOTWAY DIV. + CHARGED TO BUREAU OF WATER SUPPLY. RECORD SHOWS DEPT. SYMBOL NUMBER, BUREAU OF WATER SUPPLY, PAVING ORDERS TO BUREAU OF HIGHWAYS, DATE + LISTING SERIAL ORDERS NUMERICALLY DATE RECEIVED BY BUREAU HIGHWAYS, MAINTENANCE DIV. + SIGNATURE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued OF DEPT. HEAD.

7. Arrangement NUMERICALLY BY SERIAL NUMBER.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing CARBON COPIES HANDWRITTEN FROM ORIGINAL.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARD BOARD FILE BOX: 3½" X 5½" X 15"; SIZE OF DUPLICATE ORDER: 4" X 6"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities CENTER OF ROOM ON TOP FILE CABINET ON TOP OF DESK.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SERIAL -10-

JB- HAT 9-26-39

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office FOOTWAY DIV - BUREAU OF HIGHWAYS -
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., FIRST FLOOR.
(Name of building, room number, street address)

1. Title (FOOTWAYS PAVED UNDER CONTRACT)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 - 1938, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 FILE DRAWERS, 19 CARD BOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF INDEX CARDS PERTAINING TO FOOTWAY PAVING LISTED IN FIELD BOOK OF FOOTWAY PAVED UNDER CONTRACT, RECORD SHOWS WARD SECTION BLOCK & LOT
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
No. FOOTWAY FRONTAGE OF PROPERTY, CONTRACT NUMBER, CONTRACTORS NAME, LOCATION AS NAME & NUMBER OF STREET, WHERE FOOTWAY TO BE LAID. NAME & ADDRESS OF OWNER OF PROPERTY, DATE WORK STARTED & COMPLETED, INSPECTOR'S NAME, THIS CARD IS DIVIDED, LEFT SIDE PRELIMINARY

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued ESTIMATE, FOR VARIOUS CHARGES, SUCH AS EXCAVATION, ARREAR OF PAVING, EXPANSION JOINTS, AS TO SIZES 1/2" X 1/4" - COST OF PIPE PER LINEAL FOOT, DRAIN BOXES AS TO SIZE 6" OR 12" FROST BED, ARREAR OF BRICK REMOVED + SPACE FOR REMARKS - (CONTINUED UNDER ITEM 12)

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing CARD INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN + HANDWRITTEN ON PRINTED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 7 FILE DRAWERS: 6" X 16" X 23" ; 6 FILE DRAWERS: 6" X 9" X 13" ; 19 CARD BOARD BOXES: 5 1/2" X 8" X 15" - SIZE OF CARD: 5" X 8".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities WEST SIDE FOOTWAY DIVISION, FIRST FLOOR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE - CONTINUED FROM ITEM - 6 -

(6) CONTINUED - RIGHT SIDE OF CARD SHOWS FINAL ESTIMATE SUCH AS EXCAVATION AT PRICE PER CUBIC YARD, CONCRETE AT PRICE PER CUBIC YARD, EXPANSION JOINT 1/2" + 1/4" AT PRICE PER LINEAL FOOT, COST OF SIZE PIPE AT PRICE PER LINEAL FOOT, AT FOOTING SHOWS FIELD BOOK NO. + PAGE NO.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA-1- FOOTWAY DIV.- BUREAU OF HIGHWAYS

| | | |
|---|---|---|
| 1 | FILE DR. LABELED | ABBOTTSON-BELLONA - BELMAR - BRUCE |
| 1 | " " " | BRUNE-CHARLES - CHASE - CYLBURN |
| 1 | " " " | DALLAS-ELSINORE - ELSRODE - FREMONT |
| 1 | " " " | FRISBY-HARE - HARFORD- KILDAIRE |
| 1 | " " " | KIMBAL - MADISON - MADISON - MUELLER |
| 1 | " " " | MULBERRY-PEACH - PEARL - ROSALIND |
| 1 | " " " | ROSE-VIRGINIA. WABASH - 42nd |

| | | |
|---|---|---|
| 1 | FILE BOX LABELED- | ABBOTTSON - BANK- |
| 1 | " " " | BARCLAY - BOULDIN ST- |
| 1 | " " " | BOYD ST - CARDENAS AVE.- |
| 1 | " " " | CAREY — CHATHAM |
| 1 | " " " | CHELSEA - CROSS |
| 1 | " " " | CROWL - EDGEWOOD |
| 1 | " " " | EDMONDSON - FAIRMOUNT |
| 1 | " " " | FAIROAKS - FRANCIS |
| 1 | " " " | FRANKLIN - GILBERT |
| 1 | " " " | GILMOR - GRANTLEY |
| 1 | " " " | GRANADA - HIGH |
| 1 | " " " | HIGHLAND - LAFAYETTE |
| 1 | " " " | LAFAYETTE - LANVALE |
| 1 | " " " | LASALLE - MADERIA |
| 1 | " " " | MADERIA - MONDAWMIN |
| 1 | " " " | MONROE - MYRTLE |
| 1 | " " " | NANTICOKE - OXFORD |
| 1 | " " " | PACA - POPPLETON |

ADDENDA-2- FOOTWAY DIVN- BUREAU OF HIGHWAYS

| | | |
|---|---|---|
| 1 | FILE BOX LABELED | - PORT - READY |
| 1 | " " " | REDWOOD - ST. PETER - |
| 1 | " " " | SCHROEDER - STRICKER |
| 1 | " " " | STRICKER - WEITZEL |
| 1 | " " " | WELLINGTON - YOSEMITE |
| 1 | " " " | 2nd - 42nd |

H.A.T. - R.B. (Worker's full name) 9-27-39 (Date) #11 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR
(Name of building, room number, street address)

1. Title (ENGINEERS' FIELD NOTE BOOKS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 — 1938, INCLUSIVE
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 90 VOLUMES NOS. 1 — 90 IN 5 FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 3 DRW. CROSS SECTION AND 2 DRW. FIELD BOOKS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records YES. RECORD DISCONTINUED FOR YEAR 1939; NO FOOTWAY CONTRACTS LET BY MUNICIPAL GOVERNMENT FOR YEAR 1939.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD PERTAINS TO CONTRACTS LET BY MUNICIPAL GOVERNMENT FOR THE PAVING OF FOOTWAYS AND SHOWS WORK COMPLETED. RECORD SHOWS CONTRACT NO., BOOK NO., STREETS AND THE NUMBER OF STREET FOOTWAY BEING PAVED, SIZE AS TO AREA BEING PAVED, NO. OF SQ. FT. PAVED, COST PER SQ. FT., COST PER FT. FOR JOINTS, AND CHECKED BY FOOTWAY DIVISION AS WORK COMPLETED + LISTED ON
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued INDEX CARDS TITLED FOOTWAYS PAVED UNDER CONTRACT.

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN IN RULED VOLUMES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRW.: 11½"X12"X24"; SIZE OF VOLUME: 7"X4½"X1", APPROX.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
100 PAGES TO EACH VOLUME.

11. Location by dates and quantities 5 FILE DRW. IN CABINET, N.E. COR. OF ROOM,
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FOOTWAY DIV., 1ST. FLOOR, MUNICIPAL BLDG. N.E. COR. 1st FLOOR

12. Other information RECORDS + EQUIPMENT GOOD. THIS RECORD
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
WAS ORIGINATED IN YEAR 1920. NO PRIOR RECORDS.
Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T.-J.B. 9-27-39 #12

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title (COPIES OF MISCELLANEOUS PERMITS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1937--.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 LETTER FILE BOXES + 6 BUNDLES AND 2 LOOSE LEAF BINDERS + 1 LEDGER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF COPIES OF PERMITS ISSUED BY FOOTWAY DIV. OF BUREAU HIGHWAYS & HELD FOR REFERENCE TO WORK BEING PERFORMED.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECORD IS ISSUED IN QUINTUPLICATE OF VARIOUS COLORS & TERMED APPLICANTS COPY, INSPECTORS COPY, INTERDEPARTMENTAL COPY, FOOTWAY DIV. TWO COPIES. RECORD SHOWS SERIAL NO. DEPT PUBLIC WORKS BUREAU HIGHWAYS MARKED AS CONFIRMING PERMIT & EMERGENCY NO., DATE, PERMIT ISSUED, PERMISSION GRANTED, TERMS & CONDITIONS, NAME OF PARTY OR BUREAU RESPONSIBLE FOR PERMIT TO INSTALL REPAIR OR REPAVE WATER & GAS MAINS,

WPA Form 12-13HR—Revised (See reverse side) 16—6419

OVER

6. Contents—continued ELECTRICAL CONDUITS, ERECT FLAG POLES, BLOCKING OFF STREETS, PLUMBING + REPAIR SEWERS, + VARIOUS PERMITS ISSUED BY FOOTWAY DIV.; FORM ALSO SHOWS AMOUNT OF DEPOSIT + REMARKS, KIND OF PAVING GUARANTEED + TO BE REPLACED AT EXPENSE OF APPLICANT OR BUREAU SUBJECT TO TERMS + CONDITIONS. SIGNATURE HIGHWAY ENGR. APPROVED BY MAYOR. AND PERMIT GRANTED FOR A PERIOD STIPULATED.

7. Arrangement NUMERICALLY BY SERIAL NO. OF PERMIT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPED ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LETTER FILE BOX: 12"X5"X12", SIZE OF BUNDLE: 12"X5"X12", SIZE OF
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
LOOSE LEAF BINDER: 12"X8"X4. APPROX. 9000 FORMS
SEE FORM ATTACHED
SIZE OF LEDGER: 15"X11"X2" UNDER COUNTER

11. Location by dates and quantities 7 LETTER FILE BOXES AND 6 BUNDLES UNDER
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
COUNTER FOOTWAY DIVN. AND 2 LOOSE LEAF BINDERS ON TOP
1 LEDGER UNDER COUNTER. 1ST FLOOR
OF DESK, CENTRE OF ROOM, FOOTWAY DIVN. 1ST. FLOOR,
MUNICIPAL BLDG.

12. Other information RECORDS + EQUIP GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR 1937 FILED IN VAULT, 3RD. FLOOR, MUNICIPAL BLDG.

NOTE
SEE SER. #30 FOR CONTINUATION OF RECORD

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#12

ADDENDA FOOTWAY DIVISION BUREAU OF HIGHWAYS

| | | |
|---|---|---|
| 1 | LETTER FILE BOX LABELED | 15501 — 16000 |
| 1 | " " " " | 16001 — 16500 |
| 1 | " " " " | 16501 — 17000 |
| 1 | " " " " | 17001 — 17500 |
| 1 | " " " " | 17501 — 18000 |
| 1 | " " " " | 18001 — 18500 |
| 1 | " " " " | 18501 — 19000 |

(MISCELLANEOUS PERMITS)

| | | | |
|---|---|---|---|
| 1 | BUNDLE LABELED | 13001-13500 | SEPT. 1ST 1938 - OCT. 8TH 1938 |
| 1 | " " MISCELLANEOUS PERMITS | 13501-14000 | OCT. 8-38 - NOV. 9-1938 |
| 1 | " " " " | 14001-14500 | 11/9/38 - 12/19/38 |
| 1 | " " " " | 15001-15500 | 2/17/39 - 3/31/39 |
| 1 | " " " " | 15501-16000 | 12/21/38 - 2/18/39 |
| 1 | " " " " | 12501-13000 | AUG. 15-1939 - SEPT. 8/39 |
| 2 | LOOSE LEAF BINDERS | - NO LABELING | |
| 1 | LEDGER (NO LABEL) UNDER COUNTER 1ST. FLOOR | | |

#12

FORM No. 69
M. D. B. 191

# DEPARTMENT OF PUBLIC WORKS

№ 18795

## BUREAU OF HIGHWAYS

PERMIT

Confirming
Emergency No. _____

Baltimore, _____ 19___

Permission is hereby granted, under the terms and conditions set forth on the face and back, hereof, to

_____

to

Void

Interdepartmental — Copy

Amount of deposit $_____

**NOTE: CALL PLAZA 2000—EXTENSION 83, FOR INSPECTOR, 24 HOURS BEFORE AN INSPECTION IS DESIRED.**

This paving is _____ guaranteed _____

and is to be replaced by _____

at the expense of the applicant, subject to _____

**This permit is subject to all the terms and conditions printed on the face and back hereof.**

Signed

_____
*Highways Engineer.*

Approved

_____
*Mayor.*

**This permit is revocable at any time by the Highways Engineer, and must be kept on premises at all times.**

## RECORD OF INSPECTION

Inspected _____ 19____ by _____

_____

_____

_____

_____

_____

_____

_____

_____

Notice to restore pavement sent to _____ Division _____ 19____

Signed _____ Inspector.

---

## COST OF INSPECTION AND CHARGE FOR SAME

| Date | Time | Cost | Charge | Bill to Comptroller No. | Bill to Comptroller Date |
|---|---|---|---|---|---|
| | | $ | $ | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

FORM No. 69
M. D. B. 191

#12

# DEPARTMENT OF PUBLIC WORKS No. 18795

## BUREAU OF HIGHWAYS

PERMIT

Confirming
Emergency No. _____

Baltimore, _____ 19___

Permission is hereby granted, under the terms and conditions set forth on the face and back, hereof, to

_____

to

Void

Inspector's Copy

Amount of deposit $_____

NOTE: CALL PLAZA 2000—EXTENSION 83, FOR INSPECTOR, 24 HOURS BEFORE AN INSPECTION IS DESIRED.

This paving is _____ guaranteed _____

and is to be replaced by _____

at the expense of the applicant, subject to _____

**This permit is subject to all the terms and conditions printed on the face and back hereof.**

Signed

_____

*Highways Engineer.*

Approved

_____

*Mayor.*

**This permit is revocable at any time by the Highways Engineer, and must be kept on premises at all times.**

# 12

FORM No. 69
M. D. B. 191

# DEPARTMENT OF PUBLIC WORKS

№ 18795

## BUREAU OF HIGHWAYS

## PERMIT

Confirming
Emergency No. _____

Baltimore, _____ 19____

Permission is hereby granted, under the terms and conditions set forth on the face and back, hereof, to

_____

to

Void

Applicant's Copy

Amount of deposit $_____

**NOTE: CALL PLAZA 2000—EXTENSION 83, FOR INSPECTOR, 24 HOURS BEFORE AN INSPECTION IS DESIRED.**

This paving is _____ guaranteed _____

and is to be replaced by _____

at the expense of the applicant, subject to _____

**This permit is subject to all the terms and conditions printed on the face and back hereof.**

Signed

_____
*Highways Engineer.*

Approved

_____
*Mayor.*

**This permit is revocable at any time by the Highways Engineer, and must be kept on premises at all times.**

## CONDITIONS UNDER WHICH PERMIT IS GRANTED

It is a condition of this permit that the same is granted with the distinct understanding and agreement that the work shall be done within the time above specified, and that the Highways Engineer be notified of the time when the same is to be done (so as to enable him to have an inspector present during the progress of the work), and also of the completion thereof. That the street shall be restored to its present condition and kept in repair at the expense of the person or persons to whom this permit is granted, and the said person or persons will deposit such sum of money as the Highways Engineer may determine to be sufficient to defray the cost of repaving and keeping street in proper condition of repair of any work incident thereto or will give a bond to cover the estimated cost of repaving and keeping street in proper condition of repair as aforesaid, or both; that the Highways Engineer is authorized to do all the necessary repaving and repairing, without notice, and charge the same to the fund deposited as aforesaid, or hold the person to whom or for whose benefit this permit is given, and the bond liable for the same. It is further agreed and understood that the street shall be kept free from all obstruction to the public travel, while the work is being done, and that the party or parties to whom this permit is granted shall be liable for all damages which may result in anywise from doing such work and will indemnify and save harmless the Mayor and City Council of Baltimore against any suit or suits, loss, claim, damage or expense to which the Mayor and City Council may be subjected by reason of any default, negligence, want of skill or care on the part of the party or parties to whom the said permit is granted, his or their agents or employees, in or about the performance and execution of such work, and will, in addition, if requested to do so, give a bond to indemnify the Mayor and City Council from any such claim. It is further agreed and understood that the said structure, as constructed under this permit, shall be kept in good repair and order by the person or persons constructing the same, and if this permit is for a drain-pipe to be laid, it shall not be tapped except by permission of the Highways Engineer; and in all cases, the work to be done under this permit shall be done in strict conformity with Ordinances of the Mayor and City Council.

That this permit is granted under the restrictions and reservations of Article 48, Section 157F and 108 of the City Code of 1893, and all other ordinances bearing upon the same.

FORM No. 69
M. D. B. 191

# 12

# DEPARTMENT OF PUBLIC WORKS No 18795

## BUREAU OF HIGHWAYS

PERMIT

Confirming
Emergency No. _____

Baltimore, _____ 19___

Permission is hereby granted, under the terms and conditions set forth on the face and back, hereof, to

_____

to

Void

Temp. Office copy

Amount of deposit $_____

NOTE: CALL PLAZA 2000—EXTENSION 83, FOR INSPECTOR, 24 HOURS BEFORE AN INSPECTION IS DESIRED.

This paving is _____ guaranteed _____

and is to be replaced by _____

at the expense of the applicant, subject to _____

**This permit is subject to all the terms and conditions printed on the face and back hereof.**

Signed

_____
*Highways Engineer.*

Approved

_____
*Mayor.*

**This permit is revocable at any time by the Highways Engineer, and must be kept on premises at all times.**

? ? ? 9/27/39 (?) #13

BUREAU OF HIGHWAYS; FOOTWAYS DIV.

No serial for #13 - in Footways Div. The one written as #13 is from Inspection & Explosive Div. and is filed as 3A in that division

JB - HAT : 9-28-39 #14

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., FIRST FLOOR.
(Name of building, room number, street address)

1. Title (DRAWINGS + BLUE PRINTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1937 — —.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 313 ROLLS OF BLUE PRINTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA — #1, 2, 3, 4 ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents BLUE PRINTS SHOW MEASUREMENTS WHERE WORK IS TO BE PERFORMED, NAME OF PERSON OR BUREAU FOR WHOM WORK IS TO BE PERFORMED, SCALE OF DIMENSIONS, AREAS + WIDTHS TO BE PAVED, SHOWING WATER AND GAS MAINS + LOCATIONS, FROM INTERSECTION OF STREET, TO INTERSECTION OF STREET, AND DIMENSIONS FROM BUILDING LINE + LOCATION OF MAINS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing BLUEPRINTS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF PIGEON HOLES: 6" x 6" x 26".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 87 ROLLS BLUEPRINTS WEST SIDE OF ROOM
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
& 26 BLUE PRINTS UNDER COUNTER, FOOTWAY DIV.
BUREAU OF HIGHWAYS, FIRST FLOOR, MUNICIPAL BLDG.

12. Other information RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PREVIOUS RECORDS IN BUREAU OF ARCHIVES,
MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SERIAL 14

ADDENDA - 1 - FOOTWAY DIV.N - BUREAU HIGHWAYS.

| | | | |
|---|---|---|---|
| 1 | PRINT | LABELED | APPLETON - PRESBURY TO NORTH AVE - |
| 1 | " | " | ABINGTON - LOHRS LANE TO BALTO. |
| 1 | " | " | ALLENDALE ST - COLBORNE RD - MT. HOLLY ST - |
| 1 | " | " | ABBOTT ST - BOND TO BROADWAY - |
| 1 | " | " | ALAMEDA - LOCH RAVEN BLVD - ARGONNE DRIVE |
| 1 | " | " | ALLENDALE - CRANSTON TO WOODBRIDGE AVE - |
| 1 | " | " | BERNICE AVE - LOHRS LANE TO BALTO ST. |
| 1 | " | " | BRUCE - BAKER - PRESBURY - |
| 1 | " | " | BELVEDERE - YORK - HAMILTON - |
| 1 | " | " | BINNEY ST - DILLON TO HUDSON. |
| 1 | " | " | BENNINGHAUS RD - CLEARSPRING TO 250' EAST |
| 1 | " | " | BEECHFIELD AVE - FREDERICK RD - TO SAYRE AVE. |
| 1 | " | " | CROSSWOOD - GIBBONS TO PEMBROKE |
| 1 | " | " | CROYDON - BELLONA TO ALLEY S BELVEDERE |
| 1 | " | " | COLD SPRING - GRANADA TO PARK HTS - |
| 1 | " | " | CATON AVE - WILKENS TO FREDERICK |
| 1 | " | " | CHASE LITTLE HOWARD |
| 1 | " | " | DURHAM ST - ALICEANNA TO GOUGH |
| 1 | " | " | DRUID PARK DRIVE - TWO DRIVES - PARK CIRCLE - GREEN SPRING AVE — |
| 1 | " | " | EDGEWOOD - DOLFIELD - DORINTHIAN - |
| 1 | " | " | ELLAMONT - LOHRS LANE - BALTO - |
| 1 | " | " | LOCH RAVEN - 33rd - WINDERMERE |
| 1 | " | " | EATON ST - EASTERN AVE TO BANK ST. |
| 1 | " | " | ERDMAN AVE - PHILA RD - TO EDISON HWY - |
| 1 | " | " | EAGER ST - PATTERSON - BRADFORD |
| 1 | " | " | EDISON HIGHWAY - MONUMENT - BIDDLE |
| 1 | " | " | FRANKLINTOWN ROAD |

SERIAL 14

ADDENDA-2- FOOTWAY DIV. - BUREAU HIGHWAYS.

| | | | |
|---|---|---|---|
| 1 | PRINT | LABELED | FAYETTE ST- AISQUITH - BROADWAY |
| 1 | " | " | FORRESTER AVE- |
| 1 | " | " | FAYETTE ST- BROADWAY- LAKEWOOD |
| 1 | " | " | FAYETTE ST- BROADWAY- FALLSWAY |
| 1 | " | " | FRANKLINTOWN ROAD- |
| 1 | " | " | FAYETTE ST- |
| 1 | " | " | GLOVER- FOSTER- FLEET |
| 1 | " | " | GLENDALE - GLENOAK - MOYER |
| 1 | " | " | GORSUCH- KENNEDY- KIRK |
| 1 | " | " | GORSUCH- GREENMOUNT - KIRK |
| 1 | " | " | GORSUCH AVE- KIRK- KENNEDY |
| 1 | " | " | HOWARD- BALTIMORE - MADISON- |
| 1 | " | " | HANOVER- CROSS- LEE |
| 1 | " | " | HILTON PKWY- NORTH AVE- EDMONDSON- |
| 8 | " | " | NO LABELS |
| 1 | " | " | KIRK AVE - HOMEWOOD- 22nd ST |
| 1 | " | " | KIRK AVE- 22nd - 25th ST- |
| 1 | " | " | LOCKWOOD - 375' E LOCHRAVEN |
| 1 | " | " | LEEDS AVE- ELLAMONT - MT. OLIVET- |
| 1 | " | " | MONTEBELLO AVE- BELMONT- GORSUCH |
| 1 | " | " | MARSHALL - OSTEND- FORT |
| 1 | " | " | McDONOUGH- NORTH - DEAD END |
| 1 | " | " | MONUMENT- ORCHARD- McCULLOH |
| 1 | " | " | NORTHWICK - LOCHRAVEN - 800' EAST |
| 1 | " | " | 240 - A-29- |
| 1 | " | " | PARK HTS- AVONDALE - GLEN |
| 1 | " | " | PENHURST- WHITE 115' W |
| 4 | " | " | NO LABELS |
| 1 | " | " | WHITE AVE- BELAIR RD- HARFORD |
| 1 | " | " | WILKENS AVE- |
| 1 | " | " | REISTERSTOWN Rd- ROGERS AVE- CITY LINE |
| 1 | " | " | ROGERS- PARK HTS- E ELAND |
| 1 | " | " | REISTERSTOWN Rd- HAYWARD AVE- CITY LINE |
| 3 | " | " | NO LABELS |
| 1 | " | " | EDISON HWY- NORTH AVE - ERDMAN AVE |
| 1 | " | " | FAYETTE - AISQUITH - BROADWAY |

ADDENDA-3- FOOTWAY DIV. - BUREAU HIGHWAYS - SERIAL 14

| | | | |
|---|---|---|---|
| 1 | PRINT | LABELED | FAIRVIEW - LEIGHTON AVE - |
| 5 | " | " | NO LABELS |
| 1 | " | " | FAYETTE - BROADWAY - FALLSWAY |
| 1 | " | " | " FALLSWAY - BROADWAY |
| 1 | " | " | SHADYSIDE RD - LOCHRAVEN - 100' E TIVOLY |
| 1 | " | " | TRUXTON - FORREST - GREENMOUNT - |
| 4 | " | " | NO LABELS |

SERIAL 14

ADDENDA-4- FOOTWAY DIV. - BUREAU OF HIGHWAYS.

| | | | |
|---|---|---|---|
| 1 | PRINT | LABELED | PHILADELPHIA Rd - + MONUMENT ST - |
| 1 | " | " | 25th ST + HOMEWOOD AVE - |
| 1 | " | " | YORK RD + BELVEDERE AVE - |
| 1 | " | " | PHILADELPHIA Rd - + ERDMAN AVE - N.W. COR. |
| 1 | " | " | 301-03 N. GAY ST - |
| 1 | " | " | EASTERN AVE + HAVEN ST - |
| 1 | " | " | YORK RD - + CHATEAU ST. |
| 1 | " | " | OAKLAND + YORK RD - |
| 1 | " | " | 1001 N. GILMOR ST - |
| 1 | " | " | 6008 BELAIR RD - |
| 1 | " | " | NORTH AVE + ELLAMONT ST |
| 1 | " | " | OAK + 20th ST. N.E. COR - |
| 1 | " | " | 1300-1306 ORLEANS ST. |
| 1 | " | " | DUNDALK + GUSRYAN ST - |
| 210 | " | —— | (NO LABELS -) ON TOP VARIOUS DESKS IN OFFICE |

H.A.T. – J.B. (Worker's full name) 9-27-39 (Date) #15 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG.
(Name of building, room number, street address)

1. Title (POLICE REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937 – –.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER + 1 LETTER FILE
(Number of volumes; file drawers, file boxes; bundles; other)

4. Labeling POLICE REPORTS ON FOOTWAYS, 1937 – –.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents COPIES OF POLICE REPORTS PERTAINING TO DEFECTIVE FOOTWAYS AND SIDEWALKS. REPORT SHOWS DEPT. OF PUBLIC WORKS, BUREAU OF HIGHWAYS, POLICE REPORT, DATE REPORT ISSUED, DATE FOOTWAY DIV. RECEIVED, SERIAL NO. OF REPORT, NAME OF POLICE DISTRICT SENDING REPORT. IT DESCRIBES FOOTWAY OR SIDEWALK AS DANGEROUS OR DEFECTIVE, SHOWING LOCATION + ADDRESS OF PROPERTY, NAME + ADDRESS OF OWNER ALSO SHOWS WARD, SEC, BLOCK + LOT NOS.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPED LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRW.: 12"X 11"X 24", APPROX. 10000 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 FILE DRW. IN FILE CABINET SOUTH WALL OF ROOM, AND 1 LETTER FILE IN DESK DRW. CENTRE OF ROOM IN FOOTWAY DIVA., 1ST FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS & EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR 1937 FILED IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.

NOTE

SEE SER# 32 FOR CONTINUATION OF RECORD

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T. – J.B. (Worker's full name) | 9-29-39 (Date) | #16 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST. FLOOR.
(Name of building, room number, street address)

1. Title "REQUESTS OF OWNERS FOR SIDEWALK REPAIRS"
(Give present full title in quotes: assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937 – –
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARDBOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; etc.)

4. Labeling (1) FILE BOX 1937–1938 (2) FILE BOX 1939 OWNERS REQUESTS FOR SIDEWALK REPAIRS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF REQUESTS FROM PROPERTY OWNERS AND AUTHORIZING THE BUREAU OF HIGHWAYS TO REPAIR, REPAVE, OR PAVE SIDEWALK. RECORD SHOWS CITY OF BALTO., BUREAU OF HIGHWAYS, NAME OF HIGHWAY ENGINEER, DATE OF REQUEST, "DEAR SIR; THIS IS YOUR AUTHORITY TO PAVE, REPAVE OR REPAIR SIDEWALK IN FRONT, REAR OR SIDE OF PROPERTY AT GIVEN LOCATION & ADDRESS & BILL ME FOR SAME", SIGNATURE OF OWNER OF PROPERTY & ADDRESS;
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued ALSO SHOWS FOOTWAY INSPECTOR'S NAME + NAME OF WITNESS AS TO SIGNATURE OF OWNER + THE CONTRACT No.

7. Arrangement ALPHABETICALLY BY NAME OF STREET + NUMERICALLY BY STREET No.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS. FORM ATTACHED.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE BOX: 4½" x 6½" x 14"; SIZE OF FORM: 3½" x 6"; APPROX. 4000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 CARDBOARD FILE BOXES ON WINDOW SILL IN OFFICE FOOTWAY DIVISION, 1ST. FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD; RECORDS PRIOR 1937 FILED IN VAULT, 3RD. FLOOR, MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE SEE SERIAL #33 FOR CONTINUATION OF RECORD

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

#16

FROM NO. 124

MDB 9614

# CITY OF BALTIMORE

## BUREAU OF HIGHWAYS

SER. #16

DATE.....

George Cobb
Highways Engineer.

Dear Sir:

REQUESTS

THIS IS YOUR AUTHORITY TO REPAIR / REPAVE / PAVE SIDEWALK

FRONT / IN REAR OF / SIDE .....BILLING ME FOR SAME.

INSPECTOR.....

OWNER.....

WITNESS.....

ADDRESS.....

CONTRACT NO.....

#17

H.A.T.-J.B. 9-29-39

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title (INDEX CARDS TO CORRESPONDENCE)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1933 - - '
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (1 DRW. 1937 A.-M.) (1 DRW. 1937 N-Z) (1 DRW. 1938 A.-O.) (1 DRW. 1938 P.-Z.) (A-Z 1 DR 1939)
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS IS A CARD INDEX TO CORRESPONDENCE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
RECEIVED BY FOOTWAY DIVISION FROM VARIOUS MUNICIPAL BUREAUS & CORPORATIONS. INDEX CARDS SHOW NAME AND NUMBER OF STREET, CARD NO. AND LETTER A TO Z; ALSO SHOWS REMARKS AS TO COMPLAINTS FROM BUREAU OR PARTIES MAKING COMPLAINT TO REMEDY THE EXISTING CONDITION.

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF STREET + NUMERICALLY BY STREET NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS IS A CARD INDEX.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON RULED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRW: 4"X6"X15"; SIZE OF CARD: 3"X5", APPROX. 20000 CARDS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 5 FILE DRWS, IN FILE CABINET IN OFFICE OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FOOTWAY DIVISION, MUNICIPAL BLDG., 1ST FLOOR.

12. Other information RECORDS & EQUIPMENT GOOD RECORDS PRIOR
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
FILED IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.

NOTE SEE SER# 34 FOR CONTINUATION OF RECORD

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T.-J.B. 9-29-39 18

(Worker's full name) (Date) (Form Identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office FOOTWAY DIVISION - BUREAU OF HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title ( CORRESPONDENCE )
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 FILE DRAWERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA #1 FOR LABELING.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CORRESPONDENCE FROM VARIOUS BUREAU OF PUBLIC WORKS AND CORPORATIONS PERTAINING TO WORK TO BE COMPLETED ON HIGHWAYS, AND NOTIFYING THE FOOTWAY DIVISION THAT CERTAIN FOOTWAYS AND LISTING THE LOCATION HAD TO BE REPLACED BY BUREAU OR CORPORATION RESPONSIBLE FOR PERMIT. RECORDS SHOW BUREAU OR DEPT., CORPORATION AS CORRESPONDENT, DATE MAILED, NOTIFYING HEAD OF FOOTWAY DIVISION.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF CORRESPONDENT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing CROSS REFERENCE TO CARD INDEX. This is Correspondence.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRW.: 11" X 12" X 23", APPROX. 20,000 HEADS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 7 FILE DRAWERS IN CABINET, S.E. COR. OF
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
OFFICE, FOOTWAY DIVISION, MUNICIPAL BLDG. 1ST. FLOOR.

12. Other information RECORDS + EQUIPMENT GOOD. RECORDS PRIOR
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records.
1937 FILED IN VAULT, 3RD. FLOOR, MUNICIPAL BLDG.
Whether record is known to have been kept earlier than dates shown in item 2)

NOTE.
CORRESPONDENCE IS IN LETTER FOLDERS + CAPTIONED
AS ADDENDA No. ATTACHED.

$J\frac{3}{3}$ — SEE SER. 35 FOR CONTINUATION OF
RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA. 1 FOOTWAY DIVISION — BUREAU OF HIGHWAYS #18

| | | | |
|---|---|---|---|
| 1 | FILE DRW. | LABELED | CORRESPONDENCE A1 — I-100 |
| | | | MISCELLANEOUS FOLDERS 1937 |
| 1 | " " | " | " 1937 FILES J.-1 TO L-32 |
| | | | 1938 FILES |
| | | | F. 1 TO J.-100 |
| 1 | " " | " | MISCELLANEOUS BILLS + CORRESPONDENCE |
| | | | 1938 FILES |
| 1 | " " | " | A1 TO E 100 |
| | | | 1939 FILES |
| 1 | " " | " | A.1 TO F. 100 |
| | | | 1939 FILES |
| 1 | " " | " | MISCELLANEOUS BILLS - ALSO G.1 TO H.100 |
| | | | MISCELLANEOUS FOLDERS No 34-41 |
| | | | 1938 FILES |
| | | | MISCELLANEOUS FOLDERS No 32-37 1938 |
| 1 | " " | " | " " 1939 — No 1-32 |

SERIAL 18

ADDENDA 1 FOOTWAY DIV. + BUREAU HIGHWAYS.

| | | Captioned? Sorted? | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | A - 1 - A - 50 - 1937 |
| 1 | " | " | A - 51 - A - 100 - 1937 |
| 1 | " | " | B - 1 - B - 50 - 1937 |
| 1 | " | " | B - 51 - B - 100 - 1937 |
| 1 | " | " | C - 1 - C - 50 - 1937 |
| 1 | " | " | C - 51 - C - 100 - 1937 |
| 1 | " | " | D - 1 - D - 50 |
| 1 | " | " | D - 51 - D - 100 |
| 1 | " | " | E 1 - E - 50 |
| 1 | " | " | F 1 - F - 50 |
| 1 | " | " | F 51 - F - 100 |
| 1 | " | " | G 1 - G - 50 |
| 1 | " | " | G 51 - G - 100 |
| 1 | " | " | H 1 - H - 50 |
| 1 | " | " | H 51 H - 100 |
| 1 | " | " | I - 1 - I - 50 |
| 1 | " | " | I - 51 - I - 100 |

ADDENDA 2 - FOOTWAY DIV.M - BUREAU OF HIGHWAYS

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | J 1 - J 50 |
| 1 | " | " | J-51 - 100 |
| 1 | " | " | K-1 - K-50 |
| 1 | " | " | K-51 - 100 |
| 1 | " | " | L - 1 - L - 50 |
| 1 | " | " | 1-EXPLOSIVES |
| 1 | " | " | 2-STREET CONTRACTS ADV. |
| 1 | " | " | 3-STREET WORK STARTED |
| 1 | " | " | 4- " " COMPLETED |
| 1 | " | " | 5-STREETS RELEASED |
| 1 | " | " | 6-CURBS REPAIRED |
| 1 | " | " | 6-CURB WORK |
| 1 | " | " | 7-FOOTWAY CONDEMNATION BY BLOCKS |
| 1 | " | " | 8-POLES TO BE RELOCATED, PLUGS, WATER METERS, ETC - |
| 1 | " | " | 9-BUREAU MECHANICAL ELECTRIC |
| 1 | " | " | 10-BUREAU SEWERS - |
| 1 | " | " | 11-BUREAU WATER SUPPLY - |
| 1 | " | " | 12-MISCELLANEOUS COMPLAINTS - GAS CO. + C. + P. TEL. CO - |
| 1 | " | " | 13-PLUMBERS WHO FAIL TO MAKE REPAIRS - |
| 1 | " | " | 14-BILLS ABATED + CORRECTED - |
| 1 | " | " | 16-FIRE DEPT. REPAIRS |
| 1 | " | " | 17-SCHOOL PROPERTIES - |
| 1 | " | " | 18-CITY FORESTER - APPLICATIONS FOR PERMITS, TREES, REMOVALS - ETC - |

ADDENDA 2-A- FOOTWAY DIVN- BUREAU HIGHWAYS- SERIAL -18-

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 19-APPLICATIONS FOR MINOR PRIVILEGES- |
| 1 | " | " | 20-LIENS AGAINST PROPERTIES |
| 1 | " | " | 21-ROLLER SKATING- COASTING- |
| 1 | " | " | 22-STEAM LINES- CONS. GAS ELEC LIGHT + POWER CO. |
| 1 | " | " | 23-EMPLOYEES- NOTICES- ETC- |
| 1 | " | " | 24-WEEKLY REPORTS- |
| 1 | " | " | 25-EMPLOYEES ASSN- INSP. DIVN- BU. HIGHWAYS- 1936- |
| 1 | " | " | 25- " " " " 1/1/37- 12/31/37- |
| 1 | " | " | 26-BUILDING PERMITS ISSUED- |
| 1 | " | " | 27-PROPOSED WORK- |
| 1 | " | " | 28-BONDS- FORMS- FOR PLUMBERS- EXPLOSIVES- MATL. ON SIDEWALK- ETC- |
| 1 | " | " | 29-ORDINANCES |
| 1 | " | " | 30-LOCATIONS SENT MAINT- |
| 1 | " | " | 31-TO BE ADDED TO CONTRACT FOR FOOTWAY REPAIRS |
| 1 | " | " | 32-CMEA CORRESPONDENCE |
| 1 | " | " | 33-DAILY PERMITS ISSUED WITHOUT CHARGE |
| 1 | " | " | 34-NEW FORM OF PERMIT TO BE USED BY WATER- SEWER + MECH. ELECTRICAL BUREAUS- |
| 1 | " | " | 35-CONTRACT NOS. 124-25-26-27-28 |
| 1 | " | " | 36-FOOTWAY CONTRACT 129 |
| 1 | " | " | 37- " " 130 |
| 1 | " | " | 38 " " 131 |
| 1 | " | " | 39 " " 132 |
| 1 | " | " | 39 " " 133 |
| 1 | " | " | 40 " " 134 |
| 1 | " | " | 41 " " 135 |
| 1 | " | " | 42 " " 136 |
| 1 | " | " | 43 PERMITS ISSUED TO PAVING CONTRACTORS- |

ADDENDA 2-B- FOOTWAY DIVN - BUREAU OF HIGHWAYS - SERIAL 18

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 44 FOOTWAY CONTRACT 137 |
| 1 | " | " | 45 CURB SLIPS FAYETTE ST - PAVING |
| 1 | " | " | FOOTWAY CONTRACT 138 |
| 1 | " | " | B + O R. R Co - |
| 1 | " | " | BALTO TRANSIT Co. |
| 1 | " | " | BUREAU MECHANICAL ELECTRIC SERVICE |
| 1 | " | " | BUREAU OF SEWERS |
| 1 | " | " | BUREAU OF WATER SUPPLY |
| 1 | " | " | C + P TELEPHONE Co. |
| 1 | " | " | CONS. GAS ELEC LIGHT + POWER Co |
| 1 | " | " | MISCELLANEOUS BILLS |
| 1 | " | " | PENNA. R. R. Co. |
| 1 | " | " | WESTERN MD. R. R. Co. |

ADDENDA 3 FOOTWAY DIV'N — BUREAU HIGHWAYS SERIAL 18

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | F 1 - F 50 |
| 1 | " | " | F 51 - F - 100 |
| 1 | " | " | G 1 - G - 50 |
| 1 | " | " | G 51 - G - 100 |
| 1 | " | " | H 1 - H - 50 |
| 1 | " | " | H 51 - H - 100 |
| 1 | " | " | I 1 - I - 50 |
| 1 | " | " | I 51 - I - 100 |
| 1 | " | " | J - 1 - J - 100 - 1938 |
| 1 | " | " | 1 EXPLOSIVES |
| 1 | " | " | 2 STREET CONTRACTS ADV. |
| 1 | " | " | 3 " WORK STARTED |
| 1 | " | " | 4 " " COMPLETED |
| 1 | " | " | 5 STREETS RELEASED |
| 1 | " | " | 6 CURB WORK |
| 1 | " | " | 7 FOOTWAY CONDEMNATION BY BLOCKS |
| 1 | " | " | 8 POLES TO BE RELOCATED |
| | | | PLUGS - WATER MAINS - ETC. |
| 1 | " | " | 9 BUREAU MECHL. ELECTRICAL SURVEY |
| 1 | " | " | 10 " SEWERS COMPLAINTS |
| 1 | " | " | 11 " WATER SUPPLY |
| 1 | " | " | 12 MISCELLANEOUS COMPLAINTS |
| | | | GAS CO. C & P TELEPHONE CO. |
| 1 | " | " | 13 PLUMBERS REPAIRS |

ADDENDA 3-A- FOOTWAY DIV.M - BUREAU HIGHWAYS. SERIAL 18

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 14 BILLS ABATED + CORRECTED |
| 1 | " | " | 15 PENDING CASES - TEMP. FILE |
| 1 | " | " | 16 FIRE DEPT. REPAIRS |
| 1 | " | " | 17 SCHOOL PROPERTIES |
| 1 | " | " | 18 CITY FORESTER |
| 1 | " | " | 19 APPLICATIONS - MINOR PRIV. |
| 1 | " | " | 20 LIENS AGAINST PROPERTY |
| 1 | " | " | 21 ROLLER SKATING + COASTING |
| 1 | " | " | 22 STEAM LINES - GAS CO - |
| 1 | " | " | 23 EMPLOYEES - NOTICES - ETC |
| 1 | " | " | 24 WEEKLY REPORTS |
| 1 | " | " | 26 PROPOSED WORK |
| 1 | " | " | 27 BONDS - FORMS OF PLUMBERS - EXPLOSIVES - MATL ON SIDEWALKS - |
| 1 | " | " | 28 ORDINANCES - |
| 1 | " | " | 29 LOCATIONS SENT TO MAINTENANCE DIVN - |
| 1 | " | " | 30 FOOTWAY LISTS - REPAIRS MADE BY CONTRACTORS - |
| 1 | " | " | 31 DAILY PERMITS ISSUED WITHOUT CHARGE - |

ADDENDA 4 FOOTWAY DIVN – BUREAU HIGHWAYS

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 1938 A 1- 50 |
| 1 | " | " | " A 51- 100 |
| 1 | " | " | " B 1- 50 |
| 1 | " | " | " B 51- 100 |
| 1 | " | " | " C 51 - C-100 |
| 1 | " | " | D 1 – 50 |
| 1 | " | " | D 51 - 100 |
| 1 | " | " | E 1 - 50 |
| 1 | " | " | E 51 – 100 |

ADDENDA 5- FOOTWAY DIV. of - BUREAU OF HIGHWAYS- SERIAL 18-

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 32 FOOTWAY CONTRACT #139 |
| 1 | " | " | ASPHALT STREETS HOLE IN - 33 |
| 1 | " | " | 34 - FOOTWAY CONTRACT #140 |
| 1 | " | " | BILLS - BALTO & OHIO R.R. |
| 1 | " | " | THE BALTO. TRANSIT CO. |
| 1 | " | " | BUREAU HIGHWAYS - BILLS 1938- |
| 1 | " | " | BUREAU MECHANICAL ELECTRIC SERVICE |
| 1 | " | " | BILLS BUREAU SEWERS |
| 1 | " | " | BUREAU WATER SUPPLY |
| 1 | " | " | THE CHESAPEAKE & POTOMAC TEL. CO. |
| 1 | " | " | THE CONSOLIDATED GAS ELEC. LIGHT & POWER CO. |
| 1 | " | " | THE PENNA. R. R. CO. |
| 1 | " | " | BILLS MISCELLANEOUS- |
| 1 | " | " | DIDOMENICO & FINNERTY |
| | | | GREENMOUNT AVENUE - |
| 1 | " | " | PERMITS TO START PAVING CONTRACTS- |
| 1 | " | " | TAX SALE OF PROPERTY 1935- |
| 1 | " | " | 37 - LIST OF WATER CUTS & P.O. CHARGES |
| | | | SENT TO MAINTENANCE- |
| 1 | " | " | 1 EXPLOSIVES 1939 |
| 1 | " | " | 2 STREET CONTRACTS ADV 1939 |
| 1 | " | " | 3 STREET WORK STARTED 1939 |
| 1 | " | " | 4 STREET WORK COMPLETED 1939 |
| 1 | " | " | 5 STREETS RELEASED 1939 |

ADDENDA 6 FOOTWAY DIV'N - BUREAU HIGHWAYS -

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 6 CURB WORK 1939 |
| 1 | " | " | 7 FOOTWAY CONDEMNATIONS BY BLOCKS 1939 |
| 1 | " | " | 8 POLES TO BE RELOCATED - PLUGS - WATER METERS - 1939 - |
| 1 | " | " | 9 BUREAU MECHANICAL ELECTRIC SERVICE 1939 |
| 1 | " | " | 10 BUREAU OF SEWERS COMPLAINTS 1939 |
| 1 | " | " | 11 " " WATER SUPPLY 1939 |
| 1 | " | " | 12 MISCELLANEOUS COMPLAINTS - GAS CO - C + P TELEPHONE CO - 1939 - |
| 1 | " | " | 13 PLUMBERS REPAIRS 1939 |
| 1 | " | " | 14 BILLS CORRECTED + ABATED 1939 - |
| 1 | " | " | 15 PENDING CASES - TEMPORARY FILE 1939 - |
| 1 | " | " | 16 FIRE DEPT. REPAIRS - 1939 - |
| 1 | " | " | 17 SCHOOL PROPERTIES 1939 - |
| 1 | " | " | 18 CITY FORESTER - 1939 - |
| 1 | " | " | 19 APPLICATIONS - MINOR PRIVILEGES - 1939 - |
| 1 | " | " | 20 LIENS AGAINST PROPERTIES - 1939 - |
| 1 | " | " | 21 ROLLER SKATING + COASTING - 1939 - |
| 1 | " | " | 22 STEAM LINES - GAS CO. 1939 |
| 1 | " | " | 23 EMPLOYEES NOTICES - ETC - 1939 - |
| 1 | " | " | 24 WEEKLY REPORTS - 1939 - |
| 1 | " | " | 26 PROPOSED WORK - 1939 - |
| 1 | " | " | 27 } BONDS - FORMS OF PLUMBERS - 1939 - EXPLOSIVES - MAINTENANCE OR FOOTWAYS |
| 1 | " | " | 28 ORDINANCES - 1939 - |
| 1 | " | " | 29 LOCATIONS SENT TO MAINTENANCE DIV'N - 1939 |

ADDENDA 7 FOOTWAY DIV. A - BUREAU HIGHWAYS

SERIAL 18

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 30 FOOTWAY LISTS REPAIRS MADE BY CONTRACTORS |
| 1 | " | " | 31 DAILY PERMITS ISSUED WITHOUT CHARGE |
| 1 | " | " | 32 FOOTWAY CONTRACTS COMPLETED |

1938

ADDENDA 8 FOOTWAY DIV. - BUREAU HIGHWAYS -

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 34 PAVING CONTRACTS |
| 1 | " | " | 35 CONSOLIDATED GAS CO - APPLICATIONS TO OPEN IMPROVED PAVING 1939 - |
| 1 | " | " | 36 TAX SALES |
| 1 | " | " | 37 PLUMBER'S PERMITS ISSUED (HEALTH DEPARTMENT) |
| 1 | " | " | 38 FOOTWAY CONTRACT 140 |
| 1 | " | " | 39 WATER DEPT. - |
| 1 | " | " | 40 TDR PERSONAL |
| 1 | " | " | 41 PERMITS RUSTLESS IRON + STEEL CO - |
| 1 | " | " | BALTIMORE TRANSIT CO - BILLS 1939 |
| 1 | " | " | BALTIMORE + OHIO RR 1939 |
| 1 | " | " | BUREAU OF HIGHWAYS |
| 1 | " | " | BUREAU MECHL ELECTRIC SERVICE |
| 1 | " | " | BUREAU OF SEWERS |
| 1 | " | " | CHESAPEAKE + POTOMAC TELEPHONE CO - BILLS 1939 - |
| 1 | " | " | CONS. GAS ELECTRIC LIGHT + POWER CO - BILLS 1939. |
| 1 | " | " | COTTMAN CO - 1939 - |
| 1 | " | " | MECHL. ELECTRIC SERVICE BILLS 1939 - |
| 1 | " | " | MISCELLANEOUS BILLS |
| 1 | " | " | PENNA. R.R. BILLS - |
| 1 | " | " | WESTERN MARYLAND R.R. |
| 1 | " | " | G 1 - 50 |
| 1 | " | " | G 51 - 100 |
| 1 | " | " | H 1 - 50 |
| 1 | " | " | H 51 - 100 |

1639

SERIAL 18

ADDENDA - 9 - FOOTWAY DIV. - BUREAU OF HIGHWAYS

| | | | |
|---|---|---|---|
| 1 | FOLDER | CAPTIONED | 1939 A 1 - 50 |
| 1 | " | " | A 51 - 100 |
| 1 | " | " | B 1 - 50 |
| 1 | " | " | B 50 - 100 |
| 1 | " | " | C 1 - 50 |
| 1 | " | " | C 51 - 100 |
| 1 | " | " | D 1 - 50 |
| 1 | " | " | D 51 - D 100 |
| 1 | " | " | E 1 - 50 |
| 1 | " | " | E 51 - 100 |
| 1 | " | " | F 1 - 50 |
| 1 | " | " | F 51 - 100 |

H.A.T. - J.B. (Worker's full name) 10-2-39 (Date) 19 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST. FLOOR.
(Name of building, room number, street address)

1. Title (TABULATED CONTRACTOR'S BIDS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1920 - 1930 1935 - 1938.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 21 PHOTOSTATIC COPIES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1931 - 1932. MISSING (NO CONTRACTS LET IN YEAR 1939; THEREFORE NO RECORD FOR 1939.)
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF PHOTOSTATIC COPIES OF TABULATED BIDS FROM VARIOUS CONTRACTORS SHOWING THE LOWEST + HIGHEST BID. RECORD SHOWS FOOTWAY CONTRACT No., DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, NUMEROUS FOOTWAY REPAIRS THROUGHOUT CITY OF BALTO., TABULATION OF FOOTWAYS REPAIRS CONTRACT NUMBER, DATE BIDS RECEIVED AND SHOWS ITEM AS TO No., AND CLASSIFICATIONS OF KIND OF PAVING, AND SHOWING VARIOUS NAMES OF CONTRACTORS BIDDING ON CONTRACT WITH THE RESPECTIVE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued CHG. PER FT. AND TOTAL CHARGE FOR EACH CLASSIFIED PAVING JOB LISTED IN CONTRACT. FORM ALSO SHOWS THE TOTAL AMT. OF BID OF EACH BIDDING CONTRACTOR FOR THE LISTED SPECIFICATIONS ON CONTRACT.

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PHOTOSTATIC COPIES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF PHOTOSTATIC COPY! 8"X16" IN LETTER FOLDERS - 23 COPIES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 21 PHOTOSTATIC COPIES IN 21 LETTER FOLDS
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON TOP OF DESK, NORTH SIDE OF ROOM, FOOTWAY DIVISION, 1ST FLOOR, MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS TO 1920 FILED IN BUREAU OF ARCHIVES.

NOTE SEE SER #36 FOR CONTINUATION OF RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA - FOOTWAY DIV. - BUREAU OF HIGHWAYS #19

| | | | |
|---|---|---|---|
| 1 | FOLDER | LABELED | WORK ORDERS RETURNED |
| 1 | " | " | CONTRACTS 122 - 123 |
| 1 | " | " | " 124 |
| 1 | " | " | " 125 |
| 1 | " | " | " 126 |
| 1 | " | " | 1937 LIEN SHEETS |
| 1 | " | " | CONTRACT 127 |
| 1 | " | " | " 128 |
| 1 | " | " | " 129 |
| 1 | " | " | " 130 |
| 1 | " | " | " 131 |
| 1 | " | " | " 132 |
| 1 | " | " | " 133 |
| 1 | " | " | " 134 |
| 1 | " | " | " 135 |
| 1 | " | " | " 136 |
| 1 | " | " | " 137 |
| 1 | " | " | " 138 |
| 1 | " | " | SCHEDULE OF ACCOUNTS 1938 |
| 1 | " | " | CONTRACT 139 |
| 1 | " | " | " 140 — 1938 |

JB - HAT 10-2-39 40

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., FIRST FLOOR.
(Name of building, room number, street address)

1. Title (RETENTION SHEETS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920-1930 — 1933-1938, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 69 SHEETS
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records RECORDS 1931-1932, INCLUSIVE, ARE MISSING. NO CONTRACTS LET IN YEAR 1939.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD IS A RECEIPT FOR MONEY RETAINED BY MUNICIPAL GOVERNMENT FOR SUMS RETAINED FROM CONTRACTORS WHO HAVE COMPLIED WITH SPECIFICATIONS OF CONTRACT. RECORD SHOWS RETENTION SHEETS, DATE OF CONTRACT, MAYOR + CITY COUNCIL OF BALTO, ACCOUNT, BUREAU HIGHWAYS, CONTRACTOR'S NAME + ADDRESS, RELEASE OF SIX MONTHS' RETENTION, FOOTWAY CONT. NO. + SHOWS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued TOTAL CHARGE FOR WORK COMPLETED + AMOUNT PAID ON CONTRACT. ALSO SHOWS AMOUNT RETAINED, FOR PERIOD OF SIX MONTHS, TOTAL AMOUNT FOR FINISHED CONTRACT, ACKNOWLEDGEMENT AS TO CORRECTNESS, SIGNATURE (SEE ITEM 12)

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE —
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF SHEET: 8"X10"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
IN LETTER FOLDERS: 12"X10"

11. Location by dates and quantities 69 SHEETS IN 23 LETTER FOLDERS
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
ON TOP OF DESK, NORTH SIDE OF ROOM, FOOTWAY DIVISION, FIRST FLOOR, MUNICIPAL BLDG.

12. Other information RECORD + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORD FILED IN BUREAU OF ARCHIVES.

CONTINUED FROM ITEM 6

OF CONTRACTOR FOR THE RETAINED AMOUNT, AMOUNT RECEIVED ON CONTRACT + DATE OF RECEIPT.
SEE SER. 3Y FOR CONTINUANCE OF RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

ADDENDA LABELING - FOOTWAY DIV.N - BUREAU OF HIGHWAYS SER 20-

| 1 | FOLDER | LABELED | WORK ORDERS RETURNED |
|---|---|---|---|
| 1 | " | " | CONTRACTS 122 - 123 |
| 1 | " | " | " 124 |
| 1 | " | " | " 125 |
| 1 | " | " | " 126 |
| 1 | " | " | 1937 LIEN SHEETS |
| 1 | " | " | CONTRACT 127 |
| 1 | " | " | " 128 |
| 1 | " | " | " 129 |
| 1 | " | " | " 130 |
| 1 | " | " | " 131 |
| 1 | " | " | " 132 |
| 1 | " | " | " 133 |
| 1 | " | " | " 134 |
| 1 | " | " | " 135 |
| 1 | " | " | " 136 |
| 1 | " | " | " 137 |
| 1 | " | " | " 138 |
| 1 | " | " | SCHEDULE OF ACCOUNTS 1938 |
| 1 | " | " | CONTRACT 139 |
| 1 | " | " | " 140 - 1938 |

H.A.T. — J.B. (Worker's full name) | 10-2-39 (Date) | VI (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, 1ST. FLOOR.
(Name of building, room number, street address)

1. Title (MONTHLY ESTIMATES OF FOOTWAY PAVING CONTRACTS.)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920 - 1938.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 21 LETTER FOLDERS CONTAINING 69 ESTIMATE SHEETS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NO RECORD FOR YEAR 1939, FOR REASON NO PAVING CONTRACTS LET FOR YR. 1939.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF MONTHLY ESTIMATES OF COST OF PAVING OF WORK FINISHED IN MONTH. RECORD SHOWS CITY OF BALTO., DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, FOOTWAYS, CONTRACTORS ESTIMATE + NO., DATE AND NOS. OF CONTRACTORS WORK ORDER + ACCT., CONTRACT NO., FOOTWAY CONT. NO., SHOWING FINISHED WORK ON CONTRACT, DATE OF REPAIRING CONCRETE FOOTWAYS, DATE OF STARTING WORK TO DATE OF LAST WORK DONE IN MO., + SHOWS CONTRACTORS NAME + ADDRESS. FORMS NO. OF ITEMS TO BE PAVED, DESCRIPTION OF WORK, NO. OF LIN. FT. AND COST OF LINEAL FT. PAVED IN MO.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued ] ALSO SHOWS THE AMTS. CHARGED TO VARIOUS BUREAUS AS TO THEIR SYMBOL + ACCT NOS. AND SHOWS THE AMOUNT OF PERCENTAGE RETAINED FOR PERIOD OF 6 MONTHS; ALSO SHOWS FOOTWAY PAVING PREVIOUS PAID, AMT. DUE ON MONTHLY ESTIMATE, TOTAL PAID TO DATE, AMT. RETAINED, COST OF WORK DONE TO DATE, LESS PREVIOUS WORK DONE, AMT. DUE ON ESTIMATE (CONTINUED ITEM-12)

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LETTER FOLDER: 10"X12"; SIZE OF SHEET: 8"X16", APPROX 3 SHEETS IN EACH FOLDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 21 LETTER FOLDERS CONTAINING 69 ESTIMATE SHEETS, ON TOP DESK NORTH SIDE OF ROOM, 1ST FLOOR, FOOTWAY DIVISION, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD. RECORDS PRIOR 1920 FILED IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE FROM ITEM-6

LESS PERCENT RETAINED + SHOWING AMT. DUE ON ESTIMATE AND SHOWS ACCT. + SYMBOL NOS. AUTHORIZING PAVING; ALSO SHOWS SIGNATURE OF HIGHWAY ENGINEER.

] SEE SER# 38 FOR CONTINUATION OF RECORD

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA - FOOTWAY DIVN - BUREAU OF HIGHWAYS - #21

| | | | |
|---|---|---|---|
| 1 | FOLDER | LABELED | WORK ORDERS RETURNED |
| 1 | " | " | CONTRACTS 122 - 123 |
| 1 | " | " | " 124 |
| 1 | " | " | " 125 |
| 1 | " | " | " 126 |
| 1 | " | " | 1937 LIEN SHEETS |
| 1 | " | " | CONTRACT 127 |
| 1 | " | " | " 128 |
| 1 | " | " | " 129 |
| 1 | " | " | " 130 |
| 1 | " | " | " 131 |
| 1 | " | " | " 132 |
| 1 | " | " | " 133 |
| 1 | " | " | " 134 |
| 1 | " | " | " 135 |
| 1 | " | " | " 136 |
| 1 | " | " | " 137 |
| 1 | " | " | " 138 |
| 1 | " | " | SCHEDULE OF ACCOUNTS 1938 |
| 1 | " | " | CONTRACT 139 |
| 1 | " | " | " 140 — 1938 |

W.H.L. H.A.T. J.B. 10-19-39 22

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAY; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., VAULT, 3RD FLOOR.
(Name of building, room number, street address)

1. Title (REFUNDS OF DEPOSITS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1938- - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 LETTER FOLDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 LETTER FOLDER REFUNDS 1938 + 1 REFUNDS 1939.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD PERTAINS TO REFUND OF DEPOSITS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
MADE FOR PERMITS, ISSUED FOR VARIOUS CAUSES SUCH AS PAVING, BLOCKING OF STREET CARNIVALS REMOVING CURB TEMPORARY DRIVEWAYS FOR WHICH PERMIT WAS NOT EXECUTED. DRAFT SHOWS DATE OF REFUND, THE MAYOR AND CITY COUNCIL OF BALTIMORE MD. ACCOUNT HIGHWAY ENGINEER DEPT, CITY OF BALTO; NAME AND ADDRESS OF FIRM OR PARTY TO BE

6. Contents—continued REFUNDED. CHARGE FOR PERMIT AND WHAT PURPOSE THE ISSUING OF PERMIT; ALSO SHOWS DATE DEPOSIT WAS MADE AND PERMIT NO. SIGNATURE AS TO THE CORRECTNESS BY ASSISANT ENGINEER, RECEIVED AMOUNT, DATE, SIGNATURE OF PARTY BEING REFUNDED.

7. Arrangement CHRONOLOGICALLY BY DATE OF DRAFT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LETTER FOLDERS: 10"X12", APPROX. 500 DRAFTS TO EACH LETTER FOLDER.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 LETTER FOLDER FOR YEAR 1938 IN FILE DRW. SOUTH WALL OF FIRST FLOOR, FOOTWAY DIVISION; + 1 LETTER FOLDER UNDER COUNTER IN PIGEON HOLE, FIRST FLOOR, FOOTWAY DIVISION, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD; PRIOR RECORDS FILED IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: SEE SER # 39 FOR CONTINUATION OF RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

#23

HAT-WHL-J.B. 10-19-39 53
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, 1ST. FLOOR.
(Name of building, room number, street address)

1. ~~Title~~ (DAILY REPORTS OF PERMITS ISSUED)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1936 - - .
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 LEDGER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling DAILY REPORTS - YEARLY.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS IS A DAILY RECORD OF PERMITS ISSUED BY THE FOOTWAY DIVISION OF THE BUREAU OF HIGHWAYS AND SHOWS THE NUMBER OF PERMITS ISSUED YEARLY. RECORD SHOWS THE DATE OF PERMIT ISSUED, THE NAME OF THE PARTY RESPONSIBLE FOR PERMIT, PERMIT NUMBER, AMOUNT CHARGED; ALSO SHOWS THE INSPECTION CHARGE, IF ANY, AND DATE OF REFUND, IF ANY. IT SHOWS THE
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued TOTAL AMOUNT COLLECTED FOR PERMITS AND INSPECTIONS FOR THE MONTH WITH REFERENCE TO THE AMOUNT COLLECTED FOR THE MONTH OF PREVIOUS YEAR, SHOWING AN INCREASE OR DECREASE IN AMOUNTS COLLECTED.

7. Arrangement CHRONOLOGICALLY BY DATE OF PERMIT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON LEDGER PAGES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF LEDGER: 14" X 11" X 2", APPROX. 300 PAGES.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 LEDGER IN SHELF, UNDER COUNTER, 1ST FLOOR, FOOTWAY DIVISION, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD & EQUIPMENT GOOD. PRIOR RECORDS FILED IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE

SEE SER# 40 FOR CONTINUATION OF RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

JB-HAT-WHL- 10-13-39 24

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG - FIRST FLOOR.
(Name of building, room number, street address)

1. Title "CASH DEPOSIT SLIPS -"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1938 - 1939 -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES CONTAINING 22 PACKAGES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling PERMITS ISSUED - NO CHARGE.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PERTAIN TO PERMITS ISSUED BY
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
BUREAU of HIGHWAYS FOR WHICH NO CHARGE IS MADE. RECORD SHOWS CITY OF BALTIMORE, COPY OF CASH DEPOSIT SLIP SERIAL No. OF SLIP, DATE OF ISSUE, NAME, ADDRESS, FOR LISTING NUMBER OF PERMITS ISSUED CHECK No., SYMBOL OF DEPARTMENT RESPONSIBLE FOR CREDIT OR CHARGE,

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued AMOUNT, COST ACCOUNT, VOID UNLESS PERFORATED, ISSUED TO BUREAU OF CONTROL + ACCOUNTS.

7. Arrangement CHRONOLOGICALLY BY DATE.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF RECORD: 8" X 6" ; APPROX. 2000 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN STEEL FILE DRAWER, FOOTWAY DIV., 1ST FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD + EQUIPMENT GOOD; PRIOR RECORDS IN BUREAU ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: SEE SERIAL #41 FOR CONTINUATION OF RECORD

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T. — J.B. 9-27-39 25
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST. FLOOR.
(Name of building, room number, street address)

1. Title (INTERDEPARTMENTAL APPLICATIONS FOR PERMITS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1937- - -
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 FILE DRAWER
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling INTERDEPARTMENTAL PERMITS TO OPEN PAVING 1937 INITIAL NO. 8465
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CONSISTS OF APPLICATION FOR PERMITS TO OPEN PAVING FROM
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
VARIOUS DEPARTMENTS TO INSTALL TRANSFORMERS, STORM WATER DRAINS, TO ABANDON ALLEY WATER MAIN, EXTENSION OF ELECTRIC HOUSE CONNECTIONS, LOCATING VALVES IN WATER MAIN, REPAIRING WATER MAINS, RECORD SHOWS CONFIRMING EMERGENCY NO., DATE, BUREAU MAKING APPLICATION FOR PERMIT STIPULATING REMOVAL OF ALL WASTE MATERIAL, PAVING NOT GUARANTEED & TO BE REPLACED BY BUREAU HIGHWAYS AT EXPENSE OF DEPT. OR BUREAU MAKING

6. Contents—continued APPLICATION SUBJECT TO NEW PAVING RATES, SIGNED BY HIGHWAYS ENGINEER + APPROVED BY MAYOR, PERMITS ARE ISSUED FOR SPECIFIED TIME, PERMITS ARE REVOCABLE + MUST BE KEPT ON PREMISES.

7. Arrangement NUMERICALLY BY SERIAL NO. OF PERMIT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAWER 11"X14"X25", APPROX. 5000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 FILE DRW. IN FILE CABINET, SOUTH WALL,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
FOOTWAY DIVISION, 1ST. FLOOR, MUNICIPAL BLDG.

12. Other information RECORD + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS FILED IN VAULT 3RD FLOOR MUNICIPAL BLDG.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

JB-HAT-WHL 10-23-39 26

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., FIRST FLOOR.
(Name of building, room number, street address)

1. Title (CONTRACTS-DAILY REPORTS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1936-1938 INC.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 BUNDLES- 3000 SHEETS, REPORTS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling LIEN SHEETS-1803-6699-1, 3, 24, 12, 4, 36.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NO RECORD IN 1939-AS THERE WERE NO CONTRACTS LET IN THAT YEAR.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents DAILY REPORT OF VARIOUS KIND OF PAVING WORK PERFORMED UNDER CONTRACT. RECORD SHOWS DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, DAILY REPORT, REPORT NO., CONTRACT NO., STREET LOCATION, DATE, INSPECTOR'S NAME, NUMBER OF WORKERS, SUCH AS- SUPT., FOREMAN, ASST. FOREMAN, LABORERS, PAVERS, CURB SETTERS, STONE CUTTERS, + CEMENT WORKERS, ALSO TRUCKS USED,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued DOUBLE TEAMS, CEMENT ROLLER, MIXER + SHOVEL, TOTAL HOURS FOR PERFORMING WORK SUCH AS GRADING, CONCRETE, CURB, GUTTERS, BINDER, TOPPING, BLOCK, OR, GROUT, ALSO SHOWS AMT. OF SQUARE YARDS OR LINEAR FEET, OF VARIOUS KIND OF PAVING, QUANITY OF MATERIAL USED FOR.

7. Arrangement CHRONOLOGICALLY BY DATE OF INSPECTION. (SEE ITEM 12)
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 10" X 7";
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" " FORM: 9½" X 6½",
APPROX. 3000 REPORTS.

11. Location by dates and quantities FILE DRAWER IN CABINET,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
WEST WALL, FIRST FLOOR, FOOTWAY DIVISION, MUNICIPAL BLDG.,

12. Other information RECORDS + EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT, 3rd FLOOR, MUNICIPAL BLDG.

CONTINUED FROM ITEM-6.
VARIOUS KIND OF WORK, SUCH AS CEMENT CONCRETE PAVING, CONCRETE BASE, SHEET ASPHALT, BINDER, TOPPING, V.B. GUTTERS; ALSO SHOWS TIME OF STARTING + STOPPING WORK, VARIOUS KIND OF PAVING MATERIAL, + CURBS, + SIZE OF EXPANSION JOINTS.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
SEE SERIAL #42 FOR CONTINUATION OF RECORD
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

#-

W.H.L-H.A.T-J.B-W.O'K.T.W. 10-25-39 21

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 3RD FLOOR, ROOM 318.
(Name of building, room number, street address)

1. Title "PAVING FOOTWAY ASSESSMENTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1930-1933 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BUNDLE, AND 1 LOOSE LEAF BINDER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SUMMARY SHEETS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD PERTAINS TO ASSESSMENTS PLACED
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ON PROPERTY BY FOOTWAY DIVISION AND ACCOUNTS SENT TO APPEAL TAX COURT FOR ASSESSING PROPERTY FOR IMPROVEMENTS. RECORD SHOWS PAVING FOOTWAY ASSESSMENTS, HIGHWAY SHEET NUMBER, CONTRACT NUMBER, TAX COLLECTOR, NUMBER OR SYMBOL TO THE APPEAL TAX COURT OF BALTIMORE CITY, HIGHWAY ENGINEERING'S OFFICE, DATE CONTRACTOR NAME AND ADDRESS, DATE RECEIVED BY COLLECTOR

6. Contents—continued OFFICE, WARD, SECTION, BLOCK, AND LOT NUMBER, NAME ADDRESS OWNER OF PROPERTY, DATE WORK COMPLETED, NUMBER OF SQUARE YARDS PAVED, AND AMOUNT OF ASSESSMENT. FORM SHOWS VARIOUS ASSESSMENTS SUCH AS EXCAVATING, LAYING FOUR INCHES DRAIN PIPE, STEP AND

7. Arrangement CHRONOLOGICALLY BY DATE OF assessment.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLES: 14"X12"X7"; SIZE OF LEDGER: 18"X12"X2½".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 BUNDLE AND 1 LOOSE LEAF BINDER IN NORTH WALL VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD. THIS RECORD DISCONTINUED SINCE 1933 AND NOW ISSUED BY WORK ORDER SENT TO BUREAU, RECORD PRIOR 1930 FILED IN VAULT, BUREAU ARCHIVES OF CONTROLS.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE CONTINUED FROM ITEM 12

COPING; ALSO SPACE ALLOTED FOR CREDIT FOR OLD BRICK AND RATES OF INSPECTION HIGHWAY ENGINEER COST AMOUNT OF APPEAL TAX COURT CHARGES AND SHOW THE FULL ASSESSMENT, APPEAL TAX COURT RECORD SHEET NUMBER DATE RECEIVED BY THE TAX COURT. DATE OF ADVERTISING IN PAPERS. ENTERY OF

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE 16—6419

SER 28

T.W.-J.B.-WHL-WOK.-HAT. 10-24-39 58

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. 1ST FLOOR.
(Name of building, room number, street address)

1. Title "Foot WAY CONDEMNATION."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1939- -.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 24 BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents FORM SHOWS BUREAU OF HIGHWAYS, FOOTWAYS,
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
CONDEMNATIONS AND YEAR, INSPECTOR, NAME, BLOCK NUMBER AND DATE, N.S.E.W., AS TO SECTION OF CITY.
It ALSO SHOWS STREETS AND NUMBER, NUMBER OF BLOCKS TO BE REPAVED IN SECTION FROM STREET TO STREET, NOTATION TO REPAVE OR REPAIR, AS, TO FRONT SIDE OR REAR; ALSO SHOWING THE KIND OF CURB AND, CONDITION. THE KIND OF WALK.

WPA Form 12-13HR—Revised (See reverse side) 18—6419

6. Contents—continued

7. Arrangement NUMERICALLY BY NUMBER OF SHEET.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BINDER: 15" X 9" X 3/4".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities ROOM #213, SOUTH BIN 2ND FLOOR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD;
(Condition of record if not good. Relation to other records. Information on prior, subsequent or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN VAULT, 3rd FLOOR, MUNICIPAL BLDG.

NOTE FROM ITEM NO-6.

SEE SER #44 FOR CONTINUATION OF RECORD.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA - FOOTWAY DIVISION SER. #28.

1 BINDER-LABELED-NO.-1-FROM-2/9/39.
1 " - " -NO-2- " 4/24/39.
1 " - " -NO-3- " JULY-18 — 7/18/39-TO.
1 " - " -NO-4- " 4/5/39- 6-39
1 " - " -NO.-5- " 4/25/39.
1 " - " -NO.-6- " 3/2/39 — 8-3-2-39.
1 " - " -NO.-7- " 5/8/39.
1 " - " -NO-8- " 2/13/39 — 10-1939.
1 " - " -NO-9- " 4/24/39
1 " - " -NO.-10- " 5/1/39.
1 " - " -NO.-11- " 2/17/39.
1 " - " -NO.-12- " 4/26/39.
1 " - " -NO.-13- " AUG.18-#2-SUBJECT.1939.
1 " - " -NO.-14- " 5/16/39.
1 " - " -NO.-15- " 5/19/39.
1 " - " -NO.-16- " -#2 - SUBJECT-1939.
1 " - " -NO.-17- " 4/24/39.
1 " - " -NO.-18- " AUG.1- #2-SUBJECT-1939.
1 " - " -NO.-19- " 4-8-39.
1 " - " -NO.-20- " AUG.-1- SUBJECT-1939.
1 " - " -NO.-21- " 2/7/39. — 1939
1 " - " -NO.-22- " 1/20/39. — 1939
1 " - " -NO.-23- " 4/24/39.
1 " - " -NO.-24- " 3/20/39.-BLOCK-30

Total $.....

Received payment in full.....

.....
SIGN HERE

.....
TITLE

2-11-15—K. B.—10,000

JB-HAT-WHL- 10-13-39 29
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, FIRST FLOOR.
(Name of building, room number, street address)

1. Title (APPLICATION FOR PERMIT TO OPEN PAVING IN STREETS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1934-1936 INC.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 3 BUNDLES: 8" X 10" X 10½"
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PERTAIN TO APPLICATIONS FROM BUREAU WATER SUPPLY FOR PERMISSION TO OPEN STREET PAVING FOR VARIOUS PURPOSES SUCH AS- DRAWING FERRULES- LAYING WATER MAINS- ETC. APPLICATION FOR PERMIT SHOWS CITY OF BALTIMORE, BUREAU OF WATER SUPPLY, 5TH FLOOR, MUNICIPAL OFFICE BLDG., INTERDEPARTMENTAL APPLICATION FOR PERMIT TO OPEN PAVING, BALTIMORE, DATE, NO, CONFIRMATORY, APPLICATION
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued IS HEREBY MADE TO OPEN STREET FOR THE PURPOSE OF TO OPEN SQ. YDS + SQ. FT. OF PAVING IN STREET, AT A DISTANCE OF WORK ORDER No. C. O. No. , DATE COMPLETED, FOREMAN'S NAME, SIGNED BY WATER ENGR. + APPROVED BY HIGHWAYS ENGR.

7. Arrangement CHRONOLOGICALLY BY DATE OF APPLICATION.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF PRINTED FORM: 5½" x 8½". APPROX. 8000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN BIN, WEST WALL VAULT, 3rd FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD + EQUIPMENT GOOD; PRIOR RECORDS IN BUREAU ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

# 29

ADDENDA. FOOTWAY DIV'N.

| | | | |
|---|---|---|---|
| 1 | BUNDLE | LABELED | WATER DEPT. OPEN PAVING - |
| | | | 3493 - 4700 - 1935 |
| | | | 4701 - 5400 - " |
| | | | 5401 - 6111 - " |
| | | | 6000 - 6600 - " |
| | | | 6601 - 7198 - " |
| 1 | " | " | BUREAU WATER - CUT PAVING PERMITS |
| | | | 1 - 1001 - 1934 |
| | | | 1002 - 1800 - " |
| | | | 1801 - 2600 - " |
| 1 | " | " | BUREAU WATER - OPEN PAVING |
| | | | 2601 - 3492 - 1934 |

#30

W.H.L.-H.A.T.-J.B.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1st FLOOR.
(Name of building, room number, street address)

1. Title "COPIES OF MISC. PERMITS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920-1938 INCLUSIVE
(Earliest and latest dates; [illegible] Show exact date of breaks)

3. Quantity 27 BUNDLES, AND 2 CARDBOARD FILE BOXES, AND 7 VOLUMES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF COPIES OF PERMITS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached).
ISSUED BY FOOTWAY DIVISION OF BUREAU HIGHWAYS & HELD FOR REFERENCE TO WORK BEING PERFORMED IN ACCORDANCE TO ISSUES OF PERMIT. RECORD IS ISSUED IN QUINTUPLICATE OF VARIOUS COLORS & TERMED APPLICANT'S COPY, INSPECTOR'S COPY, INTERDEPARTMENTAL COPY, FOOTWAY DIVISION, TWO COPIES. RECORD SHOWS SERIAL NO., DEPT. PUBLIC

6. Contents—continued WORKS, BUREAU HIGHWAYS, MARKED AS CONFIRMING PERMIT + EMERGENCY NO., DATE PERMIT? ISSUED PERMISSION GRANTED TERMS + CONDITION, NAME OF PARTY OR BUREAU RESPONSIBLE FOR PERMIT TO INSTALL REPAIR OR REPAVE WATER + GAS MAINS

7. Arrangement NUMERICALLY BY SERIAL NO. OF PERMIT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE AND HANDWRITTEN.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 12"X10"X5"; SIZE OF FILE BOX: 11"X12½X21"; SIZE OF VOLUME: 4½X11"X2)
(Of record or container. Height, width, thickness or depth. Average number of pages of documents)

11. Location by dates and quantities IN BINS 4, 5, 6, 7, 8, 12, 13, 14, 15 IN VAULT, 3RD FLOOR, MUNICIPAL BLDG, RECORDS + EQUIPMENT GOOD; RECORDS PRIOR 1920 FILE + IN BUREAU OF ARCHIVES.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
ELECTRICAL CONDUIT ERECT FLAGPOLE, BLOCKING OFF STREET, PLUMBING, REPAIR SEWERS + VARIOUS PERMITS ISSUED BY FOOTWAY DIVISION; FORM ALSO SHOWS AMOUNT OF DEPOSIT + REMARKS—KIND OF PAVING GUARANTEED + TO BE PLACED AT EXPENSE OF APPLICANT OR BUREAU SUBJECT TO TERMS + CONDITIONS SIGNATURE HIGHWAY ENGINEER APPROVED BY MAYOR AND PERMIT GRANTED FOR A PERIOD STIPULATED.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

1 CONTINUED SEE 11 ITEM 6

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

SER# 30

ADDENDA

# FOOTWAY DIVISION — BUREAU-HIGHWAYS

| | | | | | |
|---|---|---|---|---|---|
| 1 | FILE BOX LABELED MISC. PERMITS | 1 - 5999 | | | 1937 |
| 1 | " " " " " | 6000 | 7/19 | | 1937 |
| 7 | VOLUMS 1920 - 1936 INC. INS. DIVN. FOOTWAY DEPT | | | | 1920 - 1935 |
| 1 | BUNDLE LABELED MISC. PERMITS | JAN 9 - MAR - 9 | 3001 - 3500 | | 1937 |
| 1 | " " " " | MAR 9 - APR 15 | 3501 - 4000 | | 1937 |
| 1 | " " " " | APRIL 14 - MAY 10 | 4001 - 4500 | | 1937 |
| 1 | " " " " | MAY 18 - JUNE 2 | 4501 - 5000 | | 1937 |
| 1 | " " " " | MAY 26 - JUNE 23 | 5001 - 5500 | | 1937 |
| 1 | " " " " | JUNE 22 - JULY 19 | 5501 - 6000 | | 1937 |
| 1 | " " " " | JULY 17 - AUG 10 | 600 - 650 | | 1937 |
| 1 | " " " " | AUG. 11 - SEPT. 9 | 6501 - 7000 | | 1937 |
| 1 | " " " " | SEPT 8 - OCT 4 | 7001 - 7500 | | 1937 |
| 1 | " " " " | OCT 4 - NOV. 7 | 7501 - 8000 | | 1937 |
| 1 | " " " " | NOV 4. DEC. 8 | 8001 - 8500 | | 1937 |
| 1 | " " " " | DEC 8 - 137 - FEB 1 - 1938 | 8500 - 9000 | | 1938 |
| 1 | " " " " | FEB 2 - MAR 11 | 9001 - 9500 | | 1938 |
| 1 | " " " " | MAR 12 APR 8 | 9501 - 10000 | | 1938 |
| 1 | " " " " | APR. 9 - MAY 4 | 10001 - 10500 | | 1938 |
| 1 | " " " " | MAY 5 - MAY 31 | 10501 - 11000 | | 1938 |
| 1 | " " " " | MAY 31 - JUNE 23 | 11001 - 11500 | | 1938 |
| 1 | " " " " | JUNE 23 - JULY 21 | 11500 - 12000 | | 1938 |
| 1 | " " " " | JULY 22 - AUG. 1 | 12001 - 12500 | | 1938 |
| 1 | " " " " | | 9000 - 9999 | | 1938 |
| 1 | " " " " | | 10000 10975 | | 1938 |
| 1 | " " " " | | 11001 - 11500 | | 1938 |
| 1 | " " " " | | 12000 - 12999 | | 1938 |
| 1 | " " " " | | 13000 - 13999 | | 1938 |
| 1 | " " " " | | 14001 - 14998 | | 1938 |
| 1 | " " FOOTWAY PERMITS CURB REMOVAL | | | | 1936 |
| 1 | " " " " " " | | | | 1938 |

??? 10/11/39 #31
date

BUREAU OF HIGHWAYS; FOOTWAY DIVISION

No Serial #31 for Footway Div. The one written as #31- is for Inspection + Explosiv Div. as # 4A in that division

W.H.L-HAT- J.B. 27
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS; FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1st FLOOR.
(Name of building, room number, street address)

1. Title "POLICE COMPLAINTS ON FOOTWAYS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1930 TO 1936, INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 4 BUNDLES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling POLICE REPORT—FOOTWAYS
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents COPIES OF POLICE REPORTS PERTAINING TO DEFECTIVE FOOTWAY AND SIDE WALKS. REPORTS SHOW: DEPT OF PUBLIC WORKS, BUREAU OF HIGHWAYS, POLICE REPORT, DATE REPORT ISSUED, DATE FOOTWAY DIVISION RECEIVED, SERIAL NO. OF REPORT, NAME OF POLICE DISTRICT SENDING REPORT DESCRIBING FOOTWAY OR SIDE WALK AS DANGEROUS OR DEFECTIVE, SHOWING LOCATION AND ADDRESS OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued PROPERTY, NAME AND ADDRESS OF OWNER; ALSO SHOWS WARD, SEC, BLOCK AND LOT NO.

7. Arrangement CHRONOLOGICALLY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPE LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 11"X12"X3"; SIZE OF SHEET: 8"X11".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 3000 SHEETS.

11. Location by dates and quantities 4 BUNDLES IN BIN IN VAULT,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
3rd FLOOR, MUNICIPAL BLDG.

12. Other information RECORDS + EQUIPMENT GOOD; RECORDS
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR 1930 IN BUREAU OF ARCHIVES.

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

W-HL-HAT-JB.

WALL 4-17-40 (REVISED) #33
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS. FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BUILDING, 1ST FLOOR.
(Name of building, room number, street address)

1. Title "REQUESTS OF OWNER FOR SIDEWALK REPAIRS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1930-1936 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARD BOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF REQUESTS FROM PROPERTY OWNER AUTHORIZING THE BUREAU OF HIGHWAYS TO REPAIR, REPAVE OR PAVE SIDEWALK. RECORD SHOWS CITY OF BALTIMORE, BUREAU OF HIGHWAYS, NAME OF HIGHWAY ENGINEER, DATE OF REQUEST, ADDRESS AND BILL ME FOR SAME, SIGNATURE OF OWNER OF PROPERTY AND ADDRESS. IT ALSO SHOWS FOOTWAY INSPECTOR, NAME WITNESS AS TO SIGNATURE OF OWNER, AND THE CONTRACT NUMBER.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement ALPHABETICALLY BY NAME OF STREET.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing A-Z.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF 1 CARD BOARD FILE BOX: 6½"X4"X15" 1 BOX FILE 8"X16"X15"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN BIN EAST OF VAULT, 3RD FLOOR, MUNICIPAL BUILDING.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD AND EQUIPMENT GOOD. PRIOR RECORDS FILED IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

SER 33

W.H.L.-H.A.T.-J.B. 10-16-39
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY State MARYLAND

Name of agency or office FOOTWAY DIVISION
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. 1ST FLOOR
(Name of building, room number, street address)

1. Title "REQUESTS OF OWNER FOR SIDEWALK REPAIRS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1930-1936 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 CARDBOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSISTS OF REQUESTS FROM PROPERTY OWNER AND AUTHORIZING THE BUREAU OF HIGHWAYS TO REPAIR, REPAVE, OR PAVE SIDEWALK. RECORD SHOWS CITY OF BALTIMORE, BUREAU OF HIGHWAY, NAME OF HIGHWAY ENGINEER, DATE OF REQUEST. DEAR SIR, THIS IS YOUR AUTHORITY TO PAVE, REPAVE OR REPAIR SIDEWALK IN FRONT REAR OR SIDE OF
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued PROPERTY AT GIVEN LOCATION ADDRESS, AND BILL ME FOR SAME, SIGNATURE OF OWNER OF PROPERTY AND ADDRESS, IT ALSO SHOWS FOOTWAY INSPECTOR, NAME, WITNESS AS TO SIGNATURE OF OWNER, AND THE CONTRACT NO.

7. Arrangement ALPHABETICALLY BY NAME OF STREET
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing A-Z.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN ON PRINTED FORMS
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARDBOARD FILE BOX (1) 6½ X 4" X 15") (1) 8" X 16" X 15")
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
1 Box; ; 1 Box;

11. Location by dates and quantities IN BIN EAST OF VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD, PRIOR RECORDS FILED IN BUREAU OF ARCHIVES
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____ (Author) _____ (Publisher)
_____ (Place of publication) _____ (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA #1 FOOTWAY DIVISION SER. # 33.

REQUESTS OF OWNERS

1 FILE BOX — REQUESTS, 1930-31-32-33-34

1 FILE BOX — OWNERS REQUESTS FOR SIDEWALK REPAIRS, 1935-1936

H.A.T.-J.B.-W.H.L.

WALL (Worker's full name) 4-17-40 (Date) #34 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
Washington, D.C.

VOLUMES AND UNBOUND RECORDS FORM

County Baltimore City State Maryland.

Name of agency or office Bureau of Highways, Footways Division.
(Office of custody) (Office which made the record, if different)

Address of office of custody Municipal Building, 1st Floor.
(Name of building, room number, street address)

1. Title "Index cards to Correspondence"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920-1922 and 1925-1932.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 File Boxes
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling See Addenda.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1923-1924 cards not in vault did not change index cards for years 1923-1924.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents This is a card index to correspondence received by Footway Division from various Municipal Bureaus and corporations. Index cards show name and number of street, card number, and letter A to Z. Also shows remarks as to complaints from Bureau or parties making complaint to remedy the existing condition.
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to type of records contained and dates covered by each should be given. Unless contents of those records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA FORM 12-13HR--Revised (See reverse side) 16-6419

6. Contents--continued

7. Arrangement Alphabetically by name of street.
(Chronologically--by what? Numerically--by what? Alphabetically--by what?)

8. Indexing This is a card index.
(Self-contained--describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing Typed on ruled cards.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size of file drawer: 4"x 6"x 15"; size of card: 3"x5", Approx. 2000 cards.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 5 file drawers in cabinet in office of Footway Division, Municipal Building, 1st Floor.
(Room, vault, wall--N.E.S.W., section, bin, shelf, cabinet, or floor)

12. Other information Records and equipment good; prior record in vault, 3rd floor, Municipal Building.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)

(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16--6419

#34

H.A.T. - J.B. - W.H.L.
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND.

Name of agency or office FOOTWAY DIVISION - BUREAU OF HIGHWAYS.
(Office of custody). (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. 1ST FLOOR.
(Name of building, room number, street address)

1. Title "(INDEX CARDS)"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1920-1922 + 1925-1932
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 13 FILE BOXES
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1923-1924 CARDS NOT IN VAULT, DID NOT CHANGE INDEX CARDS FOR YEARS 1923-1924!
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS IS CARD INDEX TO CORRESPONDENCE RECEIVED BY FOOTWAY DIVISION FROM VARIOUS MUNICIPAL BUREAU + CORPORATION. INDEX CADS? SHOW NAME AND NUMBER OF STREET, CARD NO. AND LETTER A TO Z. ALSO SHOWS REMARKS AS TO COMPLAINTS FROM BUREAU OR PARTIES MAKING COMPLAINT TO REMDY THE EXISTING CONDITION
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

Sp. ?

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued

7. Arrangement ALPHABETICALLY BY NAME OF STREET
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing THIS IS A CARD INDEX
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON RULED CARDS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF FILE DRAW: 4'X6'X5' SIZE CARD: 3"X5" APPROX 2000 CARDS
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 5 FILE IN FILE CABINET IN OFFICE OF FOOTWAY DIVISION MUNICIPAL BLDG 1ST FLOOR
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS EQUIPMENT GOOD; RECORD PRIOR FILED IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA 1 FOOTWAY DIVISION SER.#34.

| | | | | | | |
|---|---|---|---|---|---|---|
| 1 | FILE | BOX | LABELED | A-H | JUNE 1920 — | JUNE 1922 |
| 1 | " | " | " | I-Z | JUNE 1920 — | JUNE 1922 |
| 1 | " | " | " | A-H | 1925 — | 1927 |
| 1 | " | " | " | I-T | 1925 — | 1927 |
| 1 | " | " | " | U-Z | 1925 — | 1929 |
| 1 | " | " | " | A-Z | 1928 | |
| 1 | " | " | " | A-M | 1929 | |
| 1 | " | " | " | N-Z | 1929 | |
| 1 | " | " | " | A-Z | 1930 | |
| 1 | " | " | " | A-O | 1931 | |
| 1 | " | " | " | P-Z | 1931 | |
| 1 | " | " | " | A-L | 1932 | |
| 1 | " | " | " | M-Z | 1932 | |

W.H.L.-H.A.T.-J.B. (Worker's full name) (Date) 35 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title [CORRESPONDENCE]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1928—1936 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 21 CARDBOARD FILE BOXES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA ATTACHED.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents CORRESPONDECE FROM VARIOUS BUREAUS OF PUBLIC WORKS, CORPORATIONS AND UTILITY COMPANIES PERTAINING TO WORK TO BE COMPLETED ON HIGHWAYS AND NOTIFYING THE FOOTWAY DIVISION THAT CERTAIN FOOTWAYS STATING LOCATIONS, HAD TO BE REPLACED BY BUREAU OR CORPORATION RESPONSIBLE FOR PERMIT. CORRESPONDENCE SHOWS BUREAU
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

OVER

6. Contents—continued OR DEPT, CORPORATION, DATE, MAILED, NOTIFYING SUCH AS ATTENTION OF HEAD OF FOOTWAY DIVISION.

7. Arrangement ALPHABETICALLY BY NAME OF CORRESPONDENT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITEN ON LETTER HEADS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF CARD BOARD FILE BOX: 11"X12"X21".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 21 CARD BOARD FILE BOXES IN BIN IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD AND EQUIPMENT GOOD. PRIOR RECORDS IN ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints _____
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA. 1 FOOTWAY DIVISION - BUREAU OF HIGHWAYS SER. # 35

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | FILE | BOX | LABELED | LETTER FILE FOOTWAY DIVISION | | | 1928 - 1929 |
| 1 | " | " | " | | 0.1 - T.100 | | 1929 |
| 1 | " | " | " | | U - Z | | 1929 |
| 1 | " | " | " | | FOOTWAY CONTRACTS | 1 - 114 | 1929 |
| 1 | " | " | " | | INTERDEPARTMENTAL | | 1930 |
| 1 | " | " | " | | | A.1 - G100 | 1930 |
| 1 | " | " | " | | | H - J | 1930 |
| 1 | " | " | " | | | J - M | 1931 |
| 1 | " | " | " | | | M - R | 1931 |
| 1 | " | " | " | STREET NAMES & NUMBER CHANGED | | | 1928 - - |
| 2 | " | " | " | | FOOTWAY DIVISION | | 1932 |
| 1 | " | " | " | | FOOTWAY DIVISION | A-1 - K100 | 1933 |
| 1 | " | " | " | MISC. | FOLDERS FOOTWAY DIVN. | 1 - 35 | 1933 |
| 1 | " | " | " | " | " " " | 1 - 39 | 1934 |
| 1 | " | " | " | " | " " | A.1 - J.65 | 1934 |
| 1 | " | " | " | " | BILLS | 1928 — | 1934 |
| 1 | " | " | " | LETTER FILE | | A-1 - L97 | 1935 |
| 1 | " | " | " | " | " | M - Z | 1935 |
| 1 | " | " | " | LETTER | " | A1 - L97 | 1936 |
| 1 | | | | | " | M - Z | 1936 |

21 FILE BOXES.

W.H.L-H.A.T.-J.B 10-19-39 36
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Check This

## VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAY DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, 1st FLOOR.
(Name of building, room number, street address)

1. Title [TABULATED CONTRACTED BIDS]
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1931-1932 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES PHOTOSTATIC COPIES IN 4 LETTER FOLDERS
(Number of volumes; file drawers, file boxes, bundles; other)

4. Labeling LABELING CONTRACTS ESTIMATES FOOTWAY CONTRACTS NO-6-119-120-121 ESTIMATE FORCE ACCOUNTS,
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NO CONTRACTS LET IN YEAR 1939.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSIST OF PHOTOSTATIC COPIES OF TABULATED BIDS FROM VARIOUS CONTRACTS SHOWING THE LOWEST AND HIGHEST BID. RECORD SHOWS FOOTWAY CONTRACT NO., DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, NUMEROUS FOOTWAY REPAIRS THROUGH-OUT CITY OF BALTIMORE, TABULATING OF FOOTWAYS REPAIRS, CONTRACT NO., DATE BIDS RECEIVED AND SHOWS ITEM AS TO NO, AND
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued SHOWING VARIOUS NAMES OF CONTRACTS BIDDING ON CONTRACT WITH THE RESPECTIVE CHARGES PER FOOT AND TOTAL CHARGE FOR EACH CLASSIFIED PAVING JOB LISTED IN CONTRACT FORM; ALSO SHOWS THE TOTAL AMOUNT OF BID OF EACH BIDDING CONTRACTOR FOR THE LISTED SPECIFICATION ON CONTRACT

7. Arrangement NUMERICALLY BY CONTRACT NO.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing PHOTOSTATIC COPIES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12"X3"X10" SIZE OF BUNDLE.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 BUNDLES CONTAINING 4 LETTER FOLDERS IN BIN NO. 28 NORTH WALL, VAULT, 3RD FLOOR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS AND EQUIPMENT GOOD; PRIOR RECORDS TO 1920 FILED IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE

THERE ARE NO RECORDS FOR THE YEAR 1939, AS THERE WERE NO CONTRACTS LET IN YEAR.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

H.A.T. — W.H.L. — J.B. (Worker's full name) (Date) 37 (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., FIRST FLOOR.
(Name of building, room number, street address)

1. Title (RETENTION SHEETS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1931-1932 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 12 SHEETS IN 4 LETTER FOLDERS IN BUNDLE.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CONTRACTS, NOS. 119, 120, 121 ESTIMATE FORCE ACCOUNTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD IS A RECEIPT FOR MONEY RETAINED BY MUNICIPAL GOVERNMENT FOR SUMS RETAINED FROM CONTRACTORS WHO HAVE COMPLETED WITH SPECIFICATION OF CONTRACT. RECORD SHOWS RETENTION SHEETS, DATE OF CONTRACT, MAYOR & CITY COUNCIL OF BALTIMORE ACCOUNT, BUREAU HIGHWAYS; AND SHOWS CONTRACTOR'S NAME & ADDRESS, RELEASE OF SIX MONTHS RETENTION FOOTWAY CONTRACT NO. SHOWS TOTAL CHARGE FOR WORK
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued WORK COMPLETED AND AMOUNT PAID ON CONTRACT; ALSO SHOWS AMOUNT RETAINED FOR PERIOD OF SIX MONTHS - TOTAL AMOUNT FOR FINISHED CONTRACT ACKNOWLEDGEMENT AS TO CORRECT SIGNATURE (SEE ITEM 12)
AMOUNT + AMOUNT RECEIVED ON CONTRACT + DATE OF RECEIPT
NUMERICALLY BY CONTRACT NO OF CONTRACTOR FOR THE RETAINED

7. Arrangement NUMERICALLY BY CONTRACT No.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12"X3"X10" SIZE OF BUNDLE, APPROX. 16 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 BUNDLE IN BIN NO. 28 N. WALL IN VAULT, 3RD FLOOR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD EQUIPMENT GOOD; RECORDS TO 1920 IN BUREAU ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

WILL. MAT. JR — 38

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

Recd

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIV.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title MONTHLY ESTIMATES OF FOOTWAY PAVING CONTRACTS.
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1927-1932 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES CONTAINING 16 LETTER FOLDERS HAVING 8 SHEETS EACH.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CONTRACTS Nos. 6-119, 120, 121 ESTIMATE FORCE ACCOUNTS.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS RECORD CONSIST OF MONTHLY ESTIMATE OF COST OF WORK FINISHED IN MONTH. RECORD SHOWS CITY OF BALTIMORE, DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, FOOTWAYS, CONTRACTOR'S ESTIMATE & NO., DATE, AND NOS. OF CONTRACTOR'S WORK ORDER & ACCT. CONTRACT NO., FOOTWAY CONT NO., SHOWING FINISHED WORK ON CONTRACT, DATE REPAIRING CONCRETE FOOTWAYS, DATE OF STARTING WORK TO DATE OF LAST
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—8419

6. Contents—continued WORK DONE IN MO + SHOWS CONTRACTOR'S NAME, ADDRESS FORMS NO, OF ITEM TO BE PAVED, DESCRIPTION OF WORK, NO. OF LIN. FT, AND COST OF LIN. FT. PAVED IN MO; ALSO SHOWS THE AMT CHARGED TO VARIOUS BUREAU AS TO THEIR SYMBOL + ACCT. NO; AND SHOWS THE AMOUNT OF CONTINUED ITEM 12

7. Arrangement NUMERICALLY BY CONTRACT NO, RETAINED FOR PERIOD.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size 12"X3'X 10", SIZE OF BUNDLE; SIZE OF SHEET: 8"X16". APPROX. 48
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
ESTIMATE SHEETS IN 2 BUNDLES.

11. Location by dates and quantities 2 BUNDLE IN BIN NO. 28, NORTH WALL IN VAULT, 3rd FLOOR.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD EQUIPMENT GOOD; RECORD TO 1920 IN BUREAU ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
OF 6 MONTHS; ALSO SHOWS FOOTWAY PAVING PREVIOUS PAVED AMT. DUE ON MONTHLY ESTIMATE, TOTAL PAID TO DATE AMT. RETAINED, COST OF WORK DONE TO DATE, LESS PREVIOUS WORK DONE, AMT. ON ESTIMATE CONTINUED ITEM-12

CONTINUED ITEM 12

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

NEW SERIAL #39

JB-HAT-WHL- 10-7-39

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office FOOTWAY DIV. - BUREAU OF HIGHWAYS
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., VAULT, 3rd FLOOR.
(Name of building, room number, street address)

1. Title (REFUNDS OF DEPOSITS)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1920-1937 INCLUSIVE
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES + 1 LETTER FILE BOX
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling (1 BUNDLE REFUNDS 1925-1935) + (1 BUNDLE REFUNDS 1935-1937) 1 LETTER FILE BOX LABELED REFUNDS JUNE 1920-JUNE 1928
(Explain fully, years, numbers, letters, number of records so labeled)

5. Discontinued and missing records NONE
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents ARE DRAFTS SHOWING AMOUNT OF REFUND IN CONNECTION WITH CUTTING OF PAVING NECESSARY IN THE INSTALLATION OF SANITARY CONNECTIONS AT VARIOUS LOCATIONS. DRAFT SHOWS BALTIMORE, DATE, MAYOR + CITY COUNCIL OF BALTIMORE, NAME + ADDRESS OF PERSON MAKING DEPOSIT, ACCOUNT BUREAU OF HIGHWAYS, CITY OF BALTIMORE, PURPOSE OF + AMOUNT OF DEPOSIT, SPECIFICATION FOR ISSUING PERMIT, AMOUNT OF REFUND, PERMIT NO., DATE, ACCOUNT
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

WPA Form 12-13HR—Revised (See reverse side) 16—6419

6. Contents—continued NUMBER OF SIGNATURE OF ASSOCIATE CIVIL ENGINEER, HIGHWAYS, SPACE FOR SIGNATURE, AMOUNT OF REFUND RECEIVED + DATE.

7. Arrangement CHRONOLOGICALLY BY DATE OF REFUND.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing TYPEWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 12"x11"x3½"; SIZE OF FORM: 7"x8½"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
APPROX. 1500 REFUND CERTIFICATES IN 2 BUNDLES

11. Location by dates and quantities IN BIN, WEST WALL OF VAULT, 3rd FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
PRIOR RECORDS IN BUREAU OF ARCHIVES.
See Serial No. 22.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

SER. #40

JB - HAT - WHL - 10-19-39

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY State MARYLAND

Name of agency or office FOOTWAY DIVISION BUREAU OF HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG, FIRST FLOOR.
(Name of building, room number, street address)

1. Title (DAILY REPORTS FOR PERMITS ISSUED)
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1921 - 1935 INC.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 7 LEDGERS IN 1 BUNDLE, 1 LETTER BOX FILE + 1 LEDGER.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents THIS IS A DAILY RECORD OF PERMITS ISSUED BY THE FOOTWAY DIV. OF BUREAU OF HIGHWAYS + SHOWS NUMBER OF PERMITS ISSUED DAILY, MONTHLY + YEARLY. RECORD SHOWS DATE PERMIT ISSUED, NAME OF PARTY OR FIRM RESPONSIBLE FOR PERMIT, PERMIT NO. AMOUNT CHARGED. ALSO SHOWS INSPECTION CHARGE + DATE OF REFUND, IF ANY. SHOWS TOTAL AMOUNT COLLECTED FOR PERMITS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued + INSPECTIONS FOR THE MONTH WITH REFERENCE TO AMOUNT COLLECTED FOR THE MONTH OF PREVIOUS YEAR, SHOWING INCREASE OR DECREASE IN AMOUNTS COLLECTED.

7. Arrangement CHRONOLOGICALLY BY DATE OF PERMIT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON LEDGER PAGES.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 14" X 11" X 6" ; OF LEDGER: 14" X 11" X 2"
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
" OF BOX FILE: 12" X 12" X 5".

11. Location by dates and quantities IN BIN 37, NORTH WALL VAULT, 3rd FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD; PRIOR RECORDS IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE o 16—6419

ADDENDA- FOOTWAY DIVN- SER. # 40.

LABELING- 7 LEDGERS RECORD OF MISCELLANEOUS PERMITS ISSUED FOR YEARS 1920-1931-
INSPECTION DIVN- FOOTWAY DEPT-
1 BOX FILE LABELED DAILY REPORTS-
YEARLY-

J B - HAT - WHL - 10 - 13 - 39 #41

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office FOOTWAY DIVISION, BUREAU HIGHWAYS.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., ROOM 318.
(Name of building, room number, street address)

1. Title "CASH DEPOSIT SLIPS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates. 1936 - 1937.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 5 BUNDLES CONTAINING 24 PACKAGES.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling SEE ADDENDA.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents PERTAIN TO PERMITS ISSUED BY BUREAU HIGHWAYS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
FOR WHICH NO CHARGE IS MADE. RECORD SHOWS CITY OF BALTIMORE, BUREAU, COPY OF CASH DEPOSIT SLIP, SERIAL NO. OF SLIP, DATE OF ISSUE, NAME, ADDRESS FOR LISTING NUMBER OF PERMITS ISSUED, CHECK NO. SYMBOL OF DEPARTMENT RESPONSIBLE FOR CREDIT OR CHARGE, AMOUNT, COST ACCOUNT, VOID UNLESS PERFORATED, ISSUED BY,

6. Contents—continued TO BUREAU OF CONTROL + ACCOUNTS.

7. Arrangement CHRONOLOGICALLY BY DATE OF CASH DEPOSIT SLIP.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF RECORD: 8" x 6" - APPROX. 5000 SHEETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities IN BIN IN VAULT, WEST WALL, 3rd FLOOR, MUNICIPAL BLDG.
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORD + EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2) PRIOR RECORDS IN BUREAU ARCHIVES.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

V 24

ADDENDA - FOOTWAY DIV. N 1

| | | | | |
|---|---|---|---|---|
| 1 | BUNDLE | LABELED | NO CHARGE PERMITS - JANY + FEBY 1936 | |
| 1 | " | " | " " " " " | 1937 |
| 1 | " | " | CHARGE CREDIT SLIPS | JULY 1936 |
| 1 | " | " | " " " | DEC 1937 |
| 1 | " | " | NO CHARGE PERMITS | DEC 1937 |

SER.# 42

J.B.-HAT.-WHL-T.W.-W.O'K. 10-23-39
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

County BALTIMORE CITY. State MARYLAND.

Name of agency or office FOOTWAY DIV. — [illegible]
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG. FIRST FLOOR.
(Name of building, room number, street address)

1. Title "CONTRACTS - DAILY REPORTS"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1933 - 1934 + 1935 - INC.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BUNDLE CONTAINING 5 LOOSE LEAF BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling CONTRACTS, DAILY REPORTS 1933, 1934, 1935 INC.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NO RECORDS IN 1939, NO CONTRACTS,
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents DAILY REPORT OF VARIOUS KIND OF PAVING WORK PERFORMED UNDER CONTRACT. RECORD SHOWS
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
DEPT. PUBLIC WORKS, BUREAU OF HIGHWAYS, DAILY REPORT, REPORT NO. CONTRACT NO., STREET LOCATION, DATE, INSPECTORS NAME, NUMBER OF WORKERS, SUCH AS SUPT., FOREMAN, ASST. FOREMAN, LABORERS, PAVERS, CURB SETTERS, STONE CUTTERS + CEMENT WORKERS, ALSO TRUCKS USED, DOUBLE TEAMS, CEMENT ROLLER,

6. Contents—continued MIXER + SHOVEL, TOTAL HOURS FOR PERFORMING WORK, SUCH AS GRADING, CONCRETE, CURB, GUTTERS, BINDERS, TOPPING, BLOCK OR GROUT. ALSO SHOWS AMOUNT OF SQUARE YARDS OR LINEAL FEET OF VARIOUS KIND OF PAVING QUANTITY OF MATERIAL USED FOR VARIOUS KIND OF WORK - (SEE ITEM 12)

7. Arrangement CHRONOLOGICALLY BY DATE OF INSPECTION.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORM.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 11" X 7" X 6".
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 1 BUNDLE IN BIN 20 - IN VAULT, 3rd FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)

12. Other information RECORDS + EQUIPMENT GOOD; PRIOR RECORDS IN BUREAU OF ARCHIVES.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

CONTINUED FROM ITEM 6 -

SUCH AS CEMENT + CONCRETE PAVING, CONCRETE BASE, SHEET ASPHALT, BINDER, TOPPING, V.B. GUTTERS, ALSO SHOWS TIME OF STARTING + STOPPING WORK, VARIOUS KIND OF PAVING MATERIAL + CURBS, + SIZE OF EXPANSION JOINTS.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

Ser.#43

W.H.L - H.A.T. - J.B.T. - W.W. - O.K. 3/10-23-39

(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

## VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office BUREAU OF HIGHWAYS, FOOTWAYS DIVISION.
(Office of custody) (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG ROOM 318.
(Name of building, room number, street address)

1. Title "FORCE ACCOUNT TICKET"
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1925 - 1927 INCLUSIVE.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 1 BUNDLE CONTAINING 3000 TICKETS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling FORCE ACCOUNT TICKET 1925, 1926, 1927.
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records 1928 - -. NO SUCH RECORD USED SINCE 1927 INCLUSIVE, INFORMATION RECD FROM CHIEF OF OFFICE.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORDS CONSIST OF DAILY FORCE ACCOUNTS OF HIGHWAY ENGINEERING DEPT. BEING ISSUED BY CONTRACTORS + FOREMAN SHOWING THE AMOUNT OF LABOR AND EQUIPMENT USED ON CONTRACT WORK. RECORD SHOWS DAILY FORCE ACCOUNT TICKET OF BUREAU HIGHWAY ENGINEERING DEPT., SHOWING DATES, KIND OF WORK BEING PERFORMED, AND LOCATION OF WORK BEING DONE. THE CONTRACT
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)

6. Contents—continued NUMBER AND NATURE OF WORK SUCH AS PAVING, FILLING HOLES; ALSO SHOWS THE NUMBER OF MEN AS FOREMEN, LABORERS, WATCHMEN AND NUMBER OF WAGONS, CARTS USED AND SHOWING TOTAL AMOUNT OF HOURS WORKED, AND, SHOWING RATE PER HOUR OF EACH

7. Arrangement CHRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HANDWRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE 4'x8'4" ; SIZE OF TICKET 4"x5" APPROX. 3000 TICKETS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)
SEE FORM ATTACHED.

11. Location by dates and quantities 1 BUNDLE IN VAULT IN BIN NO. 20,
(Room, vault, wall—N. E. S. W., section, bin, shelf, cabinet, on floor)
3rd FLOOR, MUNICIPAL BLDG.

12. Other information RECORD AND EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)

NOTE: FROM ITEM 6

CLASS OF WORK PERFORMED; ALSO SHOWS THE TOTAL WAGE OF EACH WORKMAN BY THE VARIOUS CLASS + ACKNOWLEDGEMENT AS TO THE CORRECTNESS THERE OF BY THE SIGNATURE OF FORMAN + INSPECTOR.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

U. S. GOVERNMENT PRINTING OFFICE O 16—6419

V-27

# FORCE ACCOUNT TICKET

## HIGHWAYS ENGINEERS DEPARTMENT

_____ 192__

Paving _____ St., between

_____ St. and _____ St.

_____ Cont. No. _____

Nature of work _____

_____

| No. | OCCUPATION | TOTAL HOURS | RATE | REMARKS |
|---|---|---|---|---|
| | FOREMAN | | | |
| | LABORERS | | | |
| | WAGONS | | | |
| | CARTS | | | |
| | WATCHMAN | | | |
| | | | | |
| | | | | |
| | | | | |

Correct _____

CONTRACTOR'S FOREMAN

Correct _____

CITY INSPECTOR

NO BILLS WILL BE PAID UNLESS TICKETS THEREFOR ARE ATTACHED

JB-HAT-WHL G.W. WÓK.

#44

W.O.K. T.W. H.A.T. W.H.L. J.B. 10-24-39
(Worker's full name) (Date) (Form identification number)

WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS
THE HISTORICAL RECORDS SURVEY: 1937
1734 NEW YORK AVE. NW.
WASHINGTON, D. C.

# VOLUMES AND UNBOUND RECORDS FORM

~~County~~ BALTIMORE CITY. State MARYLAND.

Name of agency or office FOOTWAY DIVISION, BUREAU OF HIGHWAYS
(Office of custody), (Office which made the record, if different)

Address of office of custody MUNICIPAL BLDG., 1ST FLOOR.
(Name of building, room number, street address)

1. Title "FOOTWAY CONDEMNATIONS."
(Give present full title in quotes; assigned title, if any, in brackets. If record has had other titles, list them with dates or quantities or both)

2. Dates 1934.
(Earliest and latest dates; missing dates. Show exact date of breaks)

3. Quantity 2 BUNDLES CONTAINING 30 BINDERS.
(Number of volumes; file drawers; file boxes; bundles; other)

4. Labeling 1 BUNDLE, FOOTWAY CONDEMNATIONS 9-31-1934
1 BUNDLE, FOOTWAY CONDEMNATIONS 1-18-1934
(Explain fully; years; numbers; letters; number of records so labeled)

5. Discontinued and missing records NONE SEE ITEM #12.
(If record discontinued, give reason and state whether same information shown in another record. Explain why records are missing, if possible)

6. Contents RECORD PERTAINS TO FOOTWAY CONDEMNATION SHOWING
(Purpose and general nature of record. Principal items of information shown. Summary of forms used in making record, their headings, etc. If a very general or miscellaneous record, detailed information as to types of records contained and dates covered by each should be given. Unless contents of these records are described by other Forms 12-13HR, such forms should be filled out and attached)
ADDRESSES OF PROPERTIES FOR PURPOSE OF NOTIFYING PROPERTY OWNERS TO HAVE FOOTWAY REPAIRED OR REPAVED. FORM SHOWS BUREAU OF HIGHWAYS, FOOTWAYS CONDEMNATIONS & YEAR, INSPECTOR'S NAME, BLOCK NUMBER, DATE, SYMBOLS, N.S.E.W AS TO LOCATION OF SIDE OF STREET; ALSO SHOWS STREETS & HOUSE NUMBERS, NUMBER OF BLOCKS TO BE REPAVED IN SECTION, FROM STREET TO STREET, NOTATION TO REPAVE OR REPAIR



OVER

6. Contents—continued AS TO FRONT, SIDE OR REAR, ALSO SHOWING THE KIND OF CURB AND CONDITION. THE KIND & WIDTH OF WALK WITH REMARKS AS TO CONDITION OF FOOTWAY.

7. Arrangement CRONOLOGICALLY BY DATE OF REPORT.
(Chronologically—by what? Numerically—by what? Alphabetically—by what?)

8. Indexing NONE.
(Self-contained—describe what it shows. If separate, fill out a form for it, and place cross reference here to that form by title and identification number)

9. Writing HAND WRITTEN ON PRINTED FORMS.
(Handwritten. Handwritten printed form. Handwritten printed head. Typed. Typed printed form. Typed printed head. Printed. Photostat. Other. Give months and years covered by each kind of writing)

10. Size OF BUNDLE: 15"x10"x8"; SIZE OF BINDER: 14"x9"x1" APPROX. 3000 FORMS.
(Of record or container. Height, width, thickness or depth. Average number of pages or documents)

11. Location by dates and quantities 2 BUNDLES IN BIN 46 IN VAULT, 3RD FLOOR, MUNICIPAL BLDG.
(Room. vault, wall—N. E. S. W., section, bin, shelf, cabinet, or floor)

12. Other information RECORDS & EQUIPMENT GOOD.
(Condition of record if not good. Relation to other records. Information on prior, subsequent, or similar records. Whether record is known to have been kept earlier than dates shown in item 2)
RECORDS PRIOR TO 1934 AND RECORDS 1935 TO 1938 INC. FILED IN BUREAU OF ARCHIVES. INFORMATION RECEIVED FROM CHIEF OF OFFICE.

13. (For use in Florida.) Early imprints
(Author) (Publisher)
(Place of publication) (Date of publication)

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